

# TE TOTARA PRIMARY SCHOOL ENROLMENT FORM



## Student's Personal Information

Legal First Names: \_\_\_\_\_ Legal Surname: \_\_\_\_\_  
Preferred First Name: \_\_\_\_\_ Preferred Surname: \_\_\_\_\_  
Gender: Male / Female (Circle) Date of Birth: \_\_\_\_\_  
Current Year Level: \_\_\_\_\_ or New Entrant  
Pre-School (ECE) Name: \_\_\_\_\_  
Previous Primary School's Name: \_\_\_\_\_

**Special learning needs we should be aware of:** \_\_\_\_\_

Ethnicity: Maori <sup>\*</sup> / NZ European / Samoan / Fijian / Chinese / Korean / Indian / African / South African / British

Other Ethnicity: \_\_\_\_\_

**What Language does your child speak at home:**

<sup>\*</sup> please tell us what tribe(s) or Iwi you belong to: \_\_\_\_\_

First Language: \_\_\_\_\_

Second Language: \_\_\_\_\_

## STUDENT ELIGIBILITY TO ENROL AS A NZ DOMESTIC STUDENT:

- Is the child a NZ citizen? Yes / No **If YES, please provide a NZ Birth Certificate, Passport or Citizenship Cert**  
**If NO, please provide evidence of a NZ Resident Visa or Student Visa**
- Is the child a NZ Resident? Yes / No **If YES, please provide evidence of NZ Resident Visa**  
**If NO, please provide evidence of a Student Visa**
- **If your family are immigrants to New Zealand, please supply date of entry:** \_\_\_\_\_

If one or both parents are migrants to New Zealand, please supply supporting immigration documentation i.e. Parents Passports and Child's Birth Certificate (for funding purposes only)

**NOTE: A NZ Birth Certificate, NZ Passport, NZ Citizenship Certificate, NZ Resident or Student Visa, along with an Immunisation Record (if applicable), and proof of current in-zone residential address (either a current Rates Notice OR Rental Agreement +current Power/Phone bill) MUST be sighted and a copy taken by the School Office.**

Home Physical Address: \_\_\_\_\_ Address is private: Yes / No

Postcode: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ Preferred Mobile No: \_\_\_\_\_

**E-mail address/s to receive our School Newsletter:** \_\_\_\_\_

## Parent(s) or Caregiver(s) Information

**RELATIONSHIP::** \_\_\_\_\_ Title: Mrs / Ms / Miss / Mr / Dr (circle)

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Mobile: \_\_\_\_\_

Postal Address: (if different from above) \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Name: \_\_\_\_\_ Work Phone Ph: \_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_ Title: Mrs / Ms / Miss / Mr / Dr (circle)

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Mobile: \_\_\_\_\_

Postal Address: (if different from above) \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Name: \_\_\_\_\_ Work Phone Ph: \_\_\_\_\_

**Emergency Contact Details: (Must be completed)**

Please list 2 alternative local people **in Hamilton** we can contact in case of an emergency (medical or a Civil Defence) in the event we are unable to contact parents or caregivers. e.g. Aunty, Uncle, Friend etc.

**Relationship:** \_\_\_\_\_ Title: Mrs / Ms / Miss / Mr / Dr (circle)  
First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Ph: (Home) \_\_\_\_\_ (Mobile): \_\_\_\_\_ Work Ph No: \_\_\_\_\_

**Relationship:** \_\_\_\_\_ Title: Mrs / Ms / Miss / Mr / Dr (circle)  
First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Ph: (Home) \_\_\_\_\_ (Mobile): \_\_\_\_\_ Work Ph No: \_\_\_\_\_

**Health and Medical**

Doctor's Name: \_\_\_\_\_  
Medical Centre: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Dental Clinic: \_\_\_\_\_ Phone No: \_\_\_\_\_

Health: Please name all medical conditions or allergies: *(including an allergy to plasters)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medication provided to the school, full details including dosage required.  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete a Medication Notification/Consent Form from the School Office or download it from our website [www.tetotara.school.nz](http://www.tetotara.school.nz)**

**General Family Information**

Are there any other children in your family likely to/or who are currently attending Te Totara? Yes / No

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please note: You will need to complete a separate Enrolment Form for each child**

Name(s) of any person forbidden by law to have access to your child:  
\_\_\_\_\_  
\_\_\_\_\_

**A copy of the legal document (Court/Parenting Order) pertaining to this must be provided to the school.**

Are there any family circumstances we should be aware of? *(all information provided is strictly confidential)*  
\_\_\_\_\_  
\_\_\_\_\_

**School Newsletter via email**

Our school prides itself on the way it "reduces, reuses and recycles". In order to reduce the time and money it takes to provide each family with a paper copy of our newsletter, we will email you a link to our website every Thursday using your **preferred email address**. Click on the Quick Link on the right-hand side of the home page to view our newsletter. However, if you do not have an email address or require a paper copy of the newsletter, please advise the School Office.

## Early Childhood Education Participation

ENROL (a National Database) has changed how Early Childhood Education (ECE) information is recorded for each new entrant. This means that schools need to collect additional information for each new entrant.

### Prior-participation in Early Childhood Education

**Did the child attend one or more Early Childhood Education service(s) in the six months prior to starting school?** Please complete the table below for the last service(s) attended.

Instructions:

1. If the child was attending more than one service *at the same time*, please enter hours per week for up to three services.
2. If the child attended one service, but changed to a different service within the six months prior to starting school, please complete the table for the *last service only*, not both.
3. If the child's attendance hours varied, or the parent/caregiver is uncertain, please enter an approximate or average number of **hours per week**.

Please enter the number of <b>hours per week</b> for up to three services e.g. Kindergarten and Playcentre	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
a. Kōhanga Reo			
b. Playcentre			
c. Kindergarten <i>or</i> Education and Care Centre			
d. Home based service			
e. Playgroup			
f. The Correspondence School – Te Aho o Te Kura Pounamu			

Or

Please tick the appropriate box	✓	(hrs/week)
g. Attended, but only outside New Zealand		
h. Attended, but don't know what type of service		
i. Did not attend		
j. Unable to establish if attended or not		

### Did the child regularly attend Early Childhood Education?

Instructions: "Regularly attend" means the child was booked in to a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

- Yes, for the last \_\_\_\_ year(s).**
- Not regularly, only occasionally with no ongoing schedule.
- No, did not attend ECE.

## School Fees / Voluntary Donation / Sports & Trips Registrations

Our Board of Trustees has set the voluntary School Donation as follows:

### First and eldest child children

Term 1 (whole year)	\$120.00
Term 2 onwards	\$90.00
Term 3 onwards	\$60.00
Term 4 onwards	\$30.00

### Second and subsequent

Term 1 (whole year)	\$60.00
Term 2 onwards	\$45.00
Term 3 onwards	\$30.00
Term 4 onwards	\$15.00

**kindo.**  
The online one stop school shop

"KINDO" - this online system allows families to pay for our School's Fees (*Mathletics, Aquatics, School Donation*) and is the **ONLY** way to register your child for sports or trips. **Please see our "Information Booklet" on our school website for further clarification of fees.**

You can register for "Kindo" using our App or through our School Website [www.tetotara.school.nz](http://www.tetotara.school.nz) then select the "Fees & Donations" tab (*once the School Office has processed the enrolment*).

**Student Eligibility documentation attached:**

Yes / No

**Immunisation Record (shows date of each vaccination given):**

Yes / No

**Proof of current In-zone address attached:**

Yes / No (see "Enrolment Declaration")

# ENROLMENT DECLARATION

- I agree that our son/daughter is required to wear the Te Totara Primary School uniform as prescribed and abide by all the school rules and regulations as per our Uniform Expectations Guidelines.
- Should the need arise, I give permission for my child to receive the recommended dosage of Paracetamol.
- I am happy for my child to see the Dental Therapist.
- If required, I am happy to have my child seen by the Hearing & Vision Technician.
- If required, I am happy to have the Public Health Nurse see my child.
- I am happy to have the school administer sunscreen and basic first aid to my child.
- I give my general approval for the student enrolled to participate in off-site programmes learning, within his or her normal classroom time allocation and approved by the Principal. These are events related to the curriculum, either on-site in the school grounds or off-site events in the local community which are in lower risk environments.
- I give permission for my child to attend the Te Totara Primary School Aquatics Programme as part of the curriculum.
- I give permission for photos and videos of my child taken as part of our school-wide learning to be shared with our community, e.g. in the school yearbook, on our website, on our Facebook page. Children's full names will never accompany any visual images on the internet.
- I give permission for my child's photograph to be used for promotional purposes outside the school e.g. newspaper articles, pamphlets, etc.
- I accept responsibility for any expenses incurred in obtaining treatment for this child in an emergency situation e.g. ambulance costs
- I am happy for my child to use the school filtered internet and email as a tool for their learning while they attend Te Totara School

## Consent under the Privacy Act 1993 and Declaration by Parent(s) / Guardian(s)

To the best of my knowledge the information contained in this enrolment form is true and correct. Te Totara School requires accurate information in order to communicate with parents/caregivers, to determine appropriate educational and pastoral support needs and to complete statistical returns.

The Privacy Act 1993 places rules on the collection, use, storage and access of information that is received at enrolment, and from student academic records. All reasonable care is taken in the collection, storage and security of this information. From time to time it needs to be updated. Individuals have the right of access to personal information through the Principal, who is the Te Totara School Privacy Officer. At the discretion of the Principal, under section 76 and section 77 of the Education Act 1989, this information may be shared with the following groups of professionals on a need to know basis: School staff, Specialist Education services, Public Health Nurse and Doctors, Ministry of Education, Ministry of Health, Children and Young Persons and their Family service, Police, other professionals approved by the Principal. If you do not wish personal information to be released then contact should be made with the Principal.

Name of Parent: (Guardian) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ENROLMENT DECLARATION

Please complete the Enrolment Declaration in order to complete the enrolment process.

**To be completed by parents who have given a current in-zone address as the student's usual place of residence.**

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address, but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at Te Totara Primary School.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement, which they intend to be only temporary e.g.

- Renting accommodation in-zone on a short-term basis.
- Arranging temporary board in-zone with a relative or family friend.
- Using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis.

Before enrolment takes place (i.e. before attendance begins), if the Board of Trustees has reasonable grounds for believing that the given in-zone address is not a genuine, ongoing living arrangement, then the Board of Trustees may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment, and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the Board of Trustees may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the Board of Trustees may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

**To be completed in the case of a student who will be boarding in-zone, but not at a school hostel. Delete if not applicable.**

I confirm that..... (name), with whom my child will be boarding, will have the primary duty of care and should therefore be the school's first contact in matters related to discipline and progress at school.

**I confirm that the address which I have provided to the school will be the usual place of residence of..... (student's name) when the school is open for instruction. I will advise the school of any subsequent change of address.**

Please supply one of the below documents to support your Enrolment Declaration:

**Proof of current in-zone residential address e.g. a current Hamilton City Council Rates Notice AND a current Telephone or Electricity Invoice**

**OR a current in-zone Rental Agreement AND a current Telephone or Electricity Invoice**

**OR a recent in-zone Sale & Purchase Agreement a current Telephone or Electricity Invoice**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_