



RICCARTON HIGH SCHOOL

Application for Admission 2018

(non-fee-paying students only)

Date:

(office use only)

Applicant's Name Date

Present or last school: Year level applying for: (please circle) 9 10 11 12 13

ELIGIBILITY

Does the student live permanently in the school zone? Yes No

Family connections to the school

- The student's sibling is currently enrolled at Riccarton High School Name:
- The student had a former sibling enrolled in the past Name:Years.....
- The student's parents were former students of the school Name:Years.....
- The student's parent is employed by the Board of Trustees Name:

IN ZONE ENROLMENT (Please provide copies of all the documents listed below and complete the in-zone declaration page 4)

Proof of residence:

- Copy of Rental Agreement **or** Rates Demand
- Copy of electricity **or** telephone account

Other documents required:

- Copy of student's birth certificate or passport
- Copy of most recent school report
- If born outside of New Zealand, a copy of the student's Permanent Resident Permit and/or Permanent Resident Visa

If not a New Zealand or Australian resident, please provide:

- A copy of student's passport
- A copy of Student Permit Expiry date:
- A copy of Parent's Work Permit Expiry date:

OUT OF ZONE ENROLMENT (Please provide copies of all the documents listed below)

- Copy of student's birth certificate or passport
- Copy of most recent school report
- If born outside of New Zealand, a copy of the student's Permanent Resident permit and/or Permanent Resident Visa

If not a New Zealand or Australian resident, please provide:

- A copy of student's passport
- A copy of Student Permit Expiry date:
- A copy of Parent's Work Permit Expiry date:

CONDITIONS OF ENROLMENT

- I hereby make application to enrol the above student at Riccarton High School under the terms and conditions of the school prospectus, which I accept as applying to the student.
- I guarantee that the student will attend regularly and I will endeavour to see that he/she obeys all school rules.
- I consent to the disclosure of personal information to agencies that demonstrate a statutory right to obtain it.
- As a parent I grant permission for the school to take photographs and video of my child during school activities and that the school may use those photographs and video on the Riccarton High School website, school newsletters and in marketing material for the school.
- I give my permission for teachers or a person authorised by the school to take or send my son/daughter out of school with other members of his/her class to visit places of interest or instruction in the community as part of their organised study, or in a group or team to take part in organised co-curricular activity.
- I certify that all information entered on this enrolment form is factually correct.

Riccarton High School will be sending out regular notices and newsletters by email. Please indicate if you wish to receive these emails.

I would like to be emailed notices and newsletters Yes No email:

Parents/Caregivers to sign: Date:

STUDENT DETAILS

Student's surname:

Student's first names:

Preferred Name:

Date of birth:
day month year

Gender: M / F

Student's Ethnicity: (please tick as appropriate - this information is required by the Ministry of Education for statistical purposes)

- | | | | | |
|--|---|--|--|--|
| <input type="checkbox"/> NZ European | <input type="checkbox"/> Italian | <input type="checkbox"/> Niuean | <input type="checkbox"/> Other Southeast Asian | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> *NZ Māori | <input type="checkbox"/> German | <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Chinese | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> British and Irish | <input type="checkbox"/> Australian | <input type="checkbox"/> Fijian | <input type="checkbox"/> Indian | <input type="checkbox"/> African |
| <input type="checkbox"/> Dutch | <input type="checkbox"/> Other European | <input type="checkbox"/> Other Pacific Peoples | <input type="checkbox"/> Sri Lankan | <input type="checkbox"/> Other Ethnicity – specify |
| <input type="checkbox"/> Greek | <input type="checkbox"/> Samoan | <input type="checkbox"/> Filipino | <input type="checkbox"/> Japanese | |
| <input type="checkbox"/> Polish | <input type="checkbox"/> Cook Islands Māori | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Korean | |
| <input type="checkbox"/> South Slav | <input type="checkbox"/> Tongan | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Asian | |

* NZ Māori: IMPORTANT – iwi/tribe affiliations must be entered below:

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First language – if not English specify

The student lives with: both parents mother father other (eg guardian)

Main Caregiver(s):

Home telephone Fax

Full name of main caregiver(s):

Mrs/Ms/Miss/Dr:

Mr/Dr/Rev:

Email: (please provide to receive all school information)

Residential Address:

Street

Suburb

Town Postcode

Postal Address within NZ: (for school accounts, reports, newsletters etc)

Street

Suburb

Town Postcode

Student's country of birth:

Student's country of citizenship:

PERSONAL INFORMATION AND THE PRIVACY ACT (1993)

The school collects personal information from its students so that they can be enrolled, have their attendance and progress recorded, be entered for examinations, or be contacted by the school. The school also collects information about the caregivers of the student so that they may be informed of student progress, or contacted in an emergency. Personal information may be disclosed to other education agencies, such as the Ministry of Education, the New Zealand Qualifications Authority; and to Government agencies such as the New Zealand Police and the Ministry of Social Development (MSD) if they demonstrate a statutory right to obtain it. This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school. Personal information may be retained by the school after the student leaves in order for the school to maintain a list of past students. Personal information may also be disclosed to the Riccarton High School Ex-Students' Association and the Riccarton High School Parent Teacher Association to assist in compiling its membership register.

Under the Privacy Act 1993 you have the right of access to all personal information held by the school about you or your child. You also have a right to ask the school to correct any information held which is inaccurate. You can exercise that right by applying to the school. You also have an obligation to advise the school if or when any of the personal information you have provided changes.

If for any reason your enrolment is not accepted, this enrolment form and the accompanying documentation will be destroyed.

CONTACT DETAILS

Mother's details:

Full name of mother (Mrs/Ms/Miss/Dr):

Home phone: Mobile:

Mother's email:

Residential address:

Street

Suburb

Town Postcode

Mother's occupation:

Mother's work phone number:

Father's details:

Full name of father (Mr/Dr/Rev):

Home phone: Mobile:

Father's email:

Residential address:

Street.....

Suburb

Town Postcode

Father's occupation:

Father's work phone number:

Legal guardian's details: (if different from above)

Full name of guardian: (Mrs/Mr/Ms/Miss/Dr):

Home phone: Mobile:

Guardian's email:

Residential address:

Street.....

Suburb

Town Postcode

Guardian's occupation:

Guardian's work phone number:

Emergency Contact – (in cases of emergency it may be necessary to contact another person; eg a relative, family friend or neighbour)

Name:

Relationship to student:

Daytime phone: Mobile:

MEDICAL DETAILS

Doctor's name: Phone:

Does your child have a medical condition, disability or allergy the school should be aware of? Yes No

Is the student allowed Panadol without phoning the caregiver? Yes No

Public Health Nurse: A Public Health Nurse is available once a week to provide for any youth health needs. You have a right to request that your son/daughter does not attend the clinic. We require a letter to this effect. A nil return will be taken as approval to use the health service.

OTHER INFORMATION

Learning Needs:

Does your child have any specific learning needs the school should be aware of? Yes No
(If the student has been assessed by an agency outside school or is ORRS funded, please attach a copy of the report and supporting documents.)

Personal, family, social circumstances which would assist us in understanding the student (use a separate sheet if necessary).

Activities and achievements – include any special awards, talents, selections, representative teams etc.

Sports (summer and winter).....

Musical/Other

Do you intend to have a laptop/tablet available for your child to use at school? Yes No Unsure

IN-ZONE DECLARATION

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 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 advises that parents should be warned of the possible consequences of deliberately attempting to gain unfair priority for enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary; for example:

- 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 with no intention to live there on an ongoing basis.

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 decline an offer of a place. After attendance has begun, if the school learns that a student is no longer living in zone, and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment, then the Board may review the enrolment. Unless the parents can give a satisfactory explanation within ten days, the Board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

If, within two years of being accepted as an in-zone applicant, a student's place of residence should be moved out of zone, it is necessary to write to the Principal for permission to continue attendance at the school. Failure to do this may also lead to the enrolment being annulled.

(i) *I confirm that the address which I have provided to the school will be the student's usual place of residence when the school is open for instruction. I will advise the school immediately of any subsequent change of address.*

(ii) (To be completed only in the case of a student who will be **boarding** in-zone)

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.

Parent/Caregiver to sign

Date: