



Enrolment Form

Type of enrolment: (please circle one) **In Zone** **Out of Zone**

Please supply with this enrolment form

- ➔ Proof of your address (if in zone)(2 forms are required e.g. rates invoice/bank statement)
- ➔ A copy of the child's NZ birth certificate or NZ passport (if NZ citizen)
- ➔ Copy of child's Australian passport (if Australian citizen).
- ➔ Copy of child's NZ residency permit or valid copy of child's NZ student visa/permit and parent's work permit (if the child is not a NZ citizen)

Student's Details:

| | | |
|---------------|--------------------------------------|------------------------------------|
| First Name | Family Name | Preferred Names |
| Date of Birth | Gender Male/Female | Place in Family out of |
| Address | Home Phone Number | Sibling/s currently attending Ilam |
| Post Code | | |
| Mother's Name | Father's Name | Caregiver's Name (if applicable) |
| Address: | Address:(If different from Mother's) | Address: |
| Home Phone | Home Phone | Home Phone |
| Mobile Phone | Mobile Phone | Mobile Phone |
| Work Phone | Work Phone | Work Phone |
| Email address | Email address | Email address |

OFFICE USE

| | | |
|------------------------|------------------------|-------------------------------|
| Year: | House: | Start Date At Ilam: |
| Room: | NE Party: | Previous School & Start Date: |
| 1 st Visit: | 2 nd Visit: | NSN: |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Living Arrangements:

Child lives with (please circle one) Both Parents Mother Father Caregiver

Name of person responsible for paying billing account:

Email address to send invoices/statements to:

Are there Custody/Access arrangements the school needs to be aware of?
(Please supply copy of court order or agreement)

Possible Future Attendees to Ilam School

| Name | M/F | DOB |
|------|-----|-----|
|------|-----|-----|

Ethnicity: (Please circle up to three ethnicities or write in boxes below if ethnicity is not listed)

- | | | | |
|----------------------------------|-------------------------|-------------------------|------------------|
| → NZ European | → NZ Maori | → Tongan | → Samoan |
| → Australian | → Cook Islands Maori | → Greek | → Fijian |
| → British | → Irish | → Japanese | → Polish |
| → Italian | → Chinese | → Korean | → Dutch |
| → German | → Vietnamese | → Indian | → Sri Lankan |
| → African | → Filipino | → Cambodian | → Latin American |
| → Middle Eastern | → Other Pacific Peoples | → Other Southeast Asian | → Other Asian |
| → Tokelauan | → Niuean | | |
| → Other Ethnicity (Please state) | | | |

If NZ Maori: (please list up to three iwi)

| |
|--|
| |
|--|

Country of Origin:

Status:

| | |
|---|---|
| <p>Country of Birth</p> <p>Country of Citizenship</p> <p>Languages spoken at home with child (Please circle most used language)</p> | <p>→ NZ Citizen (If born outside NZ proof of Citizenship is required)</p> <p>→ Permanent Residency (Passport proof required)</p> <p>→ Student Visa/Permit (Passport proof required)</p> <p>→ Permit expiry date</p> |
|---|---|

Back Up Contact

(We will contact these people if we cannot contact you in an Emergency or if your child needs to be collected from school.)

| | |
|-------------------------------|-------------------------------|
| Name Phone Relationship | Name Phone Relationship |
|-------------------------------|-------------------------------|

Tell Us About Your Child

Does your child have any learning or behaviour needs that we should know about?

Has your child received any early intervention support at their Early Childhood Centre? If so please state the support they have received for their needs?

Medical Information:

| | |
|--|-------|
| Doctor | Phone |
| Does your child have allergies / medical conditions / requirements that we should know about? | |
| Is your child fully immunised? Yes/No (Please supply immunisation certificate if yes) | |

Prior-participation in Early Childhood Education

Did the child attend one or more Early Childhood Education service(s) in the six months prior to starting school? Please complete the table below for the last service(s) attended.

Instructions:

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 (hrs/week) | Service 2 (hrs/week) | Service 3 (hrs/week) |
|---|-------------------------|-------------------------|-------------------------|
| a. Kōhanga Reo | | | |
| b. Playcentre | | | |
| c. Kindergarten <i>or</i> Education and Care Centre | | | |
| d. Home based service | | | |
| e. Playgroup | | | |

| | | | |
|--|--|--|--|
| f. The Correspondence School – Te Aho o Te Kura Pounamu | | | |
|--|--|--|--|

Or

| | |
|---------------------------------|--|
| Please tick the appropriate box | |
|---------------------------------|--|

| | |
|---|--|
| g. Attended, but only outside New Zealand | |
|---|--|

| | |
|--|--|
| h. Attended, but don't know what type of service | |
|--|--|

| | |
|-------------------|--|
| i. Did not attend | |
|-------------------|--|

| | |
|---|--|
| j. Unable to establish if attended or not | |
|---|--|

Did the child regularly attend Early Childhood Education?

“Regularly attend” means your child was booked in to 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.

- Yes, for the last ____ year(s).
- Not regularly, only occasionally with no on-going schedule.
- No, did not attend ECE.

Other information:

Is there anything else you would like us to know about your child?

Education Outside the Classroom: I give permission for my child to attend Education Outside the Classroom (EOTC) activities. This covers events and activities at school or near the school, e.g. The University. It also covers low risk events e.g. walks, visits to the Art Gallery, Museum or similar, sports events, etc. that occur off the school grounds at a venue in Canterbury. It does not cover events that finish after 3.30pm or events that are deemed to be medium or high risk (rock climbing, surfing, etc) or events that involve an overnight stay.

Yes/No

Medical Permission: I give permission for the school to sanction any required emergency medical treatment

Yes/No

Parent Teacher Association (PTA): I give permission to the school to release contact information to the PTA for fundraising purposes and class activities only

Yes/No

Student Information: I give permission for my child's first name, image, or work to be published in the school newsletter, on the school website, or the wider online community.

Yes/No

School Newsletter: I give permission for the school to subscribe us to the school newsletter.

Yes/No

Class Contact Lists: I give permission for the school to annually give out our contact details to other children within my child's class to arrange play dates.

Yes/No

Current Pre-School attending: (if applicable)

Previous School: (if applicable)

Year Level:

IN ZONE DECLARATION

The address given to Ilam School 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 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.

If Ilam 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 may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the Board may annul the enrolment. This course of action is provided for under Section 110A of the Education Act 1989.

DECLARATION

I, the parent/caregiver of confirm that the address which have been provided to the school on enrolment, will be the usual place of residence of the above named student when the school is open for instruction. I will advise the school of any subsequent change of address.

Signed by (Parent/Caregiver)

Date:

Conditions of Enrolment at Ilam School

1. Voluntary Contribution

The annual voluntary contribution shall be the sum fixed by the Board of Trustees. The Board reserves the right to review any fees charged and will notify changes accordingly. For students leaving the school, fees are refundable at the discretion of the Board. The current contribution is \$155 for the first child in a family and \$80 for each subsequent child in the family.

2. Curriculum & Activity Contribution

The school requires these to be paid promptly. These contributions are for activities, extra programmes and transport for your child incurred during the year.

3. Attendance

The school requires punctual and regular attendance from all students. You are asked to contact the Principal about any overseas travel before any travel commitments are made.

4. Emergency or incapacity

In the event of illness, accident or emergency the school will seek to contact parents/caregivers or any other back up contacts in accordance with the details completed by you on the enrolment form for the student. In the event that no contact can be made or if urgent medical or other attention is required you agree to allow the school to take the necessary steps.

5. Standards of conduct

The student and family are bound by the rules of the school and the policies of the Board.

6. Uniform

The student will wear the uniform of the school in accordance with the uniform guidelines provided by the Board of Trustees.

7. Student information

The parent(s) and caregiver(s) will notify the school of any change in information contained in this form and the enrolment form. For the purpose of the Privacy Act 1993, this information and any other information held or acquired by the school relating to the student's education, health, welfare or safety may be released to parties outside the school at the discretion of the Principal or any person lawfully delegated on his/her behalf.

The school is sometimes obliged by law to give information to Government Departments (e.g. Ministry of Education, Ministry of Health) but it will not otherwise be disclosed without your authorisation.

Please complete

I/We acknowledge the information given on this enrolment form is true and correct and we

accept the above conditions of enrolment for:

Child's Name:

Signed:

Name:

Date:

Updated – January 2018