



CATHOLIC DIOCESE OF AUCKLAND

RECLASSIFICATION OF A SCHOOL

INTRODUCTION

A Catholic Primary or Secondary School may apply to alter their Integration Agreement to:

- Change the name of the school
- Change the percentage of Non preference students
- Recapitate
- Decapitate

The Diocese are supportive of all applications provided the required Criteria are met. Criteria for an application to be considered by the Diocese.

CHANGE OF NAME OF SCHOOL

- 1) To insert the word 'Catholic' into the school name
- 2) Any other valid reason

NUMBER OF NON PREFERENCE STUDENTS:

- 1) There is no space in neighbouring State schools for students to attend
- 2) Any other valid reason.

RECAPITATION:

- 1) The local Year 7 to 13 Catholic Secondary school is unable to enrol all the Year 7 students going on from your school.
- 2) There is no neighbouring Catholic Secondary School.
- 3) Any other valid reason.

DECAPITATION:

- 1) The number of students in Year 7 and 8 in a Primary school is not viable to make up a class.
- 2) The numbers in the Junior part of a Primary school are high and will cause overcrowding
- 3) Any other valid reason.

GUIDELINES:

- 1) The Board of Trustees must be responsive to the wishes of parents and communities.
- 2) The Board of Trustees must identify the reorganisation that best suits the needs of their school.
- 3) Approval to reorganise must be sought from the Proprietor and the Ministry of Education.

PROCEDURES:

- 1) The Board of Trustees request an application form for the Reclassification of an Integrated School from the Vicar for Education.
- 2) A statement of the responsibilities of Boards of Trustees who undertake school reclassification is sent out with the application form.
- 3) Full consultation with the immediate parent community and the wider educational community of which the school is a part must also take place.
- 4) All applications to reclassify a school must be forwarded to the Vicar for Education.
- 5) In the reclassification of an integrated school, the requirements of the Ministry of Education must be adhered to. Therefore, all applications must be sent to the Vicar for Education prior to being sent to the New Zealand Catholic Education Office, Wellington, which in turn forwards them to the Ministry of Education.
- 6) Boards of Trustees must be mindful of the closing date for these applications.

PROCEDURES FOR CHANGING NAME OF SCHOOL

1. The Board of Trustees is required to pass a motion, which is recorded in the Minutes of the meeting of their intention to consult their school community about changing their school name from e.g. Holy Family School to Holy Family Catholic School. N.B. A School name cannot exceed 42 characters including spaces between each word.
2. Consultation of the school community needs to occur e.g. A notice is placed in two consecutive issues of the school newsletters of the intention to change the name and asking people who object to contact the school by the specified date.
3. The Board of Trustees receives the outcome of the consultation process e.g. Three objections received to proposed name change and passes a motion to apply for an official change in school name e.g. from Holy Family School to Holy Family Catholic School. This motion must be recorded in the Minutes of the meeting.
4. The school submits to the Vicar of Education a letter requesting a name change and encloses the following documentation:
 - Minutes of the BOT meeting recording the motion to consult the community
 - Copies of documentation to show how community consultation occurred e.g. copies of two school newsletters
 - Minutes of the BOT meeting recording the official name change following community consultation.
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5. The Vicar for Education prepares an application for an official change of school name and submits this to the Ministry of Education via NZCEO.
6. The Minister of Education approves the name change.
7. A new Supplementary Deed of Agreement recording the name change is prepared and signed by both the Proprietor and the Minister. The date that the Agreement is signed is the date that the change of name becomes effective.
8. The School receives a copy of the Supplementary Deed of Agreement.