

# KOHIMARAMA SCHOOL IN ZONE ENROLMENT FORM

**OFFICE USE**

Rm No:		Date of Entry to KS:	Childcare Type:	Email	
Year:		Enrolment Number:		Photo	
Teacher:		NSN Number:	# Years:	Hours pw:	WalkOS
House:		PP/Birthcert No:			Cyber

<b>STUDENT DETAILS</b>		Birthdate:	Gender:
Family Name:			<b>Male / Female</b>
Christian Name:	Place in Family:	New Zealand Resident	Yes / No
	/	New Zealand Citizen	Yes / No
Street Address:	Name of Eldest Child at School:	Date of Entry to NZ:	
Suburb:	Country of Birth:	Student Visa/Permit Date of Issue:	
City:	Country of Citizenship:	Student Visa/Permit Date of Expiry:	
Home Ph No:	Ethnicity:	Other Languages Spoken:	
E-mail address:	Iwi / Hapu:	<b>Home Language:</b>	
<b>Date started any School:</b>	<b>Previous Schools:</b>		
	<input type="checkbox"/> I give permission for Kohimarama School to contact my previous school in NZ to support transition		

<b>1. PARENT / CAREGIVER</b>		Home No:	Work No:
Family Name:		Relationship to Child:	Mobile:
Christian Name:		Occupation:	Email:
Residential Address (if different from above):			

<b>2. PARENT / CAREGIVER</b>		Home No:	Work No:
Family Name:		Relationship to Child:	Mobile:
Christian Name:		Occupation:	Email:
Residential Address (if different from above):			

<b>NAME OF LEGAL GUARDIANS</b>	<b>Custody Access Arrangements</b> (attach relevant court documents)

<b>EMERGENCY CONTACT NAMES (persons other than parents):</b> 1 <sup>st</sup>	Hm Ph:	Wk Ph:	Relationship to chd:
<b>EMERGENCY CONTACT NAMES (persons other than parents):</b> 2 <sup>nd</sup>	Hm Ph:	Wk No:	Relationship to chd:

<b>HEALTH</b>	<b>IMMUNISATION CERTIFICATE</b>		
Doctor's Name/Ph:	Completed: YES/NO		
Allergies:	Sight:	Hearing:	
Medication:	Speech:	Serious Problems:	

**SUPPORTING INFORMATION TO ASSIST WITH CLASS PLACEMENT:**

Names of members of family likely to be attending this school	1.	Date of Birth:
	2.	Date of Birth:

In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information when my child transfers to another school. I further approve the forwarding of my child's name and address on request to a potential intermediate or secondary school.	I understand that the school will take action on my behalf in case of sudden illness or injury, and I agree to abide by school policies. <p style="text-align: right;">DATE: ...../...../.....</p> <p style="text-align: center;">.....</p> <p style="text-align: center;"><b>SIGNATURE PARENT/GUARDIAN</b></p>
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## Parental permission required

**There are areas in which our school requires parental/caregiver permission.**

1. For you to receive emails from the classroom co-ordinators on behalf of the PTA we require your permission to release your email address. These emails are to inform you of specific social events involving your child's classroom.
  - I give permission for my email to be released to the classroom co-ordinator
  - I **do not** give permission for my email to be released to the classroom co-ordinator
2. In order to keep our website and school documents current we would like to be able to display photographs of children engaged in learning and team or recent school activities & events. To be able to do this successfully we need the permission of parents and caregivers to use photographs that may show an image of your child. In most cases, photographs will be of groups although there may be occasions where an individual photograph would be required.
  - I give permission for my child/children's photograph to be displayed on the Kohimarama School Website and school Documents.
  - I **do not** give permission for my child/children's photograph to be used.
3. On occasion your child/children could have the opportunity to participate in a school event or activity locally that requires them to walk to this event or activity, under the supervision of school staff.
  - I give permission for my child/children to be able to walk to local events that take place offsite from school.
  - I **do not** give permission for my child/children to be able to walk to local events that take place offsite from school.
4. Kohimarama School maintains an Alumni database of past students to enable us to keep in touch with families who have left the school ie. 2021 School Centenary Celebrations
  - I give permission for my email to remain on the Alumni database after my child leaves Kohimarama School.
  - I **do not** give permission for my email to remain on the Alumni database after my child leaves school.

### Early childhood education attendance record

*This form records information that will be useful when you enrol your child at school. Schools provide this information to the Ministry of Education, where it is used to provide information about early childhood education across New Zealand.*

	Name of Childcare:	Hours per week:	# of Years attended:
Kōhanga reo			
Playcentre			
Kindergarten			
Education and care centre			
Home-based service			
Playgroup			
Not in New Zealand			
I don't know what type of ECE it was			

In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information when my child transfers to another school. I further approve the forwarding of my child's name and address on request to a potential intermediate or secondary school.

I understand that the school will take action on my behalf in case of sudden illness or injury, and I agree to abide by school policies.

DATE: ...../...../.....

.....  
SIGNATURE PARENT/GUARDIAN



# KOHIMARAMA SCHOOL IN ZONE STATUTORY DECLARATION

## IMPORTANT INFORMATION FROM THE MINISTRY OF EDUCATION

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 enroll at the school.

The Ministry of Education has also advised that parents should 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.

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 the temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

## PARENT INFORMATION

1. Kohimarama School charges an annual activity fee to allow students to attend trips and other activities. An annual donation is requested as a contribution to the running of the school and to provide additional benefits for the students.
2. Children attending Kohimarama School are expected to adhere to school policies.
3. It is compulsory to wear the Kohimarama School uniform and the sports uniform for PE, fitness and sports programmes.
4. All parents/caregivers are encouraged to provide support to the school through a variety of ways including assisting with: camps / trips / PTA projects / reading support / classroom assistance
5. All children are required to arrive on time for school (between 8.30am and 8.45am). Any absence is to be notified by a parent/caregiver - please phone the school and leave a message after 8.00am.
6. All parents/caregivers are required to provide accurate information to the school on enrolment.
7. I give permission for my child/ren to take part in local excursions including sports trips and visits to neighbouring schools without further consent being necessary.
8. In signing the application for enrolment, I understand that the information in this application, and other information and records maintained by the school relating to the child is personal information, and authorise the school to keep, use and disclose such personal information for any purpose the school considers necessary.

I, \_\_\_\_\_ am the parent/caregiver of \_\_\_\_\_ .  
(parent/caregiver name) (child's name)

L. \_\_\_\_\_  
(FULL NAME)

of \_\_\_\_\_  
(place of abode and occupation)

**DO SOLEMNLY AND SINCERELY DECLARE** that the above named child **permanently resides** at the following address

\_\_\_\_\_ because:

- a) I am the **OWNER** and reside at the above residential address or, I have unconditionally agreed to purchase the property at the above residential address; **OR...**
- b) I am a **TENANT** of the property at the above residential address.

***AND I make solemn declaration conscientiously believing the same to be true and by virtue of the OATHS AND DECLARATIONS ACT 1957.***

DECLARED AT: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
PARENT/CAREGIVER

\_\_\_\_\_  
SOLICITOR/JUSTICE OF THE PEACE

□

**Please ensure you stamp here with your seal  
or attach your business card here**

# Your Checklist

Check before processing	Parent Use	Office Use
Enrolment taken by: Name: Date:		
Fully completed Enrolment Form Including: Signed by Parent Ethnicity details completed (Page 1) Citizenship details completed (Page 1) Parental Permission (Page 2) Early Childhood Attendance (Page 2)		
Declaration for in zone <b><u>signed &amp; stamped or business card attached</u></b> by either a Justice of the Peace or Solicitor. (Page 3)		
In the case that the In-Zone address is a rental property you must provide your <b>original</b> copy of the Tenancy Agreement (school will copy) This agreement must have <b>at least</b> 12 months to run <b>from</b> the day your child/ren <b>start</b> school.		
Address Verification - showing name and address <b>Own Home</b> - Rates or Purchase Agreement & 1 x utility account <b>Rental Property</b> - 2 x utility accounts		
Birth certificate / Passport sighted & copied <b>Bring original, school will copy</b>		
If not a New Zealand Citizen, appropriate Student Visa must be provided (school will copy) Copy of passports for parents		
Cybersafety Agreement (Separate Form, Orange) Signed by child		
Immunisation record (Either an immunisation Certificate or your child's Plunket book)		
Hearing & Vision Consent form returned (Separate Form, white and blue)		
If transferring from another school, copy of most recent school report		
Copies to:  <p style="text-align: right;">Accounts Class Teacher ESOL Library ICT</p>		