

Policy on Enrolment for Day Girls

For the Board of Trustees and Board of Proprietors

RATIONALE

To enable access to the School for those girls in the identified home zone in the Deed of Integration and who will best thrive in this environment and whose needs Woodford House, by way of its Special Character, is able to address in educational learning, social development and religious instruction.

BACKGROUND

In April 2004, the Ministry of Education–Te Tāhuhu of te Mātauranga, initiated the Woodford House BoT Enrolment Scheme for enrolments from 2005. The Enrolment Scheme covered both boarders and day girls, but was more likely to be applied to day girls where places are often limited.

There are enrolment priorities. All students have to fulfil certain criteria relating to the school's Special Character in order to qualify as **Preferential Students**.

SPECIAL CHARACTER AND DETERMINATION OF PREFERENCE

Woodford House, founded in 1894, is a school for Year 7 to 13 girls. It became integrated in the State System under the Integration Act 1975 on 28 January 1999.

The Woodford House Deed of Integration dated December 1998, is unique and was granted solely to preserve the Woodford House Anglican tradition.

Both the Crown and the Board of Proprietors are responsible for ensuring that the Special Character is properly maintained and preserved according to the Private Schools' Conditional Integration Act 1975.

It is the responsibility of the Woodford House Board of Proprietors to ensure preservation of our Special Character as the Deed of Integration provides for in clauses 17 and 18, viz;

- "17. *The School's Special Character as hereinafter described shall incorporate education with a Special Character as provided in the School AND IT IS HEREBY AGREED AND DECLARED that the School shall at all times in the future be conducted and operated so as to maintain and preserve the School's Special Character and these presents shall be interpreted so as to maintain and preserve the Special Character of the School.*
18. a) *Woodford House provides a sound, single sex, liberal education for day students and boarders from Year 7 to Year 13 within a caring and secure Christian environment. While it is interdenominational, the school has a historical and continuing relationship with the Anglican Church of New Zealand through the Bishop of Waiapu and the School Chaplain.*
- b) *The Special Character is defined, preserved and administered through the constitution of the Board of Proprietors through its appointed Board of Trustees from time to time.*
- c) *The principal expressions of the Special Character within the School Community are:*
- *Adherence to a Christian doctrine and practice through regular observances and ceremonies;*

- *The centrality of the Chapel as the heart of the School;*
- *The pastoral care of the chaplaincy;*
- *The inclusion of religious instruction and ethics as an integral part of the curriculum;*
- *The incorporation of Christian principles and values throughout all aspects of the life of the School;*
- *The unity of day and boarding components achieved through a programme of religions, recreational and cultural pursuits in which all students participate;*
- *A particular commitment to providing boarding facilities for students from the East Coast rural communities;*
- *The provision of a warm, protecting, caring and stimulating learning environment for students of all academic abilities;*
- *The musical diversity of the School led by the Chapel Choir;*
- *The emphasis on speech and drama as a foundation for character development;*
- *The provision of outstanding sporting and physical education facilities together with the emphasis on participation at all levels”.*

Section 21(a) of the Deed of Integration states a preference of enrolment under Section 19(1) of the Act “shall be given to those with parents or guardians who have established a particular connection with the school through membership of, or affiliation with the Anglican Church of Aotearoa New Zealand, or a general connection with the Special Character of the School through acceptance of the statement of Special Character. A student will not be given preference for enrolment unless the Board of Proprietors are satisfied that the student’s parents have established a particular or general connection with the Special Character of the School.”

After taking into consideration the above statement, priorities for **Preferential Students are:**

First Priority Students who are accepted into a Woodford House boarding house.

Second Priority Day students, for whom Woodford House is ‘reasonably convenient’. Enrolments within this priority take the following order:

- A Sisters of students who are currently attending the School
- B Sisters of students who have attended the School;
- C Daughters of permanent staff members;
- D Daughters of former students of the School;
- E Daughters of Board Members;
- F Daughters of Ministers who provide regular liturgy at the School Chapel Services;
- G Daughters of those who have had a leadership role in key school organisations;

First come, first served eligible applications received in each of the above categories applies.

H Should spaces still be available after A- G is exhausted priority is determined by original date of application of enrolment.

In each of categories of (a) to (h) above, girls will be listed in order of receipt of their applications. Woodford House will use its “waiting list” which records the date at which

application was received. In each of the categories, available places will be offered to girls in the order in which their names occur on the waiting list for a particular year of entry.

Third Priority: If all preferential day girl applicants can be enrolled, a limited number of non-preferential students (up to 5% of the maximum number of students in any one year), can be enrolled at the discretion of the School. Applicants who are accepted into a School Boarding House will be given priority. Other non-preferential students will be selected by ranking in order of proximity to the School.

The maximum roll under Integration is 355 with up to 150 as day pupils.

AIMS

1. To enable access to the School for those girls who will best thrive in this environment and whose needs Woodford House, by way of its Special Character, can address in educational learning, social development and religious instruction.
2. To provide clear guidelines for both parents and the Principal for entry as a Woodford House day girl so that the number of day girls allowed under the Integration Deed does not exceed the maximum.
3. To protect the viability of the School and the substantial investment in Woodford House facilities.
4. To encourage loyalty to the School from both pupils and parents.

GUIDELINES

1. Applicants for Woodford House must be willing to accept the conditions of the Special Character, as outlined above.
2. An eligible applicant, who fulfils the requirements of the School's Special Character, will be placed on a waiting list. First come, first served will apply for each year group.
3. The attitude and behaviour of a student, in relation to the Special Character of Woodford House, and their family's adherence to the Special Character, will be reviewed as part of the application and will determine the place on the waitlist.
4. Both the student and parents/guardians must attend a formal interview with the Principal.
5. A copy of a recent school report must be provided.
6. The Principal may contact the applicant's current school.
7. The Principal, on behalf of the Board of Trustees and the Board of Proprietors, will rely on the information gathered to decide if a student meets the application criteria for enrolment at Woodford House. The School's Special Character requirements, existing facilities, education requirements, enrolment policy rules and pupil support networks are also a consideration during the application assessment.

8. When there are more applicants than places available, class size restrictions will be considered. In this case, The Board of Trustees and Board of Proprietors will follow the priorities for Preferential Students as given in the current Enrolment policy.
9. The Principal will write to parents/guardians to either offer or decline a place for the student. A written acceptance by the parents/guardians of Woodford House Special Character, code of conduct and payment of the Disbursements Deposit and Boarding Enrolment Fee is required. The position at Woodford House is only confirmed upon the family receiving confirmation of place letter from the Principal.
10. Day girls are encouraged to embrace the culture at Woodford House by engaging in the opportunities to develop their leadership qualities and contribute to school life up to and including Year 13.
11. The Board of Proprietors will consider the transfer of a boarder to day girl and reverse, within siblings, if there is space available in the relevant day girl year group at the time of the new day girl application. A request to transfer should be made in writing to the Principal by the parents/guardians.
12. Day girls can board for a period of time at the discretion of the Principal. Weekly or full boarder status will be confirmed as part of the application. The student must comply with the rules outlined for boarders while they are in the care of the School. The student's day girl place will be kept open until the end of the current year, or at the Principal's discretion. This will be reviewed on an annual basis.
13. If a student wishes to leave before the end of Year 13, her parents/guardians must notify the School in writing, with one full term's notice or before the end of Term 3, or fees, in lieu of a written notice, will be charged as per the Enrolment Contract.

Selection: The selection process described for students in priority groups listed above will operate at each year level, depending on the number of places deemed by the Principal, BoT and BoP to be available at each year level. In any year, however, places are likely to be limited between Years 10 to 13.

Pre-enrolment: Each year, a date will be specified for day girl enrolment applications. This date will be published in a local or community newspaper. Applications for day girl places will not be accepted after this published date.

Informing parents/guardians: Parents/guardians will be notified within 90 days of the application closing date confirming their approximate place on the waiting list. If places become available at a later date, places will be offered according to their place on the waiting list.

If a student is offered a position but declines the place for any reason, the student's position on the waitlist in the future is not assured.

This policy will be reviewed as required or biennially.

Reviewed _____ Signed for the BoT

Date 19 May 2025

Signed by the BoP

Date 19 May 2025

Next scheduled review: Term 1 2027

Last Reviews: July 2017
July 2018
August 2020
February 2023