



## **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](mailto: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](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**
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  - Complete **Section A** of the **SUPPORTING EVIDENCE FORM** and submit to your parish office for your Parish Priest to complete Section B.
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## 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.



**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?

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

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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](mailto: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: \_\_\_\_\_

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Priest's Signature \_\_\_\_\_

PARISH STAMP

Name: \_\_\_\_\_

Date: \_\_\_\_\_