



ŌRĀKEI SCHOOL  
Te Kura o Ōrākei

## ŌRĀKEI SCHOOL OUT OF ZONE ENROLMENT FORM

OFFICE USE:	Pre-Enrolment Email Sent:				
	Starting School/Transition letter email sent:				
Rm No:		Date of Entry to Orakei:		Consent Form:	
Year:		Enrolment Number:		Vision & Hearing:	
Teacher:		NSN Number:		MMI:	O/Z:
House:		NZ Birth Certificate No:		Level:	
		NZ Passport No:			
Email:		Photo:		Cyber:	
<b>Student Details:</b>					
Family Name:		Birthdate:		Gender:	
Christian Name:		Place in Family:		Name of Eldest Child at School:	
Street Address:		Country of Birth:		New Zealand Resident:	Yes/No
				New Zealand Citizen:	Yes/No
Suburb:		Country of Citizenship:		Date of Entry to NZ:	
City:		Ethnicity:		Student Visa/Permit, Date of Expiry:	
Home Ph No:		Iwi/Hapu:		Student Visa/Permit: Y/N Date of Issue:	
E-mail Address:		Other Languages Spoken:		Home language:	
Current Year Level:		Previous School:			

<b>1. PARENT/CAREGIVER:</b>		<b>Home No:</b>		<b>Work No:</b>	
<b>Family Name:</b>					
<b>Christian Name:</b>		<b>Relationship to Child:</b>		<b>Mobile:</b>	
<b>Residential Address (if different from above):</b>		<b>Occupation:</b>		<b>Email:</b>	
<b>2. PARENT/CAREGIVER:</b>		<b>Home No:</b>		<b>Work No:</b>	
<b>Family Name:</b>					
<b>Christian Name:</b>		<b>Relationship to Child:</b>		<b>Mobile:</b>	
<b>Residential Address (if different from above):</b>		<b>Occupation:</b>		<b>Email:</b>	
<b>NAME OF LEGAL GUARDIAN/S:</b>			<b>Custody Access Arrangements (attach relevant court documents):</b>		
<b>EMERGENCY CONTACT NAMES (persons other than parents): 1st</b>			<b>Hm Ph:</b>	<b>Wk Ph:</b>	<b>Relationship to Child:</b>
<b>EMERGENCY CONTACT NAMES (persons other than parents): 2nd</b>			<b>Hm Ph:</b>	<b>Wk Ph:</b>	<b>Relationship to Child:</b>
<b>HEALTH:</b>			<b>IMMUNISATION CERTIFICATE:</b>		
<b>Doctor's Name/Ph:</b>			<b>Completed: YES/NO</b>		<b>Attached: YES/NO</b>
<b>Allergies:</b>			<b>Sight:</b>	<b>Hearing:</b>	
<b>Medication:</b>			<b>Speech:</b>	<b>Serious Problems:</b>	
<b>SUPPORTING INFORMATION TO ASSIST WITH CLASS PLACEMENT:</b>					
<b>Student Google Email:</b>					
<b>ADDITIONAL INFORMATION: Learning and Behavioural Needs:</b>					
<b>Special Needs (background/funding) e.g. ESOL, ORS</b>					
<b>Names of members of family likely to be attending this school:</b>		<b>1:</b>	<b>1. Date of Birth:</b>	<b>2:</b>	<b>2. Date of birth:</b>
<p>In terms of the Privacy Act, I understand that the information on the 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 approved the forwarding of my child's name and address on request to a potential intermediate or secondary school.</p>			<p>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>		
			<p>Date: ...../...../.....</p> <p>Signature Parents/Guardian:.....</p>		



All students who live within the home zone described below shall be entitled to enrol at the school.

Starting at the northern end of Aotea Street (Odd and even numbers) head south to the intersection with Rukutai Street. Continue heading south along Rukutai Street (Odd and even numbers included) and Kuraphaupo St (Odd and even numbers included), Godden Crescent (11 and below 14 and below are included), to intersection with Kepa Road (200 and below, 193 and below included). Head west along Kepa Road until roundabout with Ōrākei and Ngapipi Roads, turn south on to Ōrākei Road (Ōrākei Road addresses on northern side of roundabout included 181 and above included), until the roundabout with Upland and Shore Roads. From the roundabout with Kepa, Ōrākei and Ngapipi Roads, head west along Ngapipi Road (Odd and even addresses) to the intersection with Tamaki Drive. Turn right into Tamaki Drive (27 and below, and 44 and below included), head east until Atkin Ave.

All residential addresses on included sides of boundary roads and all no exit roads off included sides of boundary roads are included in the zone unless otherwise stated.

Proof of residence within the home zone will be required.

Each year, applications for enrolment in the following year from in-zone students will be sought by a date which will be published in a daily or community newspaper circulating in the area served by the school. This will enable the board to assess the number of places which can be made available to students who live outside the home zone.



## Special Programmes

### Rūmaki Reo Programme

The Rūmaki programme has been formalised with the Ministry of Education, the enrolment criteria and process for enrolment for the Rūmaki programme is available upon request.

## Out of Zone Enrolments

Each year the board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority:

**First Priority** will be given to applicants who are siblings of current students.

**Second Priority** will be given to applicants who are siblings of former students.

**Third Priority** will be given to any applicant who is a child of a former student of the school.

**Fourth Priority** will be given to the applicant who is either a child of an employee of the Board of the school or a child of a member of the Board of the school.

**Fifth Priority** will be given to all other applicants. If there are more applicants in the second, third or fourth priority groups than there are places available, selection within the priority group will be by ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989, Parents will be informed of the date of any ballot by notice in a daily newspaper circulating in the area served by the school. Applicants seeking second or third priority status may be required to give proof of a sibling relationship.



ŌRĀKEI SCHOOL

## Enrolment Timeline for 2026 Applications

Out of Zone Applications Open	Monday 1 September 2025
	Forms are available on the school website or at the office <a href="https://orakei.school.nz/enrolment">https://orakei.school.nz/enrolment</a> Applications can be online, emailed, returned to the office or sent by post. Any applications not completed correctly, or missing documents will be returned to the parents/caregivers which may delay the child's start date.
Out of Zone Applications Close	Friday 10th October 2025
Out of Zone Ballot	Ballot will be held on Friday 17th October 22nd-23rd October results emailed
Acceptance Out of Zone	Must be received by 3:30pm Friday 7th November 2025, no exceptions. The offered place will go to the next applicant.





**OUT OF ZONE STUDENTS**  
**PARENT INFORMATION**

1. Children attending Ōrākei School are expected to adhere to school rules, policies and procedures.
2. It is compulsory to wear Ōrākei School uniform and the sports uniform for PE, fitness and sports programmes.
3. All parents/caregivers are encouraged to provide support to the school through a variety of different ways including assisting with: camps / trips / FOS projects / reading support / classroom assistance.
4. All children are required to arrive on time for school (between 8:30am and 8:50am). Any absence or lateness is to be notified by a parent/caregiver - email (office@orakei.school.nz) or phone the school (09 521 0657) and leave a message after 8:00am. You can also put a message on Hero.
5. All parents/caregivers are required to provide accurate information to the school on enrolment and update immediately when details may change.
6. In signing the application for enrolment, I understand that the information in this application, and other 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.

**CHECKLIST:**

This applications **WILL NOT** be accepted unless the following documentation is included:

1. If you are not a NZ resident you must provide the parent/caregiver and child's passport (the school will photocopy).
2. Original birth certificate for any child entering the school on his/her fifth birthday (school will photocopy).
3. For children born from 1 January 1995 we are required by law under the Health (Immunisation) Regulations 1995 to sight that child's immunisation certificate.

**DECLARATION**

I, Mr / Mrs / Miss / Ms \_\_\_\_\_ have read the above and understand all of the points made.

**PARENT/CAREGIVER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **PARENTAL PERMISSION REQUIRED**

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

1. For you to receive emails from the classroom coordinators on behalf of the Friends Ōrākei (FOS) we require your email address. These emails are to inform you of specific social events involving your child's classroom.

**I do / do not** (please circle) give permission for my email to be released to the classroom coordinator.

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 and events. To be able to do this successfully, we need permission from 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 do / do not** (please circle) give permission for my child/children's photograph to be displayed on the Ōrākei School Website and school documents.

**I do / do not** (please circle) 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 do / do not** (please circle) give permission for my child/children to be able to walk to local events that take place offsite from school.

## **EARLY CHILDHOOD EDUCATION ATTENDANCE RECORD**

This form records information that will be useful when you enrol your child at school. Schools provide information to the Ministry of Education, where it is used to provide information about early childhood education across New Zealand. If your child has been attending an ECE service. That service will be able to help you fill in this form.

Child's full name: \_\_\_\_\_

1. My child attended an ECE service in the last six months before going to school. Yes/No (Please circle one).
2. My child attended more than one ECE service at the same time in the last six months. Yes/No (Please circle one).
3. The service(s) my child has attended - (Please use more than one box if your child attended more than one service at the same time in the last 6 months):

How many weeks per service?

	Service 1	Service 2	Service 3
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			

4. Before starting school, my child has been going to ECE (please tick):

<input type="checkbox"/>	for the last 6 months or less
<input type="checkbox"/>	for the last year
<input type="checkbox"/>	for the last 2 years
<input type="checkbox"/>	for the last 3 years
<input type="checkbox"/>	for the last 4 years
<input type="checkbox"/>	for the last 5 years