



**TOTARA
COLLEGE**

Preference and Non-preference Enrolment

Introduction

Totara College is a state integrated Year 1-13 school with a Christian special character. The school was founded on the intent to support parents and caregivers in their role of raising children in the ways of God.

The basis for its integration is an agreement between the Ministry of Education and the school proprietor (Dannevirke Christian Fellowship) whereby the Ministry agrees to resource the school and pay salaries similarly to any other state school and allows the school to operate under the proprietor's definition of 'special character'.

The proprietor agrees to put up the land and buildings (which they own) for the teaching of the national curriculum within their special character and to maintain these assets to an acceptable level.

Proprietors are entitled to charge attendance dues from parents towards the upkeep of the site asset.

Those attendance dues are currently set at: \$575 per annum.

The purpose of this document is to define the preference terms used in enrolment.

Enrolment Interview

At enrolment, students will be placed in one of two categories: preference or non-preference. Please note this is a term from the integration act only. Once students are enrolled there is no difference between the two categories and students will not know of the existence of such.

In the enrolment interview, the proprietor delegate will determine whether the applicant is preference or non-preference. This is important since the school operates two separate rolls based on these terms and is only allowed so many students in each. Currently 90% preference, 10% non-preference. If a roll is full, then the student will be placed on a waiting list pending space.

Preference Determination

The proprietors have recently allowed for two categories of preference enrolment

1. Particular connection – those who are regular attendees of a Christian church or
2. General connection – those who agree to support the statements of Christian character

1. Particular Connection

Applicants who wish to have their child enrolled under the Particular Connection pathway should:

1. Have their pastor/minister/elder/priest fill out the **Christian Special Character reference form** to confirm membership, faith status, and regular attendance at a Christian Church
2. Have **read** and **signed** where necessary to support each set of documents:

Special Character Statements:

- Spiritual Foundations Document
- Statement of Faith
- Introduction to a Christian Worldview

College Character Statements:

- Parent Agreement (in enrolment application). Both Parent/Caregiver and students Year 9 and over are asked to sign these.
 - Student behaviour management guidelines (as detailed in the prospectus)
 - Family Involvement (as detailed in the prospectus).
3. Complete a parent orientation (with the principal or delegate).
 4. Attend an enrolment meeting which involves the Principal (or delegate) and the Proprietor delegate. The proprietor will make a determination as to Preference status.
 5. Continue to uphold and actively support the intention and integrity of the documents signed.
 6. To maintain the Integrity of intent and support, these documents should be reread and signed each year.
 7. Continue attending regular Christian services to demonstrate intent to align with the Christian Special Character. If the Special Christian Character is reported as not supported, we may ask for another Reference form to remain in the Preference Criteria.

2. General Connection

Applicants, who wish to establish a General Connection to the Christian Special Character, must establish to the satisfaction of the Proprietors that their children will be raised with the beliefs and values that are aligned with the Special Character of the College, and will need to:

1. Attend an interview with the principal

2. Complete the Enrolment Application package

3. Have read and signed to support each set of documents:

Special Character Statements:

- Spiritual Foundations Document
- Statement of Faith
- Introduction to a Christian Worldview

College Character Statements:

- Parent Agreement (in enrolment application). Both Parent/Caregiver and students Year 9 and over are asked to sign these.
- Student behaviour management guidelines (as detailed in the prospectus)
- Family Involvement (as detailed in the prospectus).

4. Attend and complete an Enrolment course covering “Introduction to a Christian Worldview”, “Statement of Faith explanations”, and “Special Character Guidelines”. This is for parents/caregivers and students Year 9 and older.

5. Attend an enrolment meeting which involves the principal (or delegate) and the Proprietor delegate. The proprietor will make a determination as to Preference status.

6. Continue to uphold and actively support the intention and integrity of the documents signed. To maintain the Integrity of intent and support, these documents should be reread and signed each year.

7. Attend regular Christian services at least once a term to demonstrate the intent to align with the Christian Special Character. If the Special Christian Character is reported as not supported, the proprietor may request the parents to attend another course or obtain a Reference form to remain in the Preference Criteria.

Non-Preference Enrolment Criteria

In this category, parents/caregivers of the student do not need to be members of a local Christian Church or have Christian convictions or beliefs but must still:

1. Have an interview and orientation with the principal (or delegate).

2. Complete an Enrolment Application Form

3. Have read and signed to support each set of documents:

Special Character Statements:

- Spiritual Foundations Document
- Statement of Faith
- Introduction to a Christian Worldview

College Character Statements:

- Parent Agreement (in enrolment application). Both Parent/Caregiver and students 14 and over are asked to sign these.
- Student behaviour management guidelines (as detailed in the prospectus)
- Family Involvement (as detailed in the prospectus).

Continue to uphold and actively support the intention and integrity of the documents signed. To maintain the Integrity of intent and support, these documents should be reread and signed each year.

4. Attend an enrolment meeting which involves the principal (or delegate) and the Proprietor delegate.

In addition to the above documentation the proprietor requests of School management to address any known issues that may affect the Special Character balance or wellbeing of other students. Anything that may arise from an interview with new applicants, transfer information and general due diligence. If these can be addressed and parents/caregivers/student accept and show willingness to work towards change, please bring all this information to the attention of the enrolment committee before the enrolment meeting.