



## 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 to gain 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 his/her faith formation and the practices of the Catholic Church.
- The Diocesan Preference Certificate needs to be signed by a Parish Priest or other authorized agent of the Bishop. It is normal practice to make an appointment with the Priest.
- A new Preference Certificate is required for each child in the family.
- Preference Certificates are school specific, in that the name of the school, the family intends to make an application for enrolment, 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 Certificates and ask the Priest to sign these during the one interview.
- A new Preference 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 school keeps the Preference Certificate – not the family.
- If you are applying for preference of enrolment under criteria 5.3 which reads *At least one parent/guardian is a Catholic, and although their child has not yet been baptized, the child's participation in the life of the school could lead to the parents having the child baptized*, it is important to recognize 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 criteria 5.4:
  - ❖ The familial adult must be a close family member who is actively involved in your child's upbringing; a practicing Catholic and live close to you so that they can actively support your child's faith formation and practices of the Catholic Church by taking your child to Sunday Masses and supporting other school and parish initiatives.
  - ❖ This familial adult needs to accompany you to the meeting with the Priest when seeking preference of enrolment.
  - ❖ It is responsibility of the familial adult to provide some evidence to show they are an active member of the Catholic Church, if not personally known to the person granting preference of enrolment.
- Priests/ Bishop's Agents grant preference and they are the only person who may do so. Schools then decide which students they will accept for enrolment.
- Attendance at a Catholic school by non-preference students is not grounds for seeking preference of enrolment at another Catholic school.





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

**This is to certify that**

In accordance with Private Schools' Conditional Integration Act, Section 29 (1), 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)*

MR/MRS/MS.....

Address .....

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

..... School/College

in ..... Town/City

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)/Caregivers Signature ..... Date .....

Under which Criterion (see reverse) is the child eligible for preference?.....

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 (Name): ..... as authorized agent of the Roman Catholic Bishop of the Diocese of .....

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

Address: .....

Signature..... Date .....

This form must be completed by the Parent(s)/Caregiver(s), and the Parish Priest or other designated authorities *prior* to the enrolment of a student in a Catholic Integrated School.

**PTO**

# NEW ZEALAND CATHOLIC BISHOPS CONFERENCE

## Criteria for Preference of Enrolment in 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 in the child's life, such as a grandparent or an aunt or uncle who is actively involved in the child's upbringing, undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 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

*Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools (section 8.3.1)*

If a preference certificate has been refused and the parents, 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: [lindam@cda.org.nz](mailto:lindam@cda.org.nz)

If Criterion 5.4 (above) applies the parents/caregivers and the familial significant adult completes the following:

### Familial Significant adult:

I agree to support ..... (child's 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.

Mr/Mrs/Ms: .....

Address: .....

Relationship to child:..... Email address:..... Phone No:.....

Parish .....

Signature ..... Date: .....

### Parent(s)/Caregiver(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:.....