



ENROLMENT SCHEME

The Ministry of Education has required the Board of Trustees to have in place an enrolment scheme for applications made for entry to the School each year. The Board is required to work within the **maximum roll under the Integration Agreement**.

The first four priority groups set out below apply to **Preferential students only**.

These are students with parents or guardians who have an established, particular or general, connection with the Special Character of the School. Preferential students must be willing to accept the conditions of the Special Character.

First Priority: Students who are accepted into the Woodford House Boarding Houses.

Second Priority: Priority to day girl applicants for whom the school is “reasonably convenient”. The Education Amendment Act accepts that the definition of “reasonably convenient” for an Integrated School such as Woodford House, given that we serve the Special Character needs of the Napier/Hastings district, will be greater than for a State School. The area of ‘reasonably convenient’ is outlined on the map provided with this Enrolment Scheme, and can be described as follows:

The area of reasonably convenient for a day girl student is that part of Hastings and Napier bounded by:

- the Esk River in the North through to Hill Road
 - Hill Road to the junction of Seafield Road
 - Seafield Road to Puketitiri Road including Avery Road
 - Puketitiri Road west to the junction of Apley Road
 - Apley Road south to the junction of Dartmoor Road
 - Dartmoor Road east to the junction of Vicarage Road
 - Vicarage Road south to Omarunui Road
 - Omarunui Road west to Swamp Road including Moteo Pa Road and Moteo Marae Road
 - Swamp Road south to the junction of Taihape Road including Pirau Road and Omarunui Settlement Road
 - Taihape Road west to the junction of Matapiro Road, including Kawera Road
 - Matapiro Road south to the junction of Omapere Road
 - Omapere Road to the end
 - Direct line south from the southern end of Omapere Road to the Maraekakaho Stream/Kereru Road junction (bridge in Maraekakaho settlement)
 - Kereru Road east to State Highway 50
 - State Highway 50 south to the junction of Whakapirau Road
 - Whakapirau Road south to Raukawa Road
 - Raukawa Road east to the junction of Burma Road
 - Burma Road east to State Highway 2
 - State Highway 2 north to the junction of Poukawa Road
 - Poukawa Road east to Douglas Road
 - Douglas Road to the southern end
 - Direct line east from the southern end of Douglas Road to the Middle Road/Rowe Road junction
 - Rowe Road to the end
 - Direct line east from the southern end of Rowe Road to the junction of MacKenzie Road and Kahuranaki Road including MacKenzie Road
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- Direct line from the McKenzie Road/Kahuranaki Road junction down to the southern end of Waipoapoa Road, east to the southern end of Te Apiti Road North then directly east to the coast.

Should applications within this region exceed the number of places available, then the allocation of places will be made in the following order:

- 2 (a) Sisters of students who are currently attending the School.
- 2 (b) Sisters of students who have attended the School.
- 2 (c) Daughters of permanent staff who are employed by the School (or have worked at the School as a permanent member of staff for a period of more than three (3) years).
- 2 (d) Daughters of former students of the school.
- 2 (e) Daughters of past or present Board of Trustees or Board of Proprietors members who have served as a representative for a period of more than three (3) years.
- 2 (f) Daughters of Ministers who provide regular liturgy at the School Chapel Services.
- 2 (g) Daughters of those who have had a leadership role in key school organisations, such as the School Foundation, over an unbroken period of more than seven (7) years.
- 2 (h) Other Preferential Students:
In each of categories of (a) to (e) 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: Preferential students for where their place of residence is outside the area decreed reasonably convenient. If places remain for allocation to students in this priority group, selection will be by the same means as that specified for students with third priority status.

Fourth Priority: If all preferential applicants for day girl places can be enrolled, the school is able to enrol a limited number of non-preference students (up to 5% of the maximum number of students in any one year). Among non-preference students, priority will be given to those girls who are accepted into a school Boarding House. Other non-preference students will be selected by ranking them in order of closeness to the school.

Selection: The selection process described for students in priority groups 1, 2, 3 and 4 above will operate at each year level, depending on the number of places deemed by the Principal to be available at each year level. In any year, however, very few places are likely to be available at Years 10 to 13.

Pre-enrolment: Each year, applications for enrolment will be sought by a date which will be published in a daily or community newspaper circulating in the area served by the school. Applications for day girl places will not be accepted after this date. Late applications for Boarding places will be accepted for processing if applications received by the advertised date have been completed.



Informing Parents: Within 90 days of the closing date for applications, parents will be informed of their daughter's place on the waiting list. If places become available at a later date, places will be offered to girls in the order of their place on the waiting list.

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 Woodford's Anglican tradition.

Both the Crown and the 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 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 Proprietors through its appointed 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;*
 - *Plus: 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".*
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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 shall not be given preference of enrolment unless the Proprietor concurs that student's parents have established a particular or general connection with the Special Character of the School to the satisfaction of the Board".