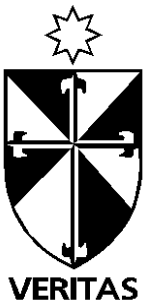


St Dominic's Catholic College

Catholic School for Girls Years 7-13

(09) 8390380 office@stdoms.ac.nz website: www.stdoms.ac.nz



APPLICATION FOR ENROLMENT 2026

For Academic Year Level

Preference

Non Preference

STUDENT INFORMATION			
FIRST NAME(S)			
SURNAME			
PREFERRED NAME		DATE OF BIRTH	
HOME ADDRESS			
SUBURB		POSTCODE	
CURRENT SCHOOL			
NATIONALITY	Yes <input type="checkbox"/> No <input type="checkbox"/>	Country of Birth:	
Student is NZ citizen	Citizenship:		
Student has Permanent Resident status	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of NZ entry:	
	Date Residency granted:		
ETHNICITY	<input type="checkbox"/> NZ Māori - if yes, iwi/hapu _____ <input type="checkbox"/> NZ Pākehā <input type="checkbox"/> Pacific Island - if yes, which country _____ <input type="checkbox"/> Filipino <input type="checkbox"/> Chinese <input type="checkbox"/> Korean <input type="checkbox"/> Indian <input type="checkbox"/> Other: _____		
To which Ethnic Group does the student belong			
LANGUAGE	What is the main language in the student's home? _____ What other languages are spoken at home? _____		
SPECIAL CHARACTER	RELIGION:		BAPTISED (Place/date)
Please tick the Sacraments your daughter has received <input type="checkbox"/> Reconciliation <input type="checkbox"/> First Communion <input type="checkbox"/> Confirmation (Place/date)			
If mother/relative is a past pupil, please state maiden name and years of attendance:			
Sister(s) attended or attending St Dominic's Catholic College (give years):			
Any other family connection with the Dominican Sisters or other Catholic schools? Please give details:			

If not Catholic, state denomination/religion:			

FAMILY INFORMATION

PARENT/GUARDIAN 1		Relationship to student	
FAMILY NAME	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr		
FIRST NAME(S)			
ADDRESS (If different from student)		HOME PHONE	
		WORK PHONE	
E-MAIL ADDRESS		MOBILE PHONE	
OCCUPATION			
NAME OF COMPANY EMPLOYED BY		ADDRESS	
CUSTODIAL/ACCESS (arrangements which the College should be aware of):			

PARENT/GUARDIAN 2		Relationship to student	
FAMILY NAME	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr		
FIRST NAME(S)			
ADDRESS (If different from student)		HOME PHONE	
		WORK PHONE	
E-MAIL ADDRESS		MOBILE PHONE	
OCCUPATION			
NAME OF COMPANY EMPLOYED BY		ADDRESS:	
CUSTODIAL/ACCESS (arrangements which the College should be aware of):			

EMERGENCY CONTACT (other than parents/guardians). The person nominated should be a person who is available to come and collect your daughter at short notice if the need should arise and parent/guardians is not available.

SURNAME		FIRST NAME(S)	
HOME PHONE		WORK PHONE	
MOBILE PHONE		RELATIONSHIP TO STUDENT	

CORRESPONDENCE

As family structures can vary, the following information is requested to ensure that correspondence ie Reports, Newsletters and Accounts are sent to the correct family members.

Send to Both parents father only mother only other (please specify)

ADDITIONAL STUDENT INFORMATION

Academic & Leadership:

Sporting: Summer/Winter:

Cultural/Artistic (ie Art/Dance/Drama/Musical instrument)

Hobbies:

SPECIFIC LEARNING NEEDS

Does your daughter currently have or require extra assistance for classroom work or school behaviour?

LANGUAGE OPTION CHOICE FOR 2026

Year 9 can choose any of the following: Te Reo Māori French Japanese Literacy

MEDICAL INFORMATION/PERMISSION

Family Doctor: _____ Phone No. _____

Does your daughter suffer from Asthma Diabetes Epilepsy or is Anaphylactic - please state degree of severity and details:

Or any other medical illness/disabilities or allergies?

- Yes I/we give permission for my daughter to be given Paracetamol or Antihistamine
 No I/we do not give permission for my daughter to be given any medication

CRITERIA FOR PREFERENCE OF ENROLMENT IN INTEGRATED CATHOLIC SCHOOLS

- 5.1 The student has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The student's parents/guardians have already allowed one or more of her siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their daughter has not yet been baptised, the student's participation in the life of the College could lead to the parents having the student baptised.
- 5.4 With the agreement of the student's parent/guardian, a grandparent or other significant adult in the student's life, such as an aunt, uncle or godparent, undertakes to support the student's formation in the faith and practices of the Catholic Church. Along with the Preference Certificate, the Supporting Evidence Form also needs to be completed and signed by Parish Priest.
- 5.5 One or both of a student's non-Catholic parents/guardians is preparing to become a Catholic.

PRIVACY ACT 1993

The personal information you have supplied on this enrolment form is being collected to assist us in understanding and educating your daughter. We may pass this information to other educational professionals but only for these same purposes. Under the Privacy Act 1993 you have the right of access to any personal information we hold about you or your daughter. Should we wish to release details held for other than the purposes stated, we will consult you under the provisions of the Act.

SIGNED _____ (Parent/Caregiver)

CHECKLIST FOR ATTACHMENTS REQUIRED TO ACCOMPANY ENROLMENT APPLICATION – ALL DOCUMENTATION IS COMPULSORY

- Copy of NZ Birth Certificate or NZ Passport
- Copy of the Permanent Residency Permit or Student Visa (if applicable)
- Copy of most recent current school report
- Completed and signed (by Parish Priest or Agents of the Bishop, as per reverse of form) Preference of Enrolment Certificate
- Catholic Diocese of Auckland Attendance Dues Agreement

CONDITIONS OF ENROLMENT

I/ We, the undersigned, accept as conditions of enrolment that:

- I/We will support and encourage our daughter in the practice of the Special Character and full participation in the Catholic life of the College, specifically Retreats, Religious Education field trips, class and full school Liturgies;
- I/We the undersigned, undertake to pay Attendance dues as determined from time to time by the Proprietor and approved by the Minister of Education under Section 447 of the Education Act 1989. Furthermore, I/we accept that the school can discontinue attendance of the above named student in default of this undertaking.
- I/We will ensure that the policies and rules, as laid down by the College and Board of Trustees, are observed;
- I/We will ensure that my/our daughter will at all times abide by the uniform requirements of the College and will adhere to the Code of Conduct.
- Enrolment is subject to availability of places within the prescribed allocation; and that the final decision on whether a student meets the enrolment criteria and is therefore able to be accepted as a student at St Dominic's Catholic College, rests with the Principal. The Principal's decision is final and no correspondence will be entered into.

DISCLOSURE: The undersigned acknowledges that information about the student that is related to the functions of the school Proprietor may be disclosed to the Proprietor or the Proprietor's agents.

SIGNED: _____ PARENT/GUARDIAN Print Name _____

SIGNED: _____ PARENT/GUARDIAN Print Name _____

SIGNED: _____ STUDENT Print Name _____

DATE: _____

ST DOMINIC'S CATHOLIC COLLEGE USE:

I have sighted evidence that the applicant has established a connection with the College as defined in the Integration Agreement of St Dominic's Catholic College, Henderson and is therefore eligible for a Preference enrolment.

The applicant has not produced evidence of a general religious connection with the Catholic Character of St Dominic's Catholic College, but has been accepted for a Non Preference place for enrolment.

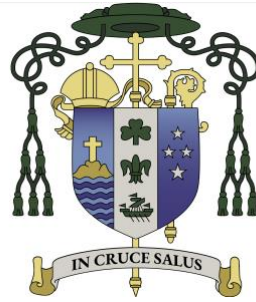
The applicant has not produced evidence of a general connection with the Catholic Character of St Dominic's Catholic College and the name of the applicant's daughter has been placed on the list of those who can be enrolled, if a place is available, after all preferential applicants have been assigned places in the College.

SIGNED _____ Date: _____

Principal Deputy Principal Dean

OFFICE USE ONLY:

Date: _____ Student File No: _____ Signed: _____



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



**Preference of Enrolment Certificate
for the Catholic Diocese of Auckland**

Taumata o te Hahi Katorika

This is to certify that in accordance with the Education and Training Act 2020, Schedule 6, Cl 26 and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria numbers: 5.1, 5.2, 5.3, 5.4, 5.5. *(Please refer to Criteria details on back of form)*

This form must be completed by the parent(s)/guardian(s), and the Parish Priest or other designated authority prior to the enrolment of a student in a Catholic State-Integrated School. This certificate, for the purposes of enrolment at the school specified, is valid for two years.

Completed by Parent/Guardian:

Full name (parent(s)/guardian(s)):

Address:

Phone: Email:

Is/are eligible to have preference of enrolment for their child at:

..... (School/College)

In: (Town/City)

Full name of child:

I/We undertake to support our child in the formation of their faith and the practices of the Catholic church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Parent(s)/guardian(s) Signature: Date:

Completed by the authorised agent:

Under which Criterion (see reverse) is the child eligible for preference? **5.1** **5.2** **5.3** **5.5** *(Please circle applicable criterion)*

If Criterion 5.1 applies please complete:

Baptised in: at: on:

If Criterion 5.4 applies, please complete the section on the back of this form

Certified by (full name): as an authorised agent

of the Roman Catholic [Arch]Bishop of the (Arch)Diocese of:

Position:

(see Administration of the Criteria, 6.1.1 - 6.1.6, Agents who may sign, listed over page)

Address:

Signature: Date:

Privacy Statement: *The information on this form (pages 1 and 2) will be used solely for confirming eligibility to enrol a student in a Catholic Integrated Schools or as otherwise describes on the form. The information in this form will only be shared as required with the School Board and management of the school and/or a Parish office and/or the Proprietor of the school and/or the Proprietors diocesan education office. This information will be stored in accordance with each entities document retention policies or schedules in accordance with the Privacy Act 2020. You have a right to access and change your information at any time. Please contact the Proprietor, parish office and/or school management to do so.*

When parent(s)/guardians(s) apply to enrol a child in a Catholic school, the principal must inform them that if they wish to claim preference and have not yet done so, they need to obtain a preference certificate. To do this they visit their parish priest, or other person designated by the Bishop (diocesan offices will let schools know who is eligible to sign this certificate). This is in accordance with the Education and Training Act 2020, Schedule 6, Clause 26.

Criteria for Preference of Enrolment in State-Integrated Catholic Schools

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child’s parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 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.
- 5.4 With the agreement of the child’s parent/guardian, a significant familial adult undertakes to support the child’s formation in the faith and practices of the Catholic Church. The significant familial adult is expected to be practising their faith in their own local parish. They may be a grandparent, aunt, or uncle, who is actively involved in the child’s upbringing.
- 5.5 One or both of a child’s non-Catholic parents/guardians is preparing to become a Catholic.

Agents of the Bishop, Who May Sign the Certificate on his Behalf

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with Parish Priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

Process of Appeal: If a preference certificate has been refused and the parent(s)/guardian(s), either directly or through the Principal, wish to appeal the matter, the application can be referred to the Proprietors’ Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the Parish Priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The Parish Priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

Please note that in the Diocese of Auckland the appointed appeal authority is the Vicar for Education, contact phone: (09) 360 3057. Email: catheriner@cda.org.nz

*If Criterion 5.4 (above) applies, the parent(s)/guardian(s) and significant familial adult completes the following:
The significant familial adult must also complete a 'Supporting Evidence Form' and submit it to their Parish Priest.
Please see 'Process for Applying for a Preference of Enrolment Certificate Criterion 5.4' for full details.*

Significant familial adult:

I, an active member of the parish of , agree to support: 's (child’s full name) formation in the faith and practices of the Catholic Church and agree to my contact details being available to the school and parish for this purpose.

Full name (familial adult):

Address:

Phone: Email:

Relationship to child:

Parish:

Signature: Date:

Parent(s)/Guardian(s):

I agree that my child will be supported by: in the formation of the faith and practices of the Catholic Church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Signature: Date:

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.



SUPPORTING EVIDENCE FORM
Preference of Enrolment
Criterion 5.4
Significant Familial Adult
Involvement in the Life of the Parish

The “significant familial adult” must:

- Have a familial and spiritual/pastoral connection with the child.
- Be in a genuine, meaningful relationship with the child.
- Be an active faith member of a Catholic Eucharistic community.
- Live geographically close enough to support the young person in liturgical and Eucharistic celebrations at both the school and church levels.
- Committed to assisting the parent(s) in their support of their child(ren) in the formation of their faith and the practices of the Catholic school which includes attendance at Sunday masses.
- Give permission and commit to being included in the school/college’s faith events and Religious Education programme, e.g. school masses, liturgies on the Religious Education programme, social justice and service initiatives as all parents are expected to.

SECTION A

This section must be completed by the significant familial adult and then submitted to their parish office for the Parish Priest to complete.

Name of significant familial adult: _____

Phone: _____ Email: _____

Address: _____

Name of parish and suburb: _____

Name of student: _____

Name of school seeking preference of enrolment for: _____

School address: _____

How are you involved in the student’s life?

How will you actively support this young person's Catholic faith journey?

Significant familial adult signature: _____

Date: _____

SECTION B

This section to be completed by the Parish Priest.

Section A and B to be sent to ces@cda.org.nz by the Parish Priest.

_____ involvement in the life of the parish:
(Parishioner's name)

- Sunday Mass attendance
- Sacristan/Eucharistic Minister/ Reader
- Church cleaning/ Flower Arrangement/Grounds
- Prayer Group/Service Group
- Parish Pastoral Council/Finance/Liturgy Committee

Other: _____

Any other comments: _____

Priest's Signature _____

PARISH STAMP

Name: _____

Date: _____



ATTENDANCE DUES AGREEMENT

This agreement is to be signed at the time of enrolment at the School / College below. Signing this agreement constitutes part of the enrolment procedure.

SCHOOL/COLLEGE: _____

ADDRESS: _____

Student's first and middle name	Family name
Date of Birth	Telephone
Home Address	

Baptism: Yes No Confirmation: Yes No First Communion: Yes No Reconciliation: Yes No

Parent/Caregiver 1 First names	Family name
Address	
Date of Birth	Parish

Parent/Caregiver 2 First names	Family name
Address	
Date of Birth	Parish

PRIVACY ACT 2020

Our school undertakes to collect, use and store information you provide on this form according to the principles of the Privacy Act 2020. The information may be provided to the Proprietor of the school or Proprietor's agent, the Minister of Education and the Education Review Office, and for administration purposes within the school.

I/We agree that this information can be used for the above purposes.

PARTICIPATION IN SCHOOL PROGRAMME

I/We the undersigned, undertake as a condition of enrolment that the above-named student will participate in the general school programme that gives our school its Catholic Special Character.

I/We agree that this information can be used for the above purposes.

ATTENDANCE DUES

I/We the undersigned, undertake as a condition of enrolment and attendance to pay Attendance Dues at a rate determined by the Proprietor and approved by the Minister of Education. Furthermore, I/we accept that the school can discontinue attendance of the above named student in default of this undertaking. We have read and understood the Parent and Caregiver Responsibilities section on Page 2 of this document.

Both caregivers sign for above

Signed: _____
(Parent/Caregiver 1) (Parent/Caregiver 2) (Date)

PREFERENCE of ENROLMENT

I have sighted evidence that the Proprietor has stated that the above-named student should be given preference of enrolment under criteria _____.

Signed: _____
(Principal or Delegated Authority) (Date)

The applicant is non-preference: _____
(Principal or Delegated Authority) (Date)



Compulsory Attendance Dues Parent and Caregiver Responsibilities

1. Attendance Dues are a compulsory payment under the terms of the Education and Training Act 2020 (Act) and are a condition of enrolment. Attendance Dues are charged for all students who attend Catholic integrated schools in New Zealand.

Attendance Dues are collected on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. The Attendance Dues are forwarded to Auckland Common Fund Limited, a company established by the proprietors of Catholic Integrated Schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

Under the Act, Attendance Dues are used for servicing and repaying loans to develop new building projects in the proprietors' schools as well as paying for building insurance and compliance costs, collection and administration.

2. By signing this agreement, you accept that you will pay the Attendance Dues and that you understand that payment of the Attendance Dues is a condition of enrolment and the continuing attendance of the above-named student at the school.
3. Payment of Attendance Dues should be made in full at the beginning of the academic year or, in agreement with the school, by instalment (weekly, fortnightly, monthly or per term) during the academic year. The Attendance Dues cannot be paid in full at the end of each academic year. Attendance Dues are not a donation, and they are not tax deductible.
4. Failure to pay the Attendance Dues may put your child's place at the school at risk.
5. Overdue accounts may be referred to a debt collection agency by the Proprietor.
6. This agreement is legally enforceable and the person who signs the agreement remains legally liable for payment of the Attendance Dues. Responsibility for payment of Attendance Dues may be transferred to another Parent/Caregiver provided that the new Parent/Caregiver first signs a novation agreement accepting responsibility for payment of Attendance Dues, on terms acceptable to the school and the Proprietor.
7. Any civil agreements between parents/caregivers do not take precedence over this signed legal agreement.
8. This agreement may not be varied or terminated by the Parent/Caregiver without the prior written consent of the Proprietor.
9. Financial assistance with Attendance Dues is available to families of preference students in cases of genuine financial difficulties. Part of the criteria for receiving this assistance is that regular payments have been made at an affordable level.