



Enrolment Information and Forms for New Students

Enrolling at Pāuatahanui School

To complete your child's enrolment at Pāuatahanui School:

- Complete** the Enrolment Form (pages 2-4)
- Complete** the In-Zone Address Questionnaire (pages 5-7)
- Sign** the Enrolment Declaration (page 8)
- Attach copies** of the following documents
 - Student's birth certificate or passport
 - Immunisation certificate (as at 4 years old)
 - Verification of in-zone address. The following documents are accepted:
 - Rates invoice showing your name and in-zone address; OR
 - Tenancy agreement showing your name and in-zone address;

If you are unable to provide one of those two documents, you may provide a certified copy of a utilities bill (eg. gas or power) for a physical connection at the in-zone address **AND** a statutory declaration that your usual place of residence is the in-zone address. [*Statutory declarations are made before a [Justice of the Peace.](#)*]

If you are unable to provide one of these documents or have any other questions about your child's enrolment, please contact the school.



Enrolment Form

Student details

Legal first name: _____ Preferred First name: _____

Legal Surname: _____ Preferred Surname: _____

Date of Birth: _____

Boy

Girl

Ethnicity (up to 3):

-
-
-

Iwi (up to 3):

-
-
-

Home language: _____

What school is the student currently attending (if any)?

Current class or year level: _____



Enrolment Form

Parent/Caregiver details

Title: _____ First name: _____ Surname: _____

Home phone: _____ Mobile: _____

Email address: _____

Occupation: _____

Custody arrangements (if applicable):

Legal Guardian(s): _____

Court order issued: Yes (please provide documentation) No

Parent/Caregiver details

Title: _____ First name: _____ Surname: _____

Home phone: _____ Mobile: _____

Email address: _____

Occupation: _____

Custody arrangements (if applicable):

Legal Guardian(s): _____

Court order issued: Yes (please provide documentation) No



Enrolment Form

Emergency contact details

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Permission to uplift in event of natural disaster (preferably resides near school):

Name: _____ Phone: _____ Relationship: _____

Address: _____

Health Details

Doctor: _____ Medical Centre: _____

Allergies: _____

Medication: _____

Health concerns:

Speech: _____

Vision: _____

Hearing: _____

Any other relevant information about my child

Previous schools attended

School: _____ Period attended: _____

School: _____ Period attended: _____



Enrolment Form

Early childhood education service(s)

Has your child regularly attended Early Childhood Education?

["Regularly attended" means the child was booked into 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.]

Please tick the box which best applies:

- Yes, for the last ____ years
- Yes, but only occasionally with no on-going schedule.
- No, did not attend ECE.

If you ticked yes, what type of Early Childhood Education service has your child attended in the last six months?

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 **hours per week** for up to three services.

	Service 1 (hours/week)	Service 2 (hours/week)	Service 3 (hours/week)	Name of Centre
Kōhanga Reo				
Playcentre				
Kindergarten or Education & Care Centre				
Home based service				
Playgroup				
The Correspondence School - Te Aho o Te Kura Pounamu				



In-Zone Address Questionnaire

In-Zone Address Questionnaire

Please read this information carefully, complete the questionnaire on the next page, and sign the declaration on page 8.

The Education and Training Act 2020 gives a guarantee of enrolment to students who live in the home zone specified in the school's enrolment scheme. The board needs to be sure that an in-zone address is genuine because it is required to manage the enrolment scheme for the benefit of local students. In addition to reviewing specific documents showing proof of residence, the board may seek to interview you to ensure the genuineness of the application.

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 the school.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain enrolment by knowingly giving a false address or making an in-zone living arrangement that they intend to be only temporary, such as but not limited to:

- 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 has reasonable grounds for believing that the given in-zone address will not be a genuine, ongoing living arrangement, the board may withdraw any offer of a place it might 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 gaining enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation, the board may annul the enrolment. This course of action is provided for under clause 13 of Schedule 20 of the Education and Training Act 2020.

If your application for enrolment is declined or annulled, you may ask the Ministry of Education to direct the board to enrol the student. This power is only used in exceptional circumstances. More information and application forms are available from the Ministry of Education website.



In-Zone Address Questionnaire

Student address details

1. What address will be the student's usual place of residence when the school is open for instruction?

If student will be living with parents

2. Do the parent(s) currently live at this address?

Yes
 No

3. Is the address the parent(s)' usual residential address?

Yes
 No

4. How long have the parents lived at this address?

5. If not the address above, what is the parent(s)' usual residential address?

6. How long do the parents intend to live at the address at Question 1?

If the student will be boarding

7. Who will the student be living or boarding with, and what is their relationship to the student?

8. How long has the boarding arrangement been in place?



In-Zone Address Questionnaire

9. What is the **parent(s)**' usual residential address?

10. Will the person(s) with whom the student is boarding have a primary duty of care?

- Yes
- No

*(Note: The student will **not** be considered as living in-zone if an out-of-zone parent remains the primary caregiver.)*

Any other supporting information

11. Is there any other information you wish the board to consider regarding the student's residential arrangements, or any other reason you consider the student should be considered an in-zone enrolment?



Enrolment Declaration

PARENT / PRIMARY CAREGIVER DECLARATION

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 the School Policies and the School Behaviour Management Plan. A copy of this is available on request.

I, _____ (parent's name), confirm the address I have provided to Pāuatahanui 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.

(The following is to be completed in the case of a student who will be boarding in-zone. Please leave blank 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 understand that the student will not be considered as living in-zone if an out-of-zone parent remains the primary caregiver.

Signed _____ this _____ day of _____ 202_____