

Admissions Policy

Purpose Statement

To ensure our student admissions correctly and consistently reflects and upholds the founding principles and values of St Andrew's College. This is to be achieved through aiming to select students and families who espouse our values and will positively support the ongoing character and development of the school.

Scope

All prospective students, both national and international, their families and staff involved with admissions.

Guiding Principles

- St Andrew's College was founded as a school based on the Christian faith as expressed within the traditions of the Presbyterian Church. The College's values of Truth, Faith, Excellence, Inclusivity and Creativity should guide our decisions and actions and be sustained through the school community we develop and nurture into the future.
- It is essential to select students whose future aspirations are best serviced by the curriculum and opportunities that the school offers. Beyond our core business of developing the academic and intellectual potential of our prospective students, students should demonstrate the willingness to engage in the wide holistic educational offering here at St Andrew's College, have aspirational intentions to grow and develop themselves, are committed to living out our values and the aligned behavioural expectations, with the ultimate aim to seek to make a real and positive difference in our world.
- St Andrew's College aims to develop the individual talents of every one of its students and teach them to relate their experience in the classroom to the realities of life beyond the classroom.
- St Andrew's College is an inclusive and welcoming community, where we value the diversity of humanity. Such diversity enriches and strengthens the learning environment for our young people and reflects the global world we seek to prepare and equip them for.
- Our Scholarship offerings provide financial assistance to enable those students who may not otherwise be able to attend St Andrew's College can do so, based on their potential to benefit from the opportunities available through our College. Please refer to our College's Scholarship Policy for more details.

Management Procedures

The Rector has overall control of the admissions procedure, with operational authority delegated to the Principals (Secondary and Preparatory School) or, in the case of international students, the Director of International Students and Exchanges. The Registrar has the day-to-day responsibilities for managing the school's admission processes and systems (including clear and timely communications) around enrolments and coordinating enrolments with the Director of International Students and Exchanges.

Our Admissions Process

St Andrew's College will offer a number of opportunities to help support prospective families to discover and decide on applying to enrol their child(ren) here.

These opportunities include, but are not limited to, the following:

- An annual Open Day for prospective families and students to learn more about the College and see our educational offerings in action
- Information evening for prospective families and students which provides greater detail around a student's life at the College in Year 9
- Prospectus and other publications to provide information on St Andrew's College
- Marketing material (both online and publications) to promote and celebrate St Andrew's College and its opportunities
- Guided tours to visit available on request and explore the campus
- Boarding Roadshows and A&P attendance in Wanaka and Christchurch for prospective boarding families
- Interviews with the relevant School Principal
- Discovery or "shadow" days for students to experience a day on campus and or a "shadow" night in boarding
- School visits for Year 7 and 8 Waihi, Medbury, Cathedral Grammar School and Selwyn House

The application process formally begins when a family completes and submits an application form with all the relevant information/documents and pays the non-refundable application fee which is forwarded to the Registrar.

Applications submitted to the Registrar are reviewed by the relevant staff and the applicant's details are added to St Andrew's College's database. All applicants' details shall be stored on the school's database and updated as needed. This information is confidential to relevant parties and stored and accessible as outlined by the Privacy Act 2020. Please refer to our school's Privacy Policy for further details.

Student(s) are then placed on St Andrew's College's applicant pool. The next steps of this process are:

- Request for further information: This includes school reports, a short 2-minute video (Secondary School) and the completion of the student profile (Secondary School).
- **Interview:** The Principal of each school will be responsible for deciding which students are eligible for an interview, based upon advice from the Registrar (Secondary School) and Assistant to the Principal (Preparatory School).

All eligible prospective Secondary School students will have an interview with the Principal of Secondary School Principal or their delegated senior staff member (e.g. Dean or Head of School). In the Preparatory School, the age of the child will determine the next stage of the process. For Year 1-3 this will be undertaken by the Assistant Principal (and will involve visits) and at Year 7, the Team Leader will arrange a visit, and the process will also include interview and testing. At all other levels there will be visit days and where required additional assessments. Interviews for international students will be conducted by the Director of International Students and Exchanges and may be delegated as the demand requires.

A student shall be accepted without an interview only in exceptional circumstances.

- **Offer:** Any offer of place is then made based on available spaces and our selection criteria.

No student has any automatic guarantee of an offer of place.

- **Acceptance:** The family then confirms acceptance of the offer of place by due date indicated in the offer letter.



Admission between Pre-school, Preparatory School and Secondary School

There is no automatic entry for students from attending the Pre-school onsite at St Andrew's College into the Preparatory School, nor from the Preparatory School into the Secondary College. While part of St Andrew's College, the admission processes for each of these schools are entirely separate.

Admission into the Pre-school is managed by the Centre Manager. Separate admissions applications and process is required to enrol a student into the Preparatory School are then again into the Secondary School. The admission process into the Pre-school, into the Preparatory School, and into the Secondary School are each separate stages, although all are based on the following selection criteria.

Our Selection Criteria

Where demand exceeds available places, not all applicants will be selected for an interview or be given an offer of place. The following criteria are taken into consideration in our selection process:

- Affiliation to St Andrew's College through current and past siblings
- Children of Old Collegians (i.e. Alumni)
- Students who demonstrate excellent character, school involvement, sporting, performing arts and academic strengths
- Children of current permanently employed staff
- Students who have already been successfully attending Pre-school and/or Preparatory School and wish to progress into the next school within St Andrew's College and demonstrate evidence of positive behavioural records and attendance
- Students who can demonstrate evidence of positive behavioural records and attendance
- Willingness to support and engage the College's founding Christian character e.g. attending and participating in Chapel services and Religious Education classes
- Ex-students returning (except those who were expelled/excluded)
- Helping to ensure there is diversity across the student cohort e.g. endeavouring to have balance between male and female students and ethnicity mix reflecting our wider community
- Proficiency in the English language, which is the required language for teaching and learning instruction
- Participate and support the use of te reo Māori and tikanga as part of the educational experience at the College - as part of honouring our indigenous culture, our unique place within Aotearoa/New Zealand and our nation's founding Treaty of Waitangi
- St Andrew's College's ability to cater for a student's specific learning needs, while considering the needs of the existing cohort
- Willingness of prospective families to agree to sign our College's "Hold the Line" pledge to endeavour to not give their child a smartphone until at least the beginning of Year 9 – as part of our College's strategy to reduce the impact and potential harm of smart devices and social media.
- Students and families with the closest alignment to our St Andrew's College Values:

Truth | Pono – Integrity in everything we say and do.

Excellence | Kairangi – Reaching beyond what people expect of us.

Faith | Whakapono – In self, others, and our future.

Creativity | Auahatanga – Daring to imagine; turning ideas into reality.

Inclusivity | Kanorau – Valuing diversity; embracing different perspectives.



No one criteria by itself is a determining factor. We are looking for students and families who espouse our values and will make the most of the opportunities available and contribute to our school community.

It is the school's intention to seek to accommodate all siblings where possible. However, this may be restricted by places available or our capacity to be able to support the student's specific learning and/or behavioural needs.

Decisions on offers of placement will be influenced by our school's capacity to sufficiently support each child's specific learning needs. This could mean there will be limited places available for students requiring learning support (e.g. places in the Accelerated Learning Classes (Year 9 and 10), ESOL or a Learning Assistant).

If additional learning support is identified as being required, the relevant Principal will discuss the resourcing requirements with the parent/caregiver. This may mean that an offer of place be conditional on the parents/caregivers agreeing to financially support the resourcing of the identified learning assistance requirements above the normal tuition fees (e.g. provision of a Learning Assistant to support the student).

Parents/Legal Guardians must provide full disclosure of any issues that may impact on a student's learning. Failure to do so may result in the withdrawal of an offer of place or the student's place at St Andrew's College.

No student will be considered purely on the basis of promised or actual financial contributions to the school. No donation is to be accepted from any applicant prior to a decision being made in relation to their application. However, all else being equal, a family member's ability and willingness to help the school financially may be considered.

Concluding a Student's Enrolment

Once enrolled, at any stage, the parents/legal guardians may choose to withdraw their student from St Andrew's College, and such a decision must simply adhere to the requirement of at least one term's notice in advance (as set out in the Enrolment Agreement signed on acceptance of a place at St Andrew's College). Otherwise, the parents/legal guardians will be required to pay a fee equivalent to a full term's tuition fees. Any request to waive this fee must be made in writing to the relevant Principal, and their decision confirmed by the Rector.

Student disciplinary matters will be managed in accordance with St Andrew's College's Discipline Policy, and gross misconduct or continual disobedience could result in a student being excluded or expelled from St Andrew's College.

A student may also be required to withdraw from St Andrew's College (or may be excluded or expelled through our Student Disciplinary Policy) if there is found to be a breach of any provision of the Enrolment Agreement by the student and/or their parents/legal guardians. For example, this could include engaging in conduct which may bring, or have the potential to bring the school into disrepute (e.g. negative comments or behaviour at a school function, or on a social media platform) or failing to comply with other terms of the Enrolment Agreement (e.g. fees arrears, refusing to pay for additional learning support, failing to support the school's values or special character, or the student not participating in required school events). St Andrew's College has the right to take this action in response to breaches of the Enrolment Agreement based on the contractual relationship between the parties (which, for the avoidance of doubt, falls outside of the Education and Training Act 2020).

If such a situation arises, this would be managed by the Rector (or their delegate). As part of the process, the parents/legal guardians (and student, if applicable) will have an opportunity to respond to the proposed withdrawal or expulsion/exclusion, which will be considered before any decision is made.



If the removal of the student is required, the one term's notice in advance is not required and all money not owed to the school will be refunded to the parents (e.g. bond or fees paid in advance).

[Associated Policies/documents](#): Enrolment Agreement, Privacy Policy, Scholarship Policy, Child Protection Policy, Student Discipline Policy.

Policy Owner:	Rector, Head of Secondary School and Preparatory School Principal
Reviewed:	14 July 2025
Next Review:	September 2028