



OTUMOETAI COLLEGE

ENROLMENT FORM

ADMIN
SMS <input type="checkbox"/> ENROL <input type="checkbox"/>
BARCODE:

ENROLMENT SCHEME CATEGORY:

Category A Home Zone – absolute right of entry
Category B Out of Zone (see categories below)

DOUBLE ENROLMENT:

Are you also enrolling this student at another school?
NO **YES**

1. Siblings – current <input type="checkbox"/>	3. Employees' Children <input type="checkbox"/>	Principal approved:
2. Siblings – former <input type="checkbox"/>	4. All Others <input type="checkbox"/>	

Please provide a copy of the Students Birth Certificate or Current Passport:

STUDENT'S SURNAME (Legal): **SEX:** Male / Female
FIRST NAME(S) (Legal): **DATE OF BIRTH:** ___/___/___
day month year
PREFERRED NAME: **COUNTRY OF BIRTH:**
If not born in NZ, please complete the next section

IF STUDENT WAS NOT BORN IN NEW ZEALAND:

Please tick appropriate box and provide photocopies of appropriate document/visa:

<input type="checkbox"/> NEW ZEALAND CITIZEN	<input type="checkbox"/> OTHER PASSPORT: No
<input type="checkbox"/> NZ PASSPORT HOLDER Expiry Date	<input type="checkbox"/> VISITOR'S VISA STATUS Expiry Date
<input type="checkbox"/> PERMANENT RESIDENCE PERMIT Expiry Date	<input type="checkbox"/> STUDENT VISA STATUS Expiry Date

Previous School and Address:

Country of Origin: Date of first arrival in New Zealand:

FULL NAMES OF PARENT/S OR GUARDIAN/S STUDENT IS LIVING WITH:

CAREGIVER 1: MR/MRS/MISS/MS SURNAME:

FIRST NAME: RELATIONSHIP TO STUDENT:

STREET ADDRESS: SUBURB & POSTCODE:
(Include R.A.P.I.D Number if rural address)

TELEPHONE: (Home) (Work) (Mobile)

EMAIL:

OCCUPATION: PLACE OF WORK:

CAREGIVER 2: MR/MRS/MISS/MS SURNAME:

FIRST NAME: RELATIONSHIP TO STUDENT:

ADDRESS:

TELEPHONE: (Home) (Work) (Mobile)

EMAIL:

OCCUPATION: PLACE OF WORK:

Who are the Legal Guardians for the enrolling student?

PARENTS/CAREGIVERS EMAIL ADDRESS FOR NOTICES :	NOMINATED MOBILE FOR SCHOOL TO TXT NOTICES:
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LOCAL EMERGENCY CONTACT: MR/MRS/MISS/MS FULL NAME

RELATIONSHIP TO STUDENT: TELEPHONE

TO BE COMPLETED BY SCHOOL: YEAR LEVEL: 9 10 11 12 13 ADU FORM CLASS:

Other Categories – Circle if applicable ORS / IFFS / PERM / EXCHANGE STUDENT / ADU

DEAN'S INITIALS: ENROLMENT DATE: ___/___/___ STUDENT START DATE: ___/___/___

PREVIOUS NEW ZEALAND SCHOOL:

FULL NAME(S) OF OTHER SIBLINGS NOW AT OTUMOETAI COLLEGE:
..... DATE OF BIRTH ___/___/___ YEAR LEVEL:
..... DATE OF BIRTH ___/___/___ YEAR LEVEL:

NAME OF PERSON(S) FOR MAIL TO BE SENT TO:
POSTAL ADDRESS IF DIFFERENT FROM ABOVE:

STUDENT MOBILE: **STUDENT EMAIL:**

BUS TRANSPORT: Are you applying for a Bus Pass? YES NO

CULTURAL IDENTITY: If you ticked NZ Maori, state iwi(s):/...../.....
European/Pakeha NZ Maori Pacific Island General Asian General
Chinese Samoan Cook Island Maori Other
If you selected "Other" – please specify:
FIRST LANGUAGE: **LANGUAGE SPOKEN AT HOME (if different)**
Does your student need English Language Support? YES / NO

CONFIDENTIAL
Has your son/daughter been stood-down or suspended from a school? NO YES
IDENTIFY ANY PARTICULAR HOME SITUATION THE SCHOOL SHOULD BE AWARE OF:
.....
RELEVANT MEDICAL DETAILS: (Please Circle if any are applicable)
ALLERGY ASTHMA BEE STINGS DIABETES EPILEPSY HEART HEARING MIGRAINE SIGHT
Please provide further details:
Any Medications:
NB Any medication brought to school must be held by the school nurse.
I give consent for my child to have panadol, when appropriate and administered by the school nurse. YES NO
The school offers a free dental service. I give permission for my son/daughter to be part of this dental service.
(Signature)
OUTSIDE AGENCIES: Please specify if you have had any previous involvement with:
MOE Group Special Education i.e. ORRS funding, Child and Adolescent Mental Health Service (CAMHS), CYPFA.
Other Agencies:

UNDERTAKING FROM PARENTS/GUARDIANS OR CAREGIVERS:
I/We request that the above named student be enrolled at Otumoetai College.
I/We agree that all policies and procedures of the College will be followed and also that consequences will follow for those who fail to meet these.
I/We hereby authorise Otumoetai College to obtain relevant details from my/our son's/daughter's previous school to assist their further education at Otumoetai College.
I/We understand and have signed Otumoetai College's Parent/Caregiver Financial Agreement and Internet Use Policy and agree that the College can contact me/us by email or text message regarding any school matters.
Signatures of Adult(s) responsible for the student: 1.
Date: ___/___/___ 2.



OTUMOETAI COLLEGE

PARENT/CAREGIVER FINANCIAL AGREEMENT

As a state secondary school Otumoetai College has the statutory responsibility to deliver the national curriculum at no cost to parents/caregivers.

Parents/Caregivers are invited to make a donation to help towards the purchase of additional resources and equipment for the college. The donation is set at \$120.00 per student with a family maximum of \$180.00.

Parents/caregivers will continue to be expected to provide stationery for **all** courses. This has long been standard practice in all New Zealand schools.

To enhance the delivery of the curriculum each student will be issued with an Identity (ID) Card and a Student Diary. The combined cost is \$11.50 and payment for these 2 items would be appreciated. The College also produces a school magazine each year and the cost of the publication is \$10.00 and this may be purchased from the school.

The college must have the agreement of parent(s)/caregiver(s) for these additional costs. Where these items are accepted by your son/daughter the College requires your acceptance of these costs.

- The cost of course materials, used by your son/daughter, which will be taken home or consumed. Where a student uses school provided materials and payment is not received any product remains the property of the college. Each year these costs will be itemised in the Subject Planning booklet.
- The college will make every endeavour to secure parent/caregiver signature(s) for all subjects and associated costs, selected by students. Initials
- The cost of camps, field trips and similar non-compulsory activities that incur costs that must be paid by parents/caregivers of students who elect to participate in them. Initials
- The costs incurred by student entry to national qualifications are the responsibility of parents/caregivers. Initials

Financial assistance is offered by either time or automatic payments or confidential arrangement through the Principal.

I Parent/Caregiver of (*student's name*) agree to the conditions and payment of costs that I have read and initialled.

.....
Signature: (*Parent/Caregiver*)

PERSONAL PROPERTY

All personal property should be clearly marked with the owner's name; the return of lost property is then made possible.

Valuable items should **NOT** be brought to school; the responsibility for these articles is solely the pupils; this includes electronic devices, eg cell phones, iPods, MP3 players in particular. Parents / Caregivers are advised to ensure that their insurance policies cover loss or damage to student property.



OTUMOETAI COLLEGE

HOME ZONE RESIDENCE DECLARATION FORM

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 aware 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.

Before enrolment takes place (i.e. before attendance begins), if the Board of Trustees / Principal has reasonable grounds for believing that the given in-zone address will not be a genuine on-going living arrangement, the Board / Principal may withdraw any offer of a place which it may 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 unfairly gaining priority in enrolment at the school, then the Board / Principal may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the Board / Principal may annul the enrolment. This course of action is provided for under Section 110A of the Education Act 1989.

The Board or Management **may** require at least two of the following pieces of documentation to accompany an application.

Bank Statement / Rental Agreement / Power A/C / Phone Account / Gas Account / Home Insurance Policy

Name:

Address:

Suburb: Postcode:

This is my permanent address: YES NO

Length of time resided at this address: (Years) (Months)

Owner / Tenant (Signed)



OTUMOETAI COLLEGE

STUDENT COMPUTER USEAGE AGREEMENT

STUDENT NAME:

I agree to follow all instructions regarding when and how I may use / access a school computer and or the Internet.

- I will only use the Internet when authorised by a teacher.
- My behaviour when using the Internet will at all times be mature, responsible and polite and I will only use the Internet to seek material directly related to my educational studies.
- I understand that the school server keeps a record of all Internet sites visited and any site I visit will be recorded and can be traced back to me.
- If I inadvertently locate any site which contains material, which I might be considered inappropriate, I will CLOSE it and then advise a teacher. This is important to protect me against a claim that I might intentionally have located the material.
- I will not use the school Internet access to advertise or purchase anything unless otherwise authorised by a staff member.
- I will not use my surname, address or phone number on the Internet without an appropriate teacher's permission and I will not provide any false information.
- I will not attempt to gain unauthorised access to systems, or attempt to exceed my authorised access.
- I will respect any licensing or copyright laws, and will not represent the work of others as my own.
- I will not download / install files or programs to a computer (unless authorised by a staff member.)
- I will not install program onto the College network system without the prior consent of an appropriate staff member.
- I will not remove, tamper or otherwise interfere with the hardware configuration or physical components of a computer system, including labels.
- I will follow all College instructions relating to the protection of the computer network particularly against computer viruses.
- I will not eat or drink in the computer rooms.
- I understand that the use of the electronic information resources is a privilege, not a right, and may be revoked, suspended or closed at any time.
- I understand there is a limit to the number of pages I can print. I cannot exceed this limit without prior payment.

STUDENT SIGNATURE:

DATE:.....

I have read and discussed the Computer Use Agreement with my child, and give permission to the school to grant him/her access to the Internet to source material directly related to classroom activities.

I give / do not give permission for the school to publish any of my child's written work or digital work on our school web site.

I expect the school to advise me if my child is in any violation of the Computer Use Agreement.

PARENT / CAREGIVER NAME:

PARENT / CAREGIVER SIGNATURE:

DATE:.....

YEAR 9 COURSES

Full Year

English, Mathematics, Physical Education & Health, Science and Social Science

One Term

Drama, Music, Visual Art, Digital Business, Graphics, Materials Technology, Food Technology/Nutrition

Language Option

Te Reo Maori (full year), Te Reo Maori (half year), Spanish (10 weeks), Japanese (10 weeks)

Half or full year of Te Reo Maori is available and students who select either one of these courses will have Music included in the course. By selecting the full year course in Te Reo Maori, students forgo the one term courses in Digital Business, Graphics and Music. Access to these courses is available in Year 10 with no Year 9 prerequisite.

Language Option Selected:

First Choice:	Second Choice:
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YEAR 10 COURSES

Full Year

English, Mathematics, Physical Education & Health, Science and Social Science

Optional Subjects

Plus a selection of the following, amounting to two full year equivalent courses. To fit with Ministry of Education regulations, the only restriction is that students must choose at least one course (full or half year) from both Columns One and Two.

Column One	Column Two	Other Courses being offered:
ARTS Drama * Music * Visual Arts *	TECHNOLOGY Food and Nutrition * Hard Materials – Wood * Hard Materials – Metal * Soft Materials * Digital Design * Digital Science * Graphics *	Business ** Personal Finance ** Japanese Spanish Te Reo Maori

* Available as full year or half year courses

** Available as half year course only

Subjects without an asterisk are available as full year courses only

Subjects Selected:

Full / Half Year	Full / Half Year	Half Year	Half Year

YEAR 11-13 COURSES

The multi-level senior school timetable evolves in response to student choice and student demand. At a point in late January it becomes fixed and students have to accept a fixed timetable structure. Students may also not get their first preference as class size becomes a significant factor.

Entry into courses is determined by subject prerequisites and/or Head of Department approval.

Students need to access the Subject Selection Booklet (available on the College website) to select a programme of study. All Year 11 students study 6 subjects, Year 12 students study 5 subjects. If they wish to study a 6th subject students must make an application which will be negotiated with their Deans. All Year 13 students study 5 subjects.

Student Programme:

Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Subject 6 (Yr 12 Deans approval required)

MUSIC	Student Name:	Contact Phone:
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Circle the choice of instrument you would be interested in learning:

- | | | | | | | |
|------------|-------------|--------------------|-------|-------------|---------------|---------|
| Trombone | French Horn | Tenor Saxophone | Oboe | Euphonium | Clarinet | Drums |
| Trumpet | Baritone | Baritone Saxophone | Tuba | Bass Guitar | Bass Clarinet | Timpani |
| Percussion | Cornet | Alto Saxophone | Flute | Guitar | Piccolo | Vocals |

Circle any groups you would be interested in being a part of:

- | | | | |
|--------------------------------|-----------------------------------|-------------------|-----------------|
| Symphonic Band | Concert Band (Junior Band) | Jazz Band | Stage Band |
| Bella Diva Choir (Girls Choir) | Bel Coro Choir (Auditioned Choir) | Percussion Groups | String Ensemble |
| Clarinet Ensemble | Flute Ensemble | Rock Band | Talent Quest |

Please list instruments, with names of tutors, your student is either currently learning or has learnt with in the past. This includes singing lessons.

Instrument	Tutor	Length of time Learning / Grade

SPORT	Student Name:	Contact Phone:
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Circle your choice of Sports:

- | | | | | |
|---------------------|----------------|---------------------|---------------------|--------------------|
| Athletics | Badminton | Basketball | Canoe Polo | Cricket |
| Cross Country | Cycling | Equestrian | Dressage | Golf |
| Gymnastics | Hockey – Field | Hockey – Inline | Hockey - Underwater | Motorcross |
| Indoor Bowls | Karting | Lawn Bowls | Mountain Biking | Rugby League |
| Netball | Rock Climbing | Rowing | Rowing – Indoor | Soccer |
| Rugby Union | Skateboarding | Skiing | Snowboarding | Table Tennis |
| Softball | Squash | Surfing | Swimming | Volleyball - Beach |
| Tennis | Touch Rugby | Triathlon | Ultimate Frisbee | |
| Volleyball – Indoor | Water Polo | Whitewater Kayaking | Yachting | |

Please list any sport achievements of note: (eg Representative teams)

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...

.....

.....

Parents / Guardians – Our Sports Office relies on community help for Coaching, Team Management and Officials. Are you interested in assisting in a supported role for any of these sports?

YES NO If yes, what sport

.....

Type of help

Contact me on Phone: Email:

LEARNING CONSIDERATIONS	Student Name	Contact Phone:
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Please identify any considerations associated with your daughter/son’s learning that would assist us in placing and supporting your child.

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...
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...
Cognitive and Educational Assessment for Learning Difficulties attached? YES NO

Check List

To speed up the enrolment process, please use this check list to ensure you have attached all relevant documents to this application:

Completed all pages of this enrolment form

Provided a copy of Students Birth Certificate or Current Passport

If the student was not born in New Zealand:

Provided a copy of relevant documents / visas page 1

Read, initialed and signed the Parent/Caregiver Financial Agreement page 3

Read, completed and signed the Home Zone Residence Declaration page 4

Ensure the student has read and signed the Student Computer Usage Agreement page 5

If the student is a Year 9::

Completed the Language Option page 6

If the student is a Year 10:

Completed the Subject Selection section page 6

If the student is Year 11, 12 or 13:

Completed the Subject Selection section page 6

Completed the Music, Sport and/or Learning Requirements sections (where applicable) page 7

Thank you for your application for Enrolment

