Saint Patrick's School
Napier

Application for Enrolment

Pupil's Personal Information

Date of Birth _____

Surname _____ Christian Names _____ Male /Female

Address(Home) _____

Telephone: Home: _____ Cell: _____ Work: _____

Email: _____

Present School/Preschool _____ Year Child will be in _____

Name of school dental clinic attended. _____

Health and Medication [Name any allergies etc.]

_____

Family Doctor's Name _____

Ethnic origin: Maori (Iwi) _____ European Other? _____

Is the child a NZ Citizen? Yes / No. If not born in NZ please state date of arrival and country of origin.

_____

In case of emergency if you cannot be contacted whom do we contact?

Name _____ Phone _____

Are there any other children in your family likely to attend Saint Patrick's School?

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Parent/Guardian Information

Father's Name _____ Catholic Yes/ No

Occupation _____

Mother's Name _____ Catholic Yes / No

Occupation _____

Has your child been baptised? Yes / No

If baptised: in which church and where? _____ Year_____

Has your child made their first reconciliation Yes / No Communion Yes / No

Parents/Caregivers Agreement

Accounts, newsletters, reports to be addressed to

Mr	Mrs	Mr & Mrs	Ms

(Tick appropriate box)

Name _____

Address _____

_____

I/We agree to pay;

1. By direct credit **or**
2. On receiving account **or**
3. By instalment at school office.

My preference is _____

Conditions for Enrolment

School Policies

1. I undertake to support the school policies and procedures authorised by the school's Board of Trustees.

Privacy Act

2. I agree that Saint Patrick's School may obtain my child's records on my behalf.
3. Information on this form may be disclosed to the school Proprietors or their agents for the purposes of attendance dues and other lawful purposes.
4. As a condition of enrolment (Private Schools Integration Act, 1975, Section 30) I agree that my child will participate in the general school programme that gives the school character as a Catholic School.
5. I recognise the need to practise what my child will be taught at school about the faith and practices of the Catholic Church. I recognise the need to:
   - Have a commitment ie. to participate in Sunday mass
   - Participate in programmes which prepare my child for First Reconciliation, First Eucharist, etc.
   - Attend parent/teacher meetings dealing with education in faith
6. As a condition of enrolment I undertake to pay the attendance dues as determined by the proprietor and approved by the Ministry of Education.
7. In cases of hardship concerning the payment of attendance dues, parents are asked to see their Parish Priest. Failure to pay without prior discussion is deemed as default and may be subject to further action.

GENERAL

1. I give permission for the school to act in my place, as parents, should the need arise, i.e. accident emergency
2. I give permission for my child / children to be taken out of school on a casual basis on outings e.g Mass, library by bus /walking.
3. I give permission for my child / children to be tested for hearing and vision as required by an authorised professional.
4. I give permission for child's image to be included on the school website and other forms of school media.
5. As a condition of enrolment I agree to pay for "goods and services" that are supplied by the school for my child.

NOTE: St Patrick's School has opted into the School Donations Scheme in 2020.
For more information go to: Ministry of Education website: Fees and Donations.

I/We agree to all of the above requirements

Signed _____ Date _____ Signed _____ Date _____

Parent/Guardian *Parent/Guardian*

ENROLMENT CONFIRMED _____ _____

PRINCIPAL ***DATE***

New Zealand Catholic Bishops Conference
Preference of Enrolment Certificate
for the
Diocese of Palmerston North

This is to certify that

In accordance with the Education Act 1989, Part 33, S442, 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 authorised 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.

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 such as a grandparent, 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 5.14)
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.

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

Significant familial 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: .....

Approved NZCBC October 2016 (updated November 2018)

Attendance Dues Agreement

Between:

The Roman Catholic Bishop of the Diocese of Palmerston North **("the Proprietor")** as owner of

St Patrick's School - Napier **("the School")**

And: the following parents or caregivers:

Parent /Caregiver 1

Title:		First names:		Surname:	
Residential address:					
Postal Address (if different):					
Daytime Phone:				Cell:	
Email					

Parent /Caregiver 2

Title:		First names:		Surname:	
Residential address:					
Postal Address (if different):					
Daytime Phone:				Cell:	
Email					

WHO have enrolled the following student(s) at the school:

First and middle names of Student(s)	Surname of Student(s)	Start Date	Year Level	Enrolment # (School to complete)
				/
				/
				/
				/
School to Complete				
School Number:	142	Existing Family Number:		

PTO for agreement fine print and to sign

1.1 The Proprietor has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that, as a condition of the enrolment or attendance of the child at the school, the Parents or other persons shall pay attendance dues.

1.2 Attendance dues are used by the Proprietor to service school debt, insure school buildings and other costs as specified in the Education and Training Act 2020.

ATTENDANCE DUES PAYMENT

2.1 I/we agree to pay attendance dues to the Proprietor as approved by the Minister of Education from time to time in terms of the Education and Training Act 2020 and as a condition of enrolment of the student(s) at the School.

2.2 I/we acknowledge that the Proprietor: (a) May increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education; and (b) Is likely to review and, if necessary, increase the level of attendance dues payable at least annually.

2.3 I/we understand that if I/we default in paying my/our attendance dues then any recovery costs incurred by the Proprietor will be an additional expense to be paid by me/us (and will be added to the total attendance dues owing and payable by me/us).

2.4 I/we understand that, each year, the Proprietor will issue me/us an invoice for all attendance dues payable in respect of the student(s) and I/we agree to pay the total attendance dues payable in full by the date stipulated in the invoice unless I/we have previously made alternative payment arrangements with the Proprietor.

STUDENT ENROLMENT INFORMATION AND THE PRIVACY ACT 2020

3.1 The Proprietor is committed to respecting your privacy by protecting the information you voluntarily provide. The information will be held and stored securely by the Diocese of Palmerston North (DPN), which administers attendance dues on behalf of the Proprietor.

3.2 Information entered into the DPN database is protected using industry standard technology. Information is only accessible to personnel who need access to do their work and will be used primarily for administration of attendance dues.

3.3 Information about outstanding attendance dues may be shared by the DPN with the Proprietors and personnel of other Catholic Schools attended by members of your family, and with their attendance dues collection agents.

3.4 Information voluntarily provided by you to the Proprietor may also be shared with your Parish for the purpose of supporting the student(s) formation of the faith and practices of the Catholic Church.

3.5 The information will not be shared with any other party without your permission.

3.6 You can ask for a copy of any personal information the proprietor holds about you, and ask for it to be corrected if you think it's wrong. If you would like a copy of your information, or want to have it corrected, please contact DPN.

The DPN ATTENDANCE DUES TEAM

4.1 The Proprietor has appointed the Diocese of Palmerston North Attendance Dues Team (the DPN Attendance Dues team) to administer the invoicing and collection of attendance dues in respect of the school.

4.2 The DPN Attendance Dues office is at the Diocesan Centre, 33 Amesbury Street, Palmerston North.

ACKNOWLEDGEMENT

5.1 I/we acknowledge that we have read and understand this agreement and agree to comply with the terms and conditions.

5.2 I/we agree to advise the Proprietor and/or the DPN Attendance Dues team in writing if our circumstances change.

Signature of parent/caregiver	Print Name	Date
Signature of parent/caregiver	Print Name	Date

Once completed, this form and all other enrolment information required by the Proprietor for the purposes of charging and collecting attendance dues, are to be forwarded, by the principal, to **DPN Attendance Dues team, PO Box 5279, Terrace End, Palmerston North, 4441.**

Contact for all enquiries: 06 350 3825 or 0800 200 208; dues@pndiocese.org.nz

DIOCESE OF PALMERSTON NORTH

Attendance Dues Overview

We thank you for choosing a Catholic education for your child(ren). You have made an inspired choice. The 28 primary schools and 8 secondary schools across our diocese are vibrant communities of faith, learning and achievement.

Why do we have attendance dues?

The Catholic Church, and not the Government, is responsible for the ownership costs of the land and buildings associated with our integrated schools. These costs include purchasing land, building, and ensuring our school network meets Ministry of Education requirements, and the costs of loans and insurance.

To help meet these costs the law allows the proprietors (owners) of Catholic schools to charge parents and caregivers attendance dues for each child enrolled at one of our schools. Attendance dues are a compulsory payment and not a donation, therefore are not tax deductible. They are separate to school costs and are paid directly to the Diocese of Palmerston North on behalf of all the proprietors in our diocese.

Attendance dues payments are used to meet costs on integrated school buildings in the Diocese, so over time all our schools benefit.

2022 Attendance Dues charges *(GST inclusive)*	
Each Primary Student (Year 0 – 8)	**$465.00**
Each Secondary Student (Year 9 – 13)	**$930.00**

For all primary schools and Bishop's Colleges - St Peter's College Palmerston North, Sacred Heart College Napier, Cullinane College Whanganui and St John's College Hastings - there is also a **voluntary donation of $30.00 per child**. This will be included on the annual attendance dues invoice sent in March. A donation receipt will be sent in April each year for any donations made to 31 March so that a tax rebate may be claimed for any donation amount of $5.00 or more.

When are attendance dues paid?

The annual invoice sent in March each year shows the attendance dues charge for the year and any amounts still owing from previous years. It also includes the voluntary donation. Payment can be made in the following ways:

- Payment in full by the 31st March.
- Four equal instalments due by 31 March, 31 May, 31 July and 30 September. The donation amount will be included with the first instalment but can be paid at any time during the year.
- Regular weekly, fortnightly or monthly payments over the whole calendar year.

How are attendance dues paid?

We offer several different payment options, as shown on the back of this information sheet.

What if I can't pay?

We understand that certain situations can place financial pressure on families, and full payment may result in genuine hardship. In this situation please contact either the attendance dues team or your school or parish to talk through your situation and discuss what options are available to help.

For more information please contact the attendance dues team:
Phone: **0800 200 208**
Email: **dues@pndiocese.org.nz**

Attendance Dues: Payment Options

We offer several different payment options, including:

1. **Internet Banking** (including bill payment and automatic payment)
   Our bank account details for one off or regular payments are:
   Bank: **BNZ**
   Branch: **Terrace End**
   Payee Name: **Diocese of PN**
   Account Number: **02-0630-0237950-04**
   Reference Number: **Your attendance dues account number from your invoice/statement**

2. **Credit card or Debit card** (Visa or Mastercard only)
   Payment in full and one off payments can be made using our website:
   www.pndiocese.org.nz/education/dues

   Regular credit/debit card payments can be made either by ringing the Attendance Dues team, or by completing the tear-off slip attached to each invoice/statement sent during the year.

3. **In Person**
   By cash or EFTPOS at our office between 8:30am and 4:30pm, Monday to Friday: Diocesan Centre, 33 Amesbury Street, Palmerston North.

Regular Payments

If you would like to make regular payments to spread payment of the total charge over the calendar year, we also accept weekly, fortnightly or monthly payments, by internet banking, automatic payment or credit/debit card.

The amounts for regular payments **per child** made from the **start of the year** are as follows:

	Attendance Dues Only	**Attendance Dues & Donation**
PRIMARY		
Weekly	$8.95	$9.52
Fortnightly	$17.89	$19.04
Monthly	$38.75	$41.25
SECONDARY		
Weekly	$17.89	$18.47
Fortnightly	$35.77	$36.93
Monthly	$77.50	$80.00

Attendance Dues Credit/Debit Card Payment Form

For payment of the total attendance dues charge by credit or debit card, please complete this form and send it to the Diocese of Palmerston North (DPN) attendance dues team either by email or post.

Attendance Dues Account Number ☐☐☐☐☐☐☐☐

Student name(s) _____ _____

_____ _____

Name of Card Holder: _____

Card Number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card Expiry Date: ____/ ____

Card Type: ☐ VISA ☐ MASTER CARD

Payment Frequency: (Please tick one)

☐ IN FULL ☐ WEEKLY ☐ FORTNIGHTLY ☐ MONTHLY ☐ FOUR INSTALMENTS

(March, May, July, September)

First Payment Date: _____

Amount per Payment*: $_____

*Please also include the voluntary donation with my payment(s): Yes / No

Duration: (Please tick one)

☐ UNTIL FURTHER NOTICE ☐ 2022 ONLY: last payment date____/____/ ____

- *I authorise DPN to make deductions as shown above from my credit or debit card.*
- *I hereby consent to the payment amount being adjusted should any additional students be enrolled on this account.*

Signature of Card Holder: _____

Phone Number: _____

Date: _____

We maintain administrative, physical and technical measures to protect the confidentiality and security of your personal information.