

## 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](mailto: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](mailto: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.