



ROXBURGH AREA SCHOOL

STUDENT ENROLMENT FORM

Application for Enrolment: Please complete all sections.

A photocopy of identification (Birth Certificate/Passport) must accompany this enrolment.

If not a New Zealand citizen a copy of the residence/student permits from the passport is also needed.

 Roxburgh Area School, 78 Scotland Street, Roxburgh 9500

 mail@roxburgh.school.nz

 03 4468460

 www.roxburgh.school.co.nz

Student Details

Family Name:..... Legal Surname (*If different*).....

Legal First Names:..... Preferred Name:.....

Gender: Male/Female Ethnic Group:.....

If Māori state Iwi:..... Age (now)..... Date of Birth:...../...../.....

Living with: (Mum, Dad, Grandparents etc).....

Address:..... Home Phone:.....

..... Student's Mobile:.....

..... Country of Birth:.....

Language English/..... New Zealand Citizen: Yes/No

Birth Certificate Registration Number.....

Previous School:..... Date last attended.....

Year level at previous school:..... Date of Enrolment at previous school:.....

CAREGIVERS 1 (Living with)

Surname
Mr/Mrs/Miss/Ms.....
First
Names.....
Relationship to
student.....
.
Phones:
Home..... Work.....
Cellphone.....
.
Workplace.....
.
Email.....

CAREGIVERS 2

Surname
Mr/Mrs/Miss/Ms.....
First Names.....
Relationship to
student.....
Phones:
Home..... Work.....
Cellphone.....
Workplace.....
Email.....

Non-Custodial Parent Details (If Applicable)

Surname
Mr/Mrs/Miss/Ms.....
First
Names.....
Relationship to
student.....
Phones:
Home..... Work.....
Cellphone.....

EMERGENCY CONTACT

Family friend, neighbour or relative living close to the school who we can contact in an emergency if you are unable to be reached.
First Names.....
Relationship to
student.....
Phones:
Home..... Work.....
.
Cellphone.....

Has your child regularly attended Early Childhood Education? Please select:

Yes for the last 6 months ☐

Yes for the last 2 years ☐

Yes for the last 4 years ☐

Yes for the last year ☐

Yes for the last 3 years ☐

Yes for 5 or more years ☐

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			

Preschool Siblings: (do you have any pre-schoolers that may also attend Roxburgh Area School at a later date? If so, please enter name/s and DOB)

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Custody & Legal Arrangement

Are there any specific custody, access, or court orders in place regarding this student? **Yes / No**

If **Yes** a legal copy of the court order or parenting agreement **must** be provided to the school before enrolment can be finalised.

Are there any other details that may be helpful for us in knowing, understanding and assisting your child/children/family? For example adopted child, blended family.

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Confidential. Medical Information

In an emergency School may act on behalf **Yes / No**

I agree to the administration of Panadol for minor pain by the school's designated medical staff. **Yes / No**

Medical/Allergy details:.....

.....

Doctor/Medical Centre :

The school publishes a school newsletter, a school website, press releases, Facebook, Prunings (student magazine). To consent to your student's image being used in these contexts, please tick the box below and sign. If you do not wish your student to appear in any of these, please indicate the reason for this and place a cross in the box.

Yes ☐ No ☐

SPECIAL EDUCATIONAL REQUIREMENTS

Has your child received assistance from outside agencies ie: Special Education, Hospitals, ACC etc?

Details.....

Has your child received assistance, extra assistance/extension/gifted and talented in small groups in a previous school?

Details.

For Your Information

The Ministry sends student information from ENROL and SMS, including contact details, to the Ministry of Social Development contracts specialists to provide Youth Service.

Parent/Caregiver Verification:

I agree that upon successful enrolment of my child at Roxburgh Area School I will comply with school policies concerning discipline, internet usage, uniform, fees, attendance, books and other matters pertaining to the welfare of the school (policies available from school). I will do my best to ensure that my child complies with school regulations.

Confidentiality

This information is requested by the school in order to communicate with parents and caregivers, to maintain the safety of the pupil, in order to meet the statutory requirements of the Ministry of Education. Information is held securely and used for the purpose of education only.

Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. 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 organisations contracted by MSD to help re-engage young people in education or training when they leave school.

Publication

In the interest of safety and security Roxburgh Area School requires parent permission for the publishing of student's names or photographs on our website, social media, on class blogs, in our newsletters and annual magazine (which are handed out or posted out and/or published online).

We believe it is important to celebrate children's achievement but are aware of the potential risks when such personal information or material is published on a global information system such as the Internet.

The school will set the purpose for publishing of any students' work online, which will be in line with classroom learning goals. A student's image and schoolwork may be chosen for online publication if it meets this purpose.

We will share no more than a student's first name, their work and / or photograph.

Permission given may be revoked at any stage, and if this is the case, parents must ensure that the school Principal is notified, so that staff can be informed.

Cyber-Safety and Technology Use

I have read the Cybersafety and Technology Use Agreement Information and I am aware of the school's initiatives to maintain a cybersafe learning environment. I am also aware of the need to make my child aware of safe use of computers and the internet. I consent to my child's safe use of computers and the internet on this basis.

Bus Behaviour

If my child is travelling on a school bus service I accept that it is the driver who is responsible for the safe transporting of my children, and he/she will determine if a child's behaviour is acceptable or warrants being recorded/reported to school staff.

Privacy

The information requested on this form is required by the school to comply with the Education and Training Act 2020 and to facilitate the official enrolment of your child on the national ENROL database. This information will be used for school administration, statistical purposes, and to ensure the health and safety of the student. Information may be shared with the Ministry of Education, the Ministry of Social Development, and health providers if required by law. You have the right to access and request corrections to this data at any time.

I consent to the above-mentioned things.....Parent/Guardian Dated.....

Privacy Act 2020 Statement:

The information requested on this form is required by the school to comply with the Education and Training Act 2020 and to facilitate the official enrolment of your child on the national ENROL database. This information will be used for school administration, statistical purposes, and to ensure the health and safety of the student. Information may be shared with the Ministry of Education, the Ministry of Social Development, and health providers if required by law. You have the right to access and request corrections to this data at any time.

For School Use:

Class.....Room.....

Enrolment No.....

Bus.....House.....

Permanent/Temporary

Date started at Roxburgh Area School.....

Copy of Birth Certificate.....

NSN.....

ENROLMENT INFORMATION

Please complete the attached Enrolment form and return it to the school office as soon as possible.

FILLING IN THE ENROLMENT FORM

Preferred Name

If different from given name, for example, student may prefer to be known as Jo when their given name is Joanne.

Parents/Caregivers/Guardians (Page 2)

This is the name of the person(s) the student lives with who is responsible for the child's welfare.

Non-Custodial Parent

If applicable enter details of any non-custodial parent with legal access to information about the student.

Emergency Contact

In case of an emergency, we must have the name and phone number of another reliable contact person in case the caregivers are not available.

Medical Details

It is important that the school has a record of physical disabilities/medical problems that may affect involvement or progress. Please indicate medication to be taken or whether you wish personal medication to be kept at the office.