

IN ZONE ENROLMENT APPLICATION 2022



In-zone enrolments

Section 11D(1) of the Education Act 1989 provides that, subject to the provisions of that Act, a person who lives in the home zone of a school is entitled to enrol at the school. The Act distinguishes between pre-enrolment and enrolment. "Pre-enrolment" refers to the process of applying for entry to the school. "Enrolment", on the other hand, occurs when attendance at the school commences and the student is first marked as present on the school roll. The school may actively collect information and make all enquiries necessary in its opinion to ensure that enrolment details contained in this application are accurate.

Moving out of the home zone between pre-enrolment and the commencement of attendance

The address given at the time of application for pre-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, the board may withdraw any offer of a place made on the basis of the given address.

Enrolment based on false information or temporary residence

If the school learns that a student was not living at the in-zone address given at the time of pre-enrolment, or the school 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 that enrolment.

Applicants must provide:

	Check (✓)	For school use only:	
All students must provide a birth certificate (NZ or overseas). This must be an original document.		Regular <input type="checkbox"/>	KAMAR
		Re-enrol <input type="checkbox"/>	Year level
Provide where needed:		ESOL <input type="checkbox"/>	Form class
		RCentre <input type="checkbox"/>	Prev school sent
If <u>not</u> born in New Zealand, but <u>is</u> a New Zealand citizen, the student's New Zealand passport or New Zealand Citizenship Certificate. This must be an original document.		FFPS <input type="checkbox"/>	Prev school rec'd
		Insurance <input type="checkbox"/>	DP Pastoral seen <input type="checkbox"/>
If <u>not</u> a New Zealand citizen, the student's passport & other relevant documents (next page). These must be original documents. Student visas must be accompanied by parent's work permit. <i>Note: Since 1 January 2006, a child born in New Zealand is not automatically considered a New Zealand citizen if the parent/s are not New Zealand citizens.</i>		Refugee O / Q <input type="checkbox"/>	TWM copy <input type="checkbox"/>
			Appt TWM / / 2
		Enrolled by:	Nurse copy <input type="checkbox"/>
		Date: / / 2	Counsellors copy <input type="checkbox"/>
		Data entry: <input type="checkbox"/>	DP House seen <input type="checkbox"/>
		Appt ESOL / / 2	To deans / / 2
Applicants must provide proof of address:		School lunches <input type="checkbox"/>	Start date / / 2
		NZQA Results <input type="checkbox"/>	

Proof of Address: an electricity account no more than 2 months old.
Rental agreement/house purchase agreement/rates demand are not accepted as proof of address.

A Proof of Address Statutory Declaration (if parents/caregivers' names are not on account).
(please ask the school office for a copy).

If the student is not living with their parent/guardian, a Parent/Guardian Statutory Declaration
(please ask the school office for a copy).

If your application for enrolment is declined, you may appeal the board's decision by contacting the Ministry of Education.

SECTION A: STUDENT DETAILS

First names: Family name:

Preferred name: (if applicable) Date of birth:

Home address: Gender (tick box): Male Female

Post code: Ethnic group 1:

Iwi (if Māori): Ethnic groups 2/3 (if applicable):

Home phone: Student's mobile phone:

Country of birth: NSN number (if known):

Previous school:* Current year level:

* Reason for change if transferring from another secondary school	Internet at home (tick):	No internet	Limited GB	Unlimited GB
	Device for school (tick):	No device	Mobile only	Laptop etc

Is the student a New Zealand citizen?
 Note: Since 1 January 2006, a child born in New Zealand is not automatically considered a New Zealand citizen if the parent/s are not New Zealand citizens. No Yes

Complete if the student is NOT a NZ citizen:

Country of citizenship: _____

Date arrived in NZ: _____ Permit expiry date: _____

RESIDENCE PERMIT

PERMANENT NZ RESIDENT

PARENT WORK PERMIT

STUDY PERMIT/VISA

CERTIFICATE OF IDENTITY

BROTHERS OR SISTERS who are or have been enrolled at Papatoetoe High School:

First name: _____

Family name: _____

House: _____

Kauri (Blue), Rimu (Green), Pohutukawa (Red), Kowhai (Gold)

SECTION B: SERIOUS DISCIPLINE

Has the student been stood down from a previous school? NO YES When?.....

Has the student been suspended from a previous school? NO YES When?.....

Has the student been excluded/expelled from a previous school? NO YES When?.....

If 'yes' to any of the above:

Name of school:

Reason:

SECTION C: LANGUAGES SPOKEN/ENGLISH SUPPORT

What was the first language that the student ever learned in their life? _____

How often is English spoken at home? (tick box) All of the time Some of the time Never

Has the student had ELL (English Language Learning) support at their present school? No Yes

Do parents/caregivers need a translator to communicate with school? No Yes

SECTION D: STUDENT'S CAREGIVER/PARENT/GUARDIAN DETAILS

PART 1: PRIMARY CAREGIVER/S LIVING WITH THE STUDENT AT THE ADDRESS IN SECTION A

	Caregiver A	Caregiver B
Title (<i>circle</i>)	Mrs Miss Ms Dr Mr	Mrs Miss Ms Dr Mr
Family name:
First name:
Mobile phone:
Work phone:	Extn:	Extn:
Occupation:
Email address:
Relationship to student :	(mother/stepfather/caregiver, etc)	(mother/stepfather/caregiver, etc)

PART 2: PARENT NOT LIVING AT THE SAME ADDRESS AS STUDENT (SECONDARY CAREGIVER)

A natural mother or natural father not living with a child is entitled to vote in board of trustees elections and receive information on the student's progress if requested. Please name here any such person with this legal right.

	Natural mother:	Natural father:
Title (<i>circle</i>):	Mrs Miss Ms Dr	Mr Dr
Family name:
First name:
Address:
	Post code:	Post code:
Home phone:
Mobile phone:
Work phone:	Extn:	Extn:
Occupation:
Email address:

SECTION E: FIRST POINT OF CONTACT / OTHER CONTACT

Which of the persons named above is to be contacted **first** in the event of an emergency?

Title (*circle*): Mrs Miss Ms Mr Dr Name Relationship to student:

In case the person(s) in Section D cannot be contacted by telephone please nominate another contact person in the event of an emergency / as appropriate. (For example grandparent, friend, relative, etc.)

Title (*circle*): Mrs Miss Ms Mr Dr Home phone:

Name: Mobile phone:

Relationship to student: Work phone: Extn:

I give this person authority for the school to release my child into their care, as appropriate. YES / NO Signature:

The school uses text messaging to notify parents/caregivers of student absences and other important information. To whose mobile number should these be sent?

Name: Mobile phone:

Newsletters are distributed by email. To whose email address/es should these be sent?

Name/s: Email address/es:

SECTION F: LIVING ARRANGEMENTS DECLARATION

The Education Act guarantees enrolment to students who live in the home zone specified in the school's enrolment scheme.

Home address of the student while at their last school:

PART 1: COMPLETE THIS SECTION IF THE STUDENT WILL BE LIVING WITH THEIR PARENT/GUARDIAN

How long has the student lived at their current address given in section A?

What family members (and other people) live with the student at your address?

Address ownership: Own Rent Board

Will the student be staying at any other address on a regular basis during the school week? NO YES If yes please provide details:

Staying with (name):

Relationship to student:

At (address):

(phone number):

PART 2: COMPLETE THIS SECTION IF THE STUDENT WILL NOT BE LIVING WITH THEIR PARENT/GUARDIAN

Parent/Guardian Statutory Declaration (from school office) completed

How long has the student lived at their current address given in section A?

Why are they living there?

Will the student be staying at any other address on a regular basis during the school week? NO YES If yes please provide details:

Staying with (name):

Relationship to student:

At (address):

(phone number):

SECTION G: GUARDIANSHIP / PARENTING OR COURT ORDER / AGENCIES ETC

Please provide details below of guardianship (if not parents), parenting order and/or court orders or any current agency involvement.

Is there any further information the school should be aware of to support the physical and emotional safety of the student?

.....

.....

Please provide originals of current documents for the school office to copy and place on file.

SECTION H: HEALTH INFORMATION

To help us care for the student in an illness/emergency, please answer the following questions. The school nurse will keep this information confidential, however it may be necessary to inform relevant staff of a medical condition.

If the student is on any medication, eg, antihistamines for bee stings/allergies, Imigran for migraines, etc, a health consent form (available from the school office) is to be completed and the labelled medication needs to be provided to the school nurse.

Doctor's name: Phone:

Student's NHI number: *Obtain from hospital correspondence, Plunket book or your GP*

Please include a copy of the student's immunisation certificate (Plunket book or GP)

Please indicate severity of condition as follows: Mild = M Moderate = O Severe = S

Asthma		Poor vision		Epilepsy		Food allergy:		Rheumatic fever		Mental health & behavioural	
Heart condition		Poor hearing		Migraines/headaches		Medication allergy:		Hepatitis		Past illness or operations	
Diabetes		Other sensory impairment		Back/neck problems		Other allergies:		HIV		Neurodevelopmental eg. Autism, ADHD, dyslexia	
								Bee/wasp allergy			

Regular prescription medications

Comments:

PARENTAL/CAREGIVER CONSENT TO TREATMENT:

1. If, in the case of an accident or emergency, the school cannot contact you (or if the accident is serious) it may be necessary for the school nurse to transport the student to the Accident and Medical Centre. Only in a serious or life-threatening emergency the school may call an ambulance

Please ensure contact details are kept up-to-date to minimise problems contacting caregivers.

2. If your child becomes ill at school, the nurse will assess them and give treatment if appropriate.

Please indicate if you give permission for the nurse to administer:	Paracetamol/Panadol	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>(tick box)</i>
	Ibuprofen/Nurofen	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	Antacids/Mylanta	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	Antihistamines/Loraclar	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	Throat lozenges	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

3. All year 9 students have a health check which includes measuring height and weight, vision and hearing, blood pressure and a brief discussion on their general health and wellbeing. This may include nutrition, exercise, puberty, hygiene, living and school.

4. All other students who are new to the school meet with the registered nurse for a health check and information on services offered by the school.

5. As part of the rheumatic fever prevention programme (see information in your pack), your son/daughter will be offered a free throat swab if they have a sore throat. Rheumatic fever starts with a sore throat and is caused by the streptococcus germ. Free antibiotic treatment can be given by the nurse. Before antibiotic treatment is given, the nurse will always contact you for permission.

If you do not wish for your child to undertake a health check or throat swab, or you have any questions please contact the nurse at the health centre on 09 2784086 ext 707

SECTION I: EDUCATIONAL SUPPORT / EXTENSION

Does the student have any known disabilities that affect their learning/behaviour?	NO <input type="checkbox"/> YES <input type="checkbox"/>
Has the student needed to be supported for learning/behaviour challenges or been assessed?	NO <input type="checkbox"/> YES <input type="checkbox"/>
Has the student needed to be supported for social/emotional challenges or been assessed?	NO <input type="checkbox"/> YES <input type="checkbox"/>
Has the student needed harder work because they are gifted?	NO <input type="checkbox"/> YES <input type="checkbox"/>
Details/Comments	
.....	

TE WHANAU O TE RAUTOETOE

All students have the choice of enrolling into Te Whanau o Te Rautotetoe.
This class meets daily during the 20 minute form time and prioritises Māori tikanga.

Please tick here if the student wishes to be in Te Whanau o Te Rautotetoe

SECTION J: OPTION CHOICES

YEAR 9 STUDENTS: All students study the following subjects: art, English, health, mathematics, music, physical education, social studies and science.		
In addition, students are given the choice of two technology options from hard materials technology, textiles, design & visual communications (graphics), food technology, digital technology.		
1 st choice	2 nd choice	3 rd choice (if 1 st or 2 nd unavailable)
.....
And choose from these languages: French, Te Reo Māori, Hindi, Japanese, Gagana Samoa, Lea Faka-Tonga		
1 st choice	2 nd choice (if 1 st unavailable)	
.....	

YEAR 10 STUDENTS:	Choose three: Gagana Samoa, Te Reo Māori, French, Japanese, Hindi, Lea Faka-Tonga, accounting, commerce, enterprise, economics, textiles, food, hard materials, digital technology, graphics, art, art digital, music, dance, drama, performing arts, health.		
1.	2.	3.	
.....	

YEARS 11-13 STUDENTS: Choose from the Senior Curriculum Guide.		
Courses:	Subjects studied at last school:	Year level:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
.....

SCHOOL PRINCIPLES AND GUIDELINES (additional copy to be retained by applicant)

Use of Digital Technology

Student – My responsibilities include:

I will comply with the school's practices around the use of digital technologies at all times. I have read the Student User Agreement for ICT. I have discussed this with my parent/caregiver so we both have a clear understanding.

I will avoid any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.

I will take proper care of school devices and I accept responsibility for the safety, maintenance and care of any device that I bring to school.

I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.

I understand that I need to bring my own device to school and ensure that it is charged each day and ready to use.

Parent/caregiver/legal guardian – My responsibilities include:

I have read the Student User Agreement and Parent Declaration for ICT (attached) carefully and discussed it with my child so we both have a clear understanding of the school's expectations.

I acknowledge that I am required to ensure that my child complies with the Student User Agreement and Parent Declaration for ICT. I will contact the school if there is any aspect of this agreement I would like to discuss.

I understand that my child will need to bring their own device to school and this needs to meet the minimum requirements outlined in the BYOD specifications listed on our school website.

Publication and Display of the Applicants' Work and Photographic Image

It is the school's practice to publicly display and publish students' work (written and graphic) for the purpose of communication and promotion. Student work used will be clearly identified. The undersigned give permission for the school to display the student's work and use photographic images in an appropriate manner in school publications and media such as, but not limited to, website, prospectus and other promotional material.

Accessing student progress information is done online

I understand that I/we will need to use the online parent portal (and student portal) at <https://www.papatoetoehigh.school.nz/parent-portal> to access grades, comments on student progress, NCEA results for seniors, and attendance. I/we will be provided with a Username and Password to use the parent portal.

Optional Fees

Trip fees for optional trips, are to be pre-paid before a student is able to go. Other fees are charged for optional extra-curricular activity such as sports fees.

School expectations

Students must meet school expectations while at school, in school uniform or on school associated activities. The prime rule however is consideration and respect for other people and their property. The following should also be noted:

- students must meet uniform regulations (as at <https://www.papatoetoehigh.school.nz/school-uniform>)
- items that could be used as weapons are not to be brought to school
- damage to school property caused by carelessness or deliberate acts must be paid for by the person(s) responsible
- students are prohibited from using or possessing substances/items such as cigarettes, tobacco, vapes and vaping fluid, alcohol, solvents, cannabis, matches/lighters and other illicit substances
- all students must comply with the ICT Student User agreement
- verbal abuse, physical violence and bullying are not tolerated
- the school does not take responsibility for loss or damage of personal items, e.g., mobile phones, iPods, etc.
- students should avoid bringing large amounts of cash or valuables to school.
- students are expected to be responsible going to and from school, and behave respectfully in public

(Turn over to sign)

School lunches

As of term two, 2021 the Ministry of Education is funding the Health School Lunches programme at Papatoetoe High School.

Each student will receive a lunch prepared for them each school day.

To ensure your son/daughter receives the correct lunch please tick any of the following that are relevant:

No dietary needs	Vegetarian	Vegan	Fish only	Gluten free	Dairy free	Other including allergies	I do not wish to receive lunches

Please note, all foods are halal certified and the only meat provided currently is chicken. No beef, lamb or pork.

Acceptance of School Principles and Guidelines

Both parents/caregivers to sign.

I have read the School Principles and Guidelines on the previous page and agree to abide by them. I agree to support the school values and regulations as determined by the board of trustees.

Signature of Parent/Caregiver A: _____

Signature of Parent/Caregiver B: _____

Date: _____

Date: _____

Student:

I will uphold the values and rules of the school. I will behave well and be a good example of a student at Papatoetoe High School. I agree to the School Principles and Guidelines on the previous page.

Signature of student: _____

Date: _____

This agreement will remain valid for as long as the student is enrolled at or associated with Papatoetoe High School.

Privacy Statement

The personal information we collect is for school purposes (progress, achievement and administration) only.

The information will be used in accordance with the statutory requirements of the Privacy Act 2020. You have the right under this act to access and seek correction of the information from the school at any time.

On occasion specific information relating to the progress and achievement of a student may need to be shared with other organisations (eg: moving to a new school, engaging with RTLB services, etc) to support their learning, behaviour, wellbeing and progress. We also seek permission to gather information about your child's progress, achievement and pastoral care needs from their previous school.

I agree to

- sharing of information with other organisations, as appropriate, to advance the achievement progress of my child/ward and
- Papatoetoe High School having permission to access progress, achievement and pastoral care information from the school my child/ward currently attends

Parent/Guardian name _____

Signature _____

Free Dental Service

At certain times of the year we are able to provide free dental services on site at school, for your child.

Do you wish to use this service? If yes, please sign below.

NO

YES

I agree to my child/ward receiving free dental care at school and agree to the school sharing caregiver phone and email contact details with the dental provider, for this purpose.

Parent/Guardian name _____

Signature _____

Student User Agreement - Papatoetoe High School

(to be retained by applicant)

When using information & communications technologies (ICT) at Papatoetoe High School I will always be a good digital citizen. I will do this by following the behavioural expectations of our school while using digital technologies.

Being Responsible

I will be a confident and capable user of ICT.

I know what I do and do not understand about the technologies that I use.

I will get help where I need it.

I will use ICT for learning as well as other activities.

I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

I will think carefully about whether the information I see online is true.

I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

I will be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them.

If I am not sure, I can ask them or someone else to explain.

Being Respectful

I will always use ICT to communicate with others in positive, meaningful ways.

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

I will be honest and fair in all of my actions using ICT.

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

I will always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to the

Being a Learner

understand that I may experience problems when I use technology but that I will learn to deal with them.

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

Parent Declaration

I understand that Papatoetoe High School is supporting students as they learn the skills required to become successful digital citizens. Papatoetoe High School defines a digital citizen as someone who;

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that Papatoetoe High School has a policy and associated procedures* which outlines the schools digital citizenship approach and how this supports teaching and learning.

*These documents are available on the school website

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this "Student User Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.
