



## Application for Enrolment

All new enrolments must produce a birth certificate or passport

<b>Student Legal</b>	<b>Surname</b>	<b>First Name</b>		<b>Middle Name/s</b>
<b>Preferred</b>				
<b>Gender</b>		<b>Date Of Birth</b>		
<b>Ethnicity</b>		<b>Iwi</b>		
<b>Start Date:</b>		<b>Previous School:</b>		<b>NSI Number:</b>
		<b>Physical Address:</b>		<b>Postal Address:</b>
<b>Number and Street/Road:</b>				
<b>RD:</b>				
<b>Town:</b>				
<b>Home Phone:</b>				
		<b>Mother/Legal Guardian</b>		<b>Father/Legal Guardian</b>
<b>Full Name:</b>				
<b>Phone Number/s:</b>				
<b>Email Address:</b>				
<b>Address:</b>				
<b>Occupation:</b>				
<b>Work Phone:</b>				
		<b>Secondary Caregiver</b>		<b>Secondary Caregiver</b>
<b>Full Name:</b>				
<b>Relationship:</b>				
<b>Phone Number/s:</b>				
<b>Email Address:</b>				
<b>Address:</b>				
<b>Occupation:</b>				
<b>Work Phone:</b>				
<b>Emergency Contact</b> (For when caregivers unavailable):				
<b>Brothers or Sisters at O.H.S.:</b>			<b>Doctor:</b>	
			<b>Dentist:</b>	
<b>Transport To School: Bus, Etc:</b>			<b>Health Notes:</b>	
<b>Student Interests and Strengths</b> (ie Sports, Tikanga Maori, Performing Arts, Gifted And Talented):				
<p>I request that my child be enrolled at OPUNAKE HIGH SCHOOL agreeing that the rules and discipline of the school will be conformed with, and recognising the obligations set out in the school charter and policies. The information on this form is collected to form part of the essential information the school holds on my child. The information collected will be used by the school for the following purposes: enrolling my child at school, assessing the education needs of my child and ensuring that education services and resources in respect of my child are provided to the school. The records made from this information may be viewed on request at the school. The information collected may be disclosed to education and health sector agencies in accordance with the principles of the Privacy Act. Except with my specific authorisation, it will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.</p>				
<b>Signature of Parent/Caregiver:</b> .....				

**SCHOOL USE ONLY**

<b>Student ID Number:</b>	<b>Enrolment Notes</b> (Special Needs, Gifted and talented, Parental support via coaching or Home and School)							
	<b>Yr Level</b>	<b>TG</b>	<b>Classes/Subjects at Entry</b>					

**POLICY: DEALING WITH NON-CUSTODIAL PARENTS**

**Rationale:**

Our School is required to deal with increasingly complex family arrangements often involving legal access issues. Staff need to be informed of such issues and be given explicit direction on who to communicate with and how.

**Purposes:**

1. To keep children safe.
2. To ensure school staff operate within the law and comply with the fair and reasonable requests of parents.
3. To ensure the school has up-to-date information on students living arrangements for contact and support.

**Procedures:**

1. At enrolment parents and caregivers are asked to
  - a) Provide evidence (Birth Certificate or Passport) of a child's legal status
  - b) To clarify contact details when special arrangements exist.
2. At enrolment parents and caregivers are asked to provide any legal documentation which may pertain to access or custodial arrangements for students.
3. Parents and Caregivers will be asked through school newsletter to update the school when living arrangements of children change.
4. The status of Agencies that have responsibility for students must be explicitly stated in writing and filed in the individual students file.
5. Students can only be enrolled under their legal name as written on their birth certificate or passport.