



SOUTHERN CROSS CAMPUS

Application for Enrolment 2017

School Enrolment Form
Confidential Information for school computerized records
Please print clearly and complete all sections

SCHOOL OFFICE USE ONLY:

Date Enrolled: _____
Year Level: _____ Tutor: _____
House: _____
FDA: _____
NSI: _____

Please tick year level: Junior School: Years 1-6 College: Years 7-8 Years 9-13

SECTION 1: STUDENT INFORMATION

Legal Surname: _____ Legal Forenames: _____

NB: State the name/s recorded on the applicant's birth certificate/passport. This is the name that will be used in all school correspondence

Preferred Name(s): _____

Surname, Forenames

Date of Birth: _____ / _____ / _____

DD MM YYYY

Female / Male

Ethnicities: _____

(Up to three will be recorded on our SMS)

Iwi Affiliations: _____

(APPLICABLE TO MAORI STUDENTS ONLY - Up to three will be recorded on our SMS)

Main language spoken at home: _____

Other spoken languages: _____

Home Address: _____

Must be residing at the same address as Caregiver 1

Home Ph: _____

Post Code

SECTION 2: STUDENT CITIZENSHIP / DOMESTIC TIME-BOUND STATUS

**Please complete either 2A OR 2B of this section*

(2A) NZ CITIZENSHIP / PERMANENT RESIDENCE: *(born in NZ/Australia/Tokelau/ Cook Islands OR granted NZ Citizenship / P.R.)*

Country of Birth: _____

Birth Certificate No: _____

NZ Passport / NZ Citizenship No: _____

NZ Passport No. or NZ Citizenship Certificate No.

Date of Arrival in NZ: _____ / _____ / _____

NZ Permanent Residence: _____

*Must complete if not born in NZ

Passport Number

Client Number

(2B) DOMESTIC TIME BOUND – Please complete this section if you do not have NZ Citizenship/P.R

Country of Birth: _____

Birth Cert No: _____

Most Recent Date of Arrival in NZ: _____ / _____ / _____

(NO VISITORS VISA ACCEPTED)

STUDENT Visa Number: _____

Parent Work Visa Number: _____

Expiry Date: _____ / _____ / _____

NB: Student visas applied under a work permit must provide Parent's work visa at time of enrolment to enable study to the end of the academic year of the visa expiring.

MOE Domestic Ref Number: _____

Expiry Date: _____ / _____ / _____

SECTION 3: SCHOOL HISTORY (Must supply most recent NZ/Overseas school report)

Previous NZ School: _____

Final year attended _____

Year level _____

Overseas School: _____

Final year attended _____

Year level _____

***Has the student previously been stood down, suspended or excluded? YES / NO** If yes, please give details

***Reason for leaving the previous school:** _____

***Has the student been on any special education programmes? Yes / No** _____

***Are there any special learning requirements your child may need?**.....

***Has the student been involved with other outside support agencies ie CYFS / SWiS / Attendance Yes / No**

School Admin Use Only:

- Internal Forms:
- Enrolment Form & Contract
- Dental Form Health Form
- Guardian Living Declaration

Eligibility Documents copied:

- Birth Cert. No
- Passport No
- Student Visa / Parent Visa
- MOE Domestic Document

Other Docs

- School Report
- 5 year Imm Cert
- NCEA report
- Custodial

In Zone refer to scheme

Proof of Address:

Proof must be under Caregiver 1 & date must be less than 1 month from date

Date of Proof:

Out Zone

Priority:
Waiting list:
Accepted: Y/ N
Date Advised:

SECTION 4: PARENT / GUARDIAN DETAILS

If the child does not live with either parent you will also need to complete the: **GUARDIAN LIVING DECLARATION FORM** (please obtain this from the school office)

Child lives with: Mother Father Both Parents Neither Parent
Access Restriction: Yes No ***if yes please attach supporting documentation***

Guardian 1 (Mother): *If you are not the Mother please state your relationship to the child:* _____

Title: Miss, Ms, Mrs First Name: _____ Surname: _____
Please circle one

Home Address: _____ Home Phone: _____

Mobile No: _____ Work Ph: _____ Email: _____

Guardian 2 (Father): *If you are not the Father please state your relationship to the child:* _____

Title: Mr, Rev, Sir First Name: _____ Surname: _____
Please circle one

Home Address: _____ Home Phone: _____

Mobile No: _____ Work Ph: _____ Email: _____

SECTION 5: EMERGENCY CONTACT DETAILS (contacted if Guardian 1 or 2 is unavailable)

Emergency 1: State the contacts relationship to the child ie Friend, Neighbour, Grandparent: _____

Title: Miss, Mrs, Ms, Mr, Rev. First Name: _____ Surname: _____

Phone: _____ Work Ph: _____ Mobile No: _____

Address: _____

SECTION 6: SIBLING INFORMATION

Brothers / Sisters currently attending Southern Cross Campus:

Name:	Current Year Level	D.O.B.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any Pre-schoolers likely to be enrolling this year?

Yes / No

Name: _____

Date of Birth: _____

SECTION 7: EARLY CHILDHOOD EDUCATION (5 YEAR OLDS ONLY) Please tick which of the following apply to your child in the **6 months prior to starting school**:

- EKR – Kohanga Reo EKE – Kindergarten, or Education Care Centre ENA – Did not attend
 EPC – Play Centre EOS – Attended, but only outside NZ EUN – Unable to establish attendance
 EPG – Pacific Island EC / Playgroup Please indicate how many hours attended each week: _____

Please also indicate how long the child attended: _____ months _____ years OR only occasionally

SOUTHERN CROSS CAMPUS DECLARATIONS:

(1A) STUDENT INFORMATION:

Area Wide Achievement Data

- Southern Cross Campus is part of several initiatives to raise education standards through professional analysis of achievement data across schools. This initiative whilst providing significant benefits through effective sharing of data will not allow individual identification of your child.

Southern Cross Campus

- The Southern Cross Campus Administration will respect the confidentiality of information collected including the information on this form.
- Information may be shared with other professionals where it is considered to be in the best interests of the individual concerned.
- Information may also be used for statistical purposes in a way which will not identify the individual.
- Access to any information stored about your child can be requested from the school's Senior Management Team.
- We regularly acknowledge via school newsletters, panui and website student's school performance and achievement in a number of areas including academic results, sporting, music, cultural, attendance and general behaviour. These may include; individual, group or class photo, prize winners and team photographs.

I **approve** the use of the data in the ways described above and understand the concepts involved in the sharing of assessment data with other professionals for the purpose of raising achievement standards. I also understand this will be done in a manner which does not identify the individual. YES / NO Initial: _____

(1B) SECONDARY SCHOOL LEAVERS (INFORMATION SHARING)

- Southern Cross Campus is sometimes obliged by law to give information to Government Departments otherwise your information will not be disclosed without your authorisation. These contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment; training or further education can be identified and offered support by organisation contracted by MSD to help re-engage young people in education or training when they leave school.

2. DECLARATION:

- I apply to enrol my child at Southern Cross Campus, agree to abide by the rules and regulation of the School, and the conditions of the Contract of Enrolment.
- If I cannot be immediately contacted, I authorize the obtaining, on my child's behalf, any medical assistance or treatment, if in the opinion of staff, such treatment is necessary.

Parent / Guardian Signature _____ Date _____

In-Zone Declaration:

Southern Cross Campus has 3 separate enrolment zones; Y1-6, Y7-8, Y9-13.

The Education Act gives a guarantee of enrolment to students who live within the home zone specified in the School's Enrolment Scheme.

The Board of Trustees needs to ensure that an In-Zone address is genuine at the time of enrolment because the Board is required to manage the enrolments for the benefit of local students.

For In-Zone enrolments, the address must be your usual place of residence. If the school finds that you have given false information, the school reserves the right to cancel your child's enrolment.