



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		
Declaration for in zone signed & stamped 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 original copy of the Tenancy Agreement (school will copy) This agreement must have at least 12 months to run from the day your child/ren start school.		
Address Verification (Rates & 2x Utility account or Purchase Agreement)		
Birth certificate / Passport sighted & copied Bring original (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		
Copies to: Class Teacher ESOL/SENcO Library ICT		



ORAKEI SCHOOL

ORAKEI SCHOOL IN ZONE ENROLMENT FORM

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

Rm No:		Date of Entry to Orakei:	Consent Form:	Email
Year:		Enrolment Number:	Vision & Hearing:	Photo
Teacher:		NSN Number:	MMI	Cyber
House:		NZ Birth Certificate No:	Level	gmail
		NZ Passport No:		
STUDENT DETAILS		Birthdate:	Gender:	
Family Name:			Male / Female	
Christian Name:		Place in Family:	New Zealand Resident	Yes / No
			New Zealand Citizen	Yes / No
Street Address:		Name of Eldest Child at Orakei School:	Date of Entry to NZ:	
Suburb:		Country of Birth:	Student Visa/Permit	
			Date of Issue:	
City:		Country of Citizenship:	Student Visa/Permit	
Home Ph No:		Ethnicity:	Date of Expiry:	
E-mail address:		Iwi / Hapu:	Other Languages Spoken:	
			Home Language:	
Current Year level or New Entrant:		Previous School/s or ECE:		
1. PARENT / CAREGIVER				
Family Name:		Home No:	Work No:	
Christian Name:		Relationship to Child:	Mobile:	
Residential Address (if different from above):		Occupation:	Email:	
2. PARENT / CAREGIVER				
Family Name:		Home No:	Work No:	
Christian Name:		Relationship to Child:	Mobile:	
Residential Address (if different from above):		Occupation:	Email:	
NAME OF LEGAL GUARDIANS		Custody Access Arrangements (attach relevant court documents)		
EMERGENCY CONTACT NAMES (persons other than parents):		Hm Ph:	Wk Ph:	Relationship to chd:
1 st				
EMERGENCY CONTACT NAMES (persons other than parents):		Hm Ph:	Wk No:	Relationship to chd:
2 nd				
HEALTH		IMMUNISATION CERTIFICATE		
Doctor's Name/Ph:		Completed: YES/NO	Attached: YES/NO	
Allergies:		Sight:	Hearing:	
Medical Condition/s:		Speech:	Serious Problems:	
Medication:				
SUPPORTING INFORMATION TO ASSIST WITH LEARNING SUPPORT PLAN:				
ADDITIONAL INFORMATION TO ASSIST WITH ANY Learning and Behaviour Needs:				
Special Needs (background/funding) e.g. ESOL, ORS:				
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			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:/...../.....	

Parental permission required

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

- 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
- 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 **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.
- 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.

	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



ŌRĀKEI SCHOOL

ŌRĀKEI 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, your child will not be entitled to enrol 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

- Children attending Ōrākei School are expected to adhere to school rules, policies and procedures.
- It is compulsory to wear the Ōrākei School uniform and the sports uniform for PE, fitness and sports programmes.
- 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.
- 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 phone the school and leave a message after 8.00am, email or flexibuzz.
- All parents/caregivers are required to provide accurate information to the school on enrolment and update immediately when details may change.
- 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:

- 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...**
- I am a **TENANT** of the property at the above residential address; **AND** I understand that if I move out of the Ōrākei School zone within one year, I am obliged to take my child/ren out of Ōrākei School.
- I understand that brothers and sisters of any applicant enrolled with a permanent residential address outside the Ōrākei School geographic zone will NOT have automatic right of enrolment.

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