



CATHOLIC DIOCESE of AUCKLAND

INFORMATION for PARENTS /

CAREGIVERS

SEEKING PREFERENCE of ENROLMENT at CATHOLIC SCHOOLS

The following information is given to assist parents/caregivers seeking preference of enrolment at a Catholic school.

- In seeking preference of enrolment at a Catholic school you need to make a commitment to actively supporting your child in their faith formation and the practices of the Catholic Church.
- The diocesan Preference of Enrolment Certificate needs to be signed by a Parish Priest or other authorised agent of the Bishop. It is normal practice to make an appointment with the Priest.
- A new Preference of Enrolment Certificate is required for each child in the family.
- Preference certificates are school specific. The name of the school must be specified on the certificate. If you intend to apply for enrolment at a number of different Catholic schools you should have the required number of Preference of Enrolment Certificates and ask the Priest to sign these during the one interview.
- A new Preference of Enrolment Certificate is required for transfer to another school e.g. primary to secondary school. In some exceptional circumstances the preference status of your children could change.
- The Preference of Enrolment Certificate is valid for two years prior to enrolling. For example a new entrant's Preference of Enrolment Certificate should be obtained when they turn three years of age no earlier, or if your child is on a school waitlist for longer than two years and a place becomes available a new certificate is required.

- The school keeps the preference certificate – not the family.
- If you are applying for preference of enrolment under Criterion 5.3 which reads At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child’s participation in the life of the school could lead to the parents having the child baptised, it is important to recognise that one parent/guardian being Catholic is not sufficient in itself to guarantee that preference will be granted. The second part of the sentence has equal weight with the first.
- If you are applying for preference of enrolment under Criterion 5.4 the significant familial adult must be:
 - a close family member who is actively involved in your child’s upbringing and live close to you
 - practising their faith and involved in their own parish
 - equipped and committed to the faith formation of your child and practices of the Catholic Church
- The significant familial adult must fill out a **SUPPORTING EVIDENCE FORM** and submit it to their parish office for their Parish Priest to complete Section B. Please see **‘Process for Applying for a Preference of Enrolment Certificate – Criterion 5.4’** for full information.
- Parish Priests/Bishop’s Agents grant preference and they are the only person who may do so. Schools then decide which students will be accepted for enrolment.
- Attendance at a Catholic school by non-preference students is not grounds for seeking preference of enrolment at another Catholic school.

January 2025

Process for Applying for a Preference of Enrolment Certificate - Criterion 5.4

Please note it is the responsibility of parents/caregivers to ensure that application documentation is completed in a timely manner. We strongly recommend allowing 4 weeks to complete the entire process, particularly for college enrolment deadlines in Term 1 when there is a greater volume of applications.

If you are applying for preference of enrolment under Criterion 5.4 the significant familial adult must be:

- a close family member who is actively involved in your child's upbringing and live close to you
- practising their faith and involved in their own parish
- equipped and committed to the faith formation of your child and practices of the Catholic Church

PARENTS / CAREGIVERS

- Download or obtain a copy of a **PREFERENCE OF ENROLMENT CERTIFICATE**. All forms and information are available at <https://www.aucklandcatholic.org.nz/catholic-schools-2/>
- ↓
- Complete first section of page 1
- ↓
- Sign and date last section of page 2
- ↓
- Request significant familial adult to complete the relevant section on page 2
- ↓
- Email certificate to ces@cda.org.nz
- ↓
- Download or obtain a copy of the **SUPPORTING EVIDENCE FORM** and give to the significant familial adult to complete.

SIGNIFICANT FAMILIAL ADULT

- Complete relevant section on page 2 of **PREFERENCE OF ENROLMENT CERTIFICATE**
 - ↓
 - Complete **Section A** of the **SUPPORTING EVIDENCE FORM** and submit to your parish office for your Parish Priest to complete Section B.
 - ↓
-

PARISH PRIEST

- Complete **Section B** of the **SUPPORTING EVIDENCE FORM**. To ensure a consistent and fair process **Section B** must be completed by the Parish Priest or agent of the Bishop.



- Return Section A and B of the **SUPPORTING EVIDENCE FORM** by email to ces@cda.org.nz



BISHOP APPOINTED COMMITTEE

- When both the **PREFERENCE OF ENROLMENT CERTIFICATE** and **SUPPORTING EVIDENCE FORM** have been received the committee will grant or decline the application.



- If the application is granted the family/caregiver will receive confirmation and a copy of the Preference of Enrolment Certificate signed by an authorised agent of the Bishop of the Catholic Diocese of Auckland.

NB It is the responsibility of the parent/caregivers to submit the signed Preference of Enrolment Certificate to the school as part of the enrolment process.



- If the application is declined the family/caregiver will be informed and invited to submit a application as a non-preference student. It is important to be aware that the school may not have places available for non-preference enrolments.