



ŌRĀKEI SCHOOL

OUT OF ZONE  
ENROLMENT FORM  
2024



ŌRĀKEI SCHOOL

**ŌRĀKEI SCHOOL OUT OF ZONE ENROLMENT FORM**

**OFFICE USE:** Pre-enrolled email sent -  
Starting school / Transition letter, email sent -  
student google email: ...@orakei.school.nz -

<b>Rm No:</b>		<b>Date of Entry to Ōrākei :</b>	<b>Consent Form:</b>		<b>Email</b>
<b>Year:</b>		<b>Enrolment Number: O/Z</b>	<b>Vision &amp; Hearing:</b>		<b>Photo</b>
<b>Teacher:</b>		<b>NSN Number:</b>	<b>MMI</b>	<b>O/Z</b>	<b>Cyber</b>
<b>House:</b>		<b>NZ Birth Certificate No:</b> <b>NZ Passport No:</b>	<b>Level</b>		

<b><u>STUDENT DETAILS</u></b>		<b>Birthdate:</b>	<b>Gender:</b>
Family Name:			<b>Male / Female</b>
Christian Name:	Place in Family:	Name of Eldest Child at School:	
Street Address:	Country of Birth:	New Zealand Resident <b>Yes / No</b>	
Suburb:	Country of Citizenship:	New Zealand Citizen <b>Yes / No</b>	
City:	Ethnicity:	Date of Entry to NZ:	
Home Ph No:	Iwi / Hapu:	Student Visa/Permit, Date of Expiry:	
E-mail address:	Other Languages Spoken:	Student Visa/Permit: Y / N Date of Issue:	
<b>Current Year level:</b>		<b>Home Language:</b>	
		<b>Previous School</b>	

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

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

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

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

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

<b>SUPPORTING INFORMATION TO ASSIST WITH LEARNING SUPPORT PLAN:</b>			
<b>ADDITIONAL INFORMATION TO ASSIST WITH ANY Learning and Behaviour Needs:</b>			
<b>Special Needs (background/funding) e.g. ESOL, ORS:</b>			
Names of members of family likely to be attending this school in the future	1.	Date of Birth:	2. Date of Birth

<p>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.</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 style="text-align: right;">DATE: ..... / ..... / .....</p> <p><b>SIGNATURE PARENT/GUARDIAN</b> .....</p>
---	---

## 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 of Ōrākei (FOS) 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 **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 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 **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 this 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 attended- (Please use more than 1 box if your child attended More than 1 service at the same time in the last 6months)		
	How many hours per week 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 had been going to ECE:		for the last 6 months or less
		for the last year
		for the last 2 years
		for the last 3 years
		for the last 4 years
		for the last 5 years.

## ŌRĀKEI SCHOOL OUT OF ZONE STATUTORY DECLARATION

### 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 the 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 ways including assisting with: camps / trips / FOS projects / reading support / classroom assistance.
5. 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 - please email, SchoolAppsNZ or 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 and update immediately when details may change.
7. 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.

#### CHECK LIST:

This application **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: \_\_\_\_\_

## Application Checklist

WE REQUIRE **ALL** DOCUMENTATION BEFORE WE CAN ACCEPT AND PROCESS THE APPLICATION. OTHER DOCUMENTATION MAY BE REQUESTED TO SUPPORT THE ENROLMENT

Check before processing	Parent Use	Office Use
Enrolment received by: Signature: Date:		
Fully completed Enrolment Form		
Birth certificate / Passport sighted & copied Bring <b>original</b> (school will copy)		
Ethnicity details completed (Page 1)		
Citizenship details completed (Page 1)		
If not a New Zealand Citizen, appropriate Student Visa must be provided (school will copy)		
Parental Permission (Page 2)		
Early Childhood Attendance (Page 2)		
Annual Consent / Rumaki Consent (Separate Form)		
Cybersafety Agreement (Separate Form)		
Hearing & Vision form returned (Separate Form, white and blue)		
Immunisation record (Either an immunisation Certificate or your child's Plunket book)		
Parent Signed		
Transition Visits if applicable		
Copies to:  Class Teacher Hub Leader ESOL/SENcO Library ICT		

## Home Zone

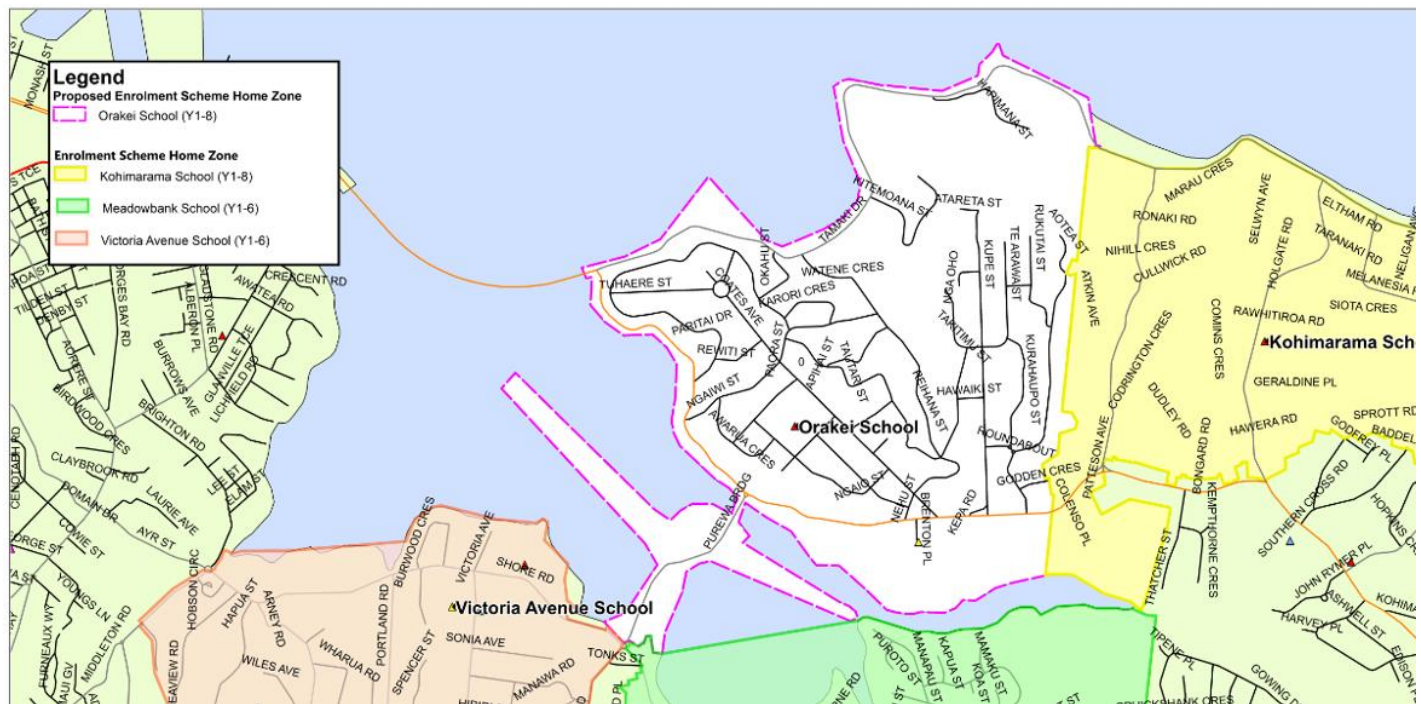
All students who live within the home zone described below shall be entitled to enrol at the school.

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 **Kurahaupo 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 Kapa Road until roundabout with **Orakei and Ngapipi Roads**, turn south onto Orakei Road (Orakei Road addresses on the northern side of roundabout included 181 and above included), until the roundabout with Upland and Shore Roads. From the roundabout with Kapa, Orakei 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. Map of proposed Enrolment Scheme Home Zone:





## **Special Programmes**

Currently we are in the process of having our Rūmaki and Montessori classes classified as special programmes. The priority category will apply when the special programmes are approved by the Secretary.

## **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 Rūmaki and Montessori applicants who meet the criteria set for the special programmes at Ōrākei School however the priority category is not applicable at this school until these programmes are approved by the Secretary.

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

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

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

**Fifth Priority** will be given to any 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.

**Sixth Priority** will be given to all other applicants. If there are more applicants in the second, third, fourth, or fifth priority groups than there are places available, selection within the priority group will be by a 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 or community 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.

## **ENROLMENT TIMELINE FOR 2024 APPLICATIONS**

<b>Out of Zone Applications Open</b>	<ul style="list-style-type: none"><li>Forms are available on the school website or at the office <a href="http://www.orakei.school.nz/enrolment/enrolment-form">http://www.orakei.school.nz/enrolment/enrolment-form</a></li><li>Applications can be returned to the office or sent by post</li><li>Any applications not completed correctly or missing documents will not be processed and will be returned to parents/caregivers which may delay your child/ren's start date</li></ul>
<b>In Zone Application</b>	Forms are available on the school website or at the office
<b>Out of Zone Application Close</b>	<b>Thursday 12 October 2023 at 3:30pm</b> – no exceptions
<b>Out of Zone Ballot</b>	<b>Ballot will be held on Thursday 26 October 2023</b> Notified by the 02 November results emailed (or posted, if no email address)
<b>Acceptances Out of Zone Ballot</b>	<b>Must be received by 3:30pm – Friday 10 November 2023</b> NO exceptions. The offered place will go to the next applicant on the list