



Commonly asked questions regarding Enrolment at Sacred Heart College

What is the process for enrolling my/our son/s at Sacred Heart College?

At the beginning of the school year, applications for enrolment into Year 7 (day students) and Year 9 (day students and boarders) for the following year will open. Please note our main intake is for Year 7 and Year 9. Please see our [website](#) for our confirmed opening and closing dates.

When can I apply for other year levels?

Depending on places available, applications may open at the beginning of Term 3 of each year (for the following year's intake). Please see our [website](#) for confirmed opening and closing dates. Placement is dependent on the number of spaces available at the various year levels, and is subject to the criteria as outlined in our [Enrolment Scheme](#). It is important to note that there are very few spaces likely to be available in any given year. Please note that the outcome of your son's application may not be advised until later in the year, once availability can be confirmed.

Do you hold an Open Day?

Yes, these are held annually typically in late February/early March. This includes a tour of both the College and the Boarding Hostel. Please see our [website](#) for the date, once confirmed. In the interim, feel free to watch our 'Introducing Sacred Heart College' video [here](#).

What is the Enrolment selection process?

The Sacred Heart College School Board have approved procedures for enrolment which are agreed with by the Ministry of Education and are published in our Enrolment Scheme. This is to ensure the College has fair criteria for the enrolment of students. Consistent with the Auckland Catholic Diocesan Guidelines and the Special Character of the College, preference is given to families with an established connection with the Catholic Church. Please read our [Enrolment Scheme](#) for further explanation.

What does a Preference versus Non-Preference student mean?

A Preference Application is one that is submitted that includes a signed [Preference of Enrolment Certificate](#). This Certificate must be signed and stamped by your Parish Priest (or other person designated by the Bishop) and must be specific for each student applying, each school they are applying to, and within a 2 year timeframe. A non-Preference application is one that is submitted without this signed Certificate.

Evidence that your son has Preference of Enrolment for the College must be via this completed Certificate. Please read the information contained in this [Certificate](#) for explanation of the eligibility criteria.

Does my son need to attend a local Catholic primary school to apply?

No, we accept applications from students from all primary and intermediate schools. Enrolment selection is undertaken via the criteria set out in our [Enrolment Scheme](#) (see 'How does the Priority allocation work' for further guidance).

Do you have to take a certain number (or percentage) of Non-Preference students?

No, there is no obligation for the College to enrol a number or percentage of Non-Preference students. The College may not take more than the maximum number of Non-Preference students allowable under the College's Integration Agreement.

How does the Priority allocation work?

Your son's completed application, once received within the designated timeframe, will be processed by way of the terms of priority order as outlined in the [Enrolment Scheme](#). Your son's application will be given a priority number between 1 and 11. Please read the criteria for Priority allocation in the [Scheme](#).

Do you have a zone?

No, there is no zone restriction on who may apply. Enrolment selection is undertaken via the criteria set out in our [Enrolment Scheme](#) (see 'How does the Priority allocation work' above for further guidance).

How do I submit an Application?

1. Firstly complete the College Supporting Documentation as listed on our [website](#). Save these documents once complete.
2. Collate your son's most recent School Report, Birth Certificate (or valid Passport), Immunisation Certificate, Baptism & First Communion Certificate, Preference Certificate, any special learning reports applicable and any study eligibility verification documentation/Visas (if applicable). Scan, name and save these documents on your computer for easy access to upload.
3. Complete an online application via our [website](#). You will be asked to upload ALL the applicable Supporting Documentation (including the Attendance Dues Agreement) prior to submitting your online application.

Feel free to use our Documentation Checklist Reference when preparing your application, on the last page of this document.

Should you not be able to submit your application online, please contact our Enrolments team on email enrolments@sacredheart.school.nz or phone (09) 529 3660 ext. 714.

What is an Immunisation Certificate?

This is a report that can be obtained from your GP or doctor's practice and lists what vaccinations your son has had, and when. This is an important document that our Health Centre hold on file and is required to be submitted as part of your application. Note the vaccination details provided in your son's Plunket Book is not sufficient.

Who can I name as my son's Emergency Contact(s)?

Please **do not** list your son's immediate next of kin as the emergency contacts. We require an **additional person(s)** (e.g. relative or friend), outside of yourselves as parents/caregivers. Should we be unable to contact you in the first instance, it is important that we are able to reach this additional person (or people) quickly. You can provide up to two additional contacts in your application.

What is it like to Board in the College Hostel?

You can find further information about Boarding at Sacred Heart College and life in our Hostel by viewing the Boarding page on our website [here](#) and life as a Boarder [here](#). In this, you will find information about the Hostel's facilities, sports and cultural activities, support systems as well as academic performance and study expectations. Should your son be accepted into the Hostel, please note that it is an expectation that your son remains a Boarder through to the completion of his schooling at the College.

If you would like to know more about our Hostel, please attend our College Open Day and/or feel free to contact our Acting Deputy Headmaster of Boarding, Mr Nick Croxford on email ncroxford@sacredheart.school.nz or phone (09) 529 2660 ext. 850.

How do I apply for Boarding?

1. Firstly complete the College Supporting Documentation as listed on our [website](#) including the [Application and Contract for Boarding](#) form. Save these documents once complete.
2. Collate your son's most recent School Report, Birth Certificate (or valid Passport), Immunisation Certificate, Baptism & First Communion Certificate, Preference Certificate, any special learning reports applicable and any study eligibility verification documentation/Visas (if applicable). Scan and save these documents on your computer for easy access to upload.
3. Complete an online application via our [website](#). You will be asked to upload ALL the applicable supporting documentation prior to submitting your online application.

Feel free to use our Documentation Checklist Reference when preparing your application, on the last page of this document.

Should you not be able to submit your application online, please contact our Enrolments team on email enrolments@sacredheart.school.nz or phone (09) 529 3660 ext. 714.

Does the College offer any Scholarships?

The College has limited scholarships available each year and are largely awarded to those students who would otherwise not be able to attend the College. They are for students applying for entry in **Year 7** or **Year 9**.

There are two types of Scholarships that are available, each having its own set of criteria that must be met in order to be considered for these scholarships:

1. Endeavour Scholarship
2. Development Foundation Scholarship

To know more about these Scholarships and how they could assist your son, please view our Scholarships page [here](#).

When can I apply for a Scholarship?

Applications for Scholarships align with our opening and closing dates for our Year 7 & 9 intake, therefore open at the beginning of **Term 1**, (for the following year's intake) and will close at the same time as Year 7 & 9 applications.

How do I apply for a Scholarship?

In order to apply for a scholarship, there are a additional forms and information that will be required to be submitted. Please follow these steps carefully in order to ensure you have collated all the required paperwork.

1. Firstly complete the College Supporting Documentation as listed on our [website](#) including the [Application and Contract for Boarding](#) form **IF** your application is for a Boarding Scholarship. Save these documents once complete.
2. Collate your son's most recent School Report, Birth Certificate (or valid Passport), Immunisation Certificate, Baptism & First Communion Certificate, Preference Certificate, any special learning

- reports applicable and any study eligibility verification documentation/Visas (if applicable). Scan and save these documents to your computer for easy access to upload.
3. Complete the [Scholarship Application Forms](#) (*Descent Form required for Endeavour Scholarship only*) – see forms also listed [here](#).
 4. Ensure your son completes a Student Personal Statement as part of your Scholarship application (this is in addition to the Student Profile form).
 5. Download the [Student Confidential Report](#), either print or save this and give/email to your son's current school – they are required to complete this on your behalf and send it directly back to Sacred Heart College. This can be returned via email enrolments@sacredheart.school.nz or posted to Sacred Heart College, 250 West Tamaki Road, Glendowie, Auckland 1071 (Attention: Enrolments).
 6. Lastly, complete an online application via our [website](#). You will be asked to upload ALL the applicable supporting, scholarship and financial documentation (including your son's Personal Statement) prior to submitting your online application.

Feel free to use our Documentation Checklist Reference when preparing your application, on the last page of this document.

Should you not be able to submit your application online, please contact our Enrolments team on email enrolments@sacredheart.school.nz or phone (09) 529 3660 ext. 714.

When will I hear the outcome of my son's application?

The enrolment process is conducted annually; we recommend you note the dates advertised on our website. The approximate timeframes are as follows:

- Beginning of Term 1 – Online applications open for Year 7 & Year 9
- Late February/Early March – Open Day
- Towards the end of Term 1 – Applications close for Year 7 & Year 9
- During Term 2 – Interviews for Year 7 & Year 9
- End of Term 2 – Families will be advised of their application outcomes
- Term 3 – Enrolment for all other Year Levels for the following year may open. Applications close end of Term 3.

How much are the Fees?

There are both Financial Contributions and Attendance Dues that are payable each year. The payments are split into four terms and vary depending on your son's year level.

Should your son choose to apply to board in our College Hostel, there are fees (in addition to the College fees), for this. Please find further explanation of both College and Hostel fees [here](#).

In addition, there will be costs associated with the purchase of uniform, stationery and a device that your son will require as part of his learning at the College.

What kind of device will my son require?

Sacred Heart College advocates blended learning – combining traditional learning approaches with the benefits technology can offer. To support this learning, we recommend our Year 7-10 students start with a Chromebook, and senior students from Year 11, use a Laptop. See further guidance about what is recommended for your son [here](#).

What is the Uniform like?

Our Uniform Shop is the only supplier of all items of the school uniform (apart from shoes). The Uniform Shop is situated under the main administration building, or you can purchase items online. See further information about our formal, summer, winter and sports uniform requirements, plus the Uniform Shop opening hours, [here](#).

What subjects can my son study at Sacred Heart College?

Studying at the College will provide your son with a challenging, multifaceted and rewarding curriculum, underpinned by The New Zealand Curriculum Framework. See further information about our Academic Programme [here](#) and subject options, per year level, [here](#).

What sports can my son get involved in?

As part of our curriculum, all students are encouraged to participate in at least one sporting code. Our sports programme caters for all interests and abilities. We welcome you to view the Sports we have on offer [here](#).

In addition, if you would like to know more about our Sports Institute - trials, lesson structure and expectations - please click [here](#).

Do you have Music, Arts and Culture programmes?

Music plays a crucial role in the Sacred Heart College curriculum and active participation in all musical fields is strongly encouraged. Read more about our extensive Music programme and our Music Institute [here](#).

The College also offers a multi-faceted programme rich in arts and culture and celebrates student contribution and achievement – find out more about our Arts & Culture programme [here](#).

Can I arrange a tour of the College?

The College holds an Open Day annually in late February/early March. This includes a tour of both the College and the Boarding Hostel. Please see our [website](#) for the date, once confirmed. In the interim, feel free to watch our 'Introducing Sacred Heart College' video [here](#).

We are unable to accommodate requests for ad hoc tours of the College, unless extraordinary circumstances arise that deem a campus tour necessary. We encourage you to attend our Open Day, however should you wish to discuss your specific circumstances further, please email enrolments@sacredheart.school.nz (for College) or ncroxford@sacredheart.school.nz (for Hostel).

How do we apply if we don't live in NZ?

If your son is entitled to study in New Zealand as a domestic student, you can submit your application via the method explained above or on our [website](#). If you are intending to apply for Boarding and your son does not have a parent/caregiver/family member residing in New Zealand, you will need to arrange for a local caregiver. Please email enrolments@sacredheart.school.nz should you require further information about this.

Can we apply as an International Student?

If you are interested in applying as an International Student, please see our website [here](#) and/or contact our Director of International Students, Mr Ting Xu on email txu@sacredheart.school.nz.

For further information about our College please visit our website [here](#).

We would be very happy to assist you should you require further information regarding enrolling your son at Sacred Heart College. Please email our Enrolments team on enrolments@sacredheart.school.nz or phone (09) 529 3660 ext. 714.

Feel free to use our **Documentation Checklist Reference** guide when preparing your application, see overleaf.

Application Documentation CHECKLIST

*Please ensure you complete ALL required documentation for your application.
Processing your application will be delayed should it be received incomplete.*

Upload ALL of your documentation with your [Online Enrolment Application](#)
(OR submitted with your hard copy Application pack).

✓		Online Application	
		Complete the online application and UPLOAD the applicable documents as listed below, then submit	Online Enrolment Application
✓		Document	Required for
Complete and upload these Forms with your Online Application			
	1.	Preference of Enrolment Certificate (signed and stamped by Parish Priest)	Day Student, Boarding or Scholarship Application
	Supplementary Enrolment Information including:		
	2.	Family Information	Day Student, Boarding or Scholarship Application
	3.	Student Health Record	Day Student, Boarding or Scholarship Application
	4.	Student Profile (student to complete)	Day Student, Boarding or Scholarship Application
	5.	Attendance Dues Agreement	Day Student, Boarding or Scholarship Application
Complete and submit this Form <u>IF</u> you are applying for Boarding OR a Boarding Scholarship			
	6.	Application and Contract for Boarding Form	Boarding or Boarding Scholarship Application
Submit the following documentation with your Application <i>*(#11 & #12 only if applicable)</i>			
	7.	School Report (most recent)	Day Student, Boarding or Scholarship Application
	8.	Birth Certificate (preferable) or Passport (current)	Day Student, Boarding or Scholarship Application
	9.	Baptism & First Communion Certificate(s) (if applicable)	Day Student, Boarding or Scholarship Application
	10.	Immunisation Certificate (from GP/Doctor)	Day Student, Boarding or Scholarship Application
	11.	Any additional Learning or Assessment reports you deem relevant <i>*(if applicable)</i>	Day Student, Boarding or Scholarship Application
	12.	Study eligibility documentation i.e. Resident Visa etc. <i>*(if applicable)</i>	Day Student, Boarding or Scholarship Application
Complete and submit these forms <u>ONLY IF</u> applying for an Endeavour Scholarship or a Development Foundation Scholarship			
	13.	Scholarship Application Forms (including Supporting Financial Documentation) **	Endeavour or Development Foundation Scholarship Application
	14.	Student Personal Statement (completed on separate sheet of paper)	Endeavour or Development Foundation Scholarship Application
	15.	Student Confidential Report (give to current school to complete and they return to SHC)	Endeavour or Development Foundation Scholarship Application
**Please note the Student Descent Section OR the providing of evidence of Pacific Island Descent is only required for the Endeavour Scholarship Application only.			

Please email enrolments@sacredheart.school.nz should you require assistance