

# ENROLMENT APPLICATION

2023



**TAURANGA**  
Primary School

**In Zone / Out of Zone** circle appropriate application

<b>Student Details:</b>		
<b>Legal Last Name:</b>	<b>Preferred Last Name:</b> <small>(if different)</small>	
<b>Legal First Name:</b>	<b>Preferred First Name:</b> <small>(if different)</small>	
<b>Legal Middle Name:</b>	<b>Date of Birth:</b>	
<b>Gender:</b> Male / Female / Other <small>(please circle)</small>	<b>Current School Year Level:</b>	
<b>Main Language spoken at home:</b> <small>(please circle)</small> English, Māori, Korean, Hindi, Punjabi, Cantonese, Mandarin, Urdu, Other: _____ <small>(please state)</small>		
<b>Child's Ethnicity:</b> _____		
<b>If Māori, please advise child's iwi affiliations</b> <small>(can select up to three iwi):</small> _____		
<b>Main Caregiver 1:</b> Lives with <input type="checkbox"/> Send invoices: <input type="checkbox"/> Send copy of report <input type="checkbox"/>		
Mr. / Mrs. / Ms. / Miss	Last Name:	
First Name:	Relationship to Student:	
Home Address:	Post Code:	
Email Address:		
Home Phone:	Mobile:	Work:
Occupation:	Employer:	
<b>Main Caregiver 2:</b> Lives with <input type="checkbox"/> Send invoices: <input type="checkbox"/> Send copy of report <input type="checkbox"/>		
Mr. / Mrs. / Ms. / Miss	Last Name:	
First Name:	Relationship to Student:	
Home Address:	Post Code:	
Email Address:		
Home Phone:	Mobile:	Work:
Occupation:	Employer:	
<b>Name(s) of sibling(s) currently enrolled at Tauranga Primary School:</b>		
Place in Family: (e.g.) 1 <sup>st</sup> of 4 children:		

<b>For School use:</b> <input type="checkbox"/> ORRS - HIGH / VERY HIGH <input type="checkbox"/> ESOL  Enrol NSN: _____ Etap enrolment no: _____  House: _____ Year Level: _____ Room: _____	<b>Zone:</b>
	<b>Priority:</b>
	<b>Start Date:</b>

<b>Step Parent:</b>		Lives with <input type="checkbox"/>	Send invoices: <input type="checkbox"/>	Send copy of report <input type="checkbox"/>
Last Name:		Mr. / Mrs. / Miss / Ms.		
First Name:		Relationship to Student:		
Home Address:				
Email Address:				
Home Phone:		Mobile:	Work:	
<b>Non-Custodial Parent:</b>		Send invoices: <input type="checkbox"/>	Send copy of report <input type="checkbox"/>	
Last Name:		Mr. / Mrs. / Miss / Ms.		
First Name:		Relationship to Student:		
Home Address:				
Home Phone:		Mobile:	Work:	
<b>Emergency Contact 1: Living in Tauranga (other than parent / step-parent above)</b>				
Name:		Relationship to Student:		
Home Phone:		Mobile:	Work:	
<b>Emergency Contact 2: (other than parent / step-parent above)</b>				
Name:		Relationship to Student:		
Home Phone:		Mobile:	Work:	
<b>Students enrolling from another school:</b>				
Previous Primary School:				
Date left:		Year Level:		
Reason for Leaving:				
<b>Ethnicity and eligibility for enrolment:</b>				
Child's country of birth (name country):				
New Zealand Citizen:		Yes / No	Birth Certificate No:	
New Zealand Resident:		Yes / No	Passport No:	
Australian Citizen:		Yes / No	Residency Permit No:	
New Zealand Student Permit:		Yes / No	Date of entry to NZ:	
<b>Custody Details</b>		Yes / No	<b>Court Details</b>	
			Yes / No	
Please provide any <b>custody details</b> that may impact on your child(ren) at this school. Attach relevant documentation to this form. Without this documentation the school has limited powers to assist.			Please provide any <b>Court Orders</b> that may affect your child/ren at this school. Attach relevant documentation to this form. Without this documentation the school has limited powers to assist.	
<b>Access Details:</b> Please provide any access details that impact on your child whilst attending Tauranga Primary School.				

**Health Information:**

Doctor: \_\_\_\_\_ Practice: \_\_\_\_\_  
 Phone No: \_\_\_\_\_

**All immunisations completed: yes / no**                      **Certificate attached: yes / no**

<p><b>Medical:</b> Health conditions / Allergies / Medication / Vision / Hearing                  Please attach all relevant medical reports.</p>	<p>Is your child confident in water (swimming) ?</p> <p><b>YES - NO</b></p>
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**Learning Information:** Any learning or behaviour challenges, strengths and interests. Please note any involvement with an early childhood learning support service (Ministry of Education) or health based services e.g. CAMHS, paediatrician, speech therapists, public health nurse, RTLB - **Please attach all relevant medical reports.**

**Please list any other relevant information** you wish to disclose or to be noted in support of this enrolment form: (also please advise if any family members were past or current students of Tauranga Primary School)

**Other Pre-Schoolers whom you intend to enrol at Tauranga Primary School at a later date:**

<p><b>Name:</b> _____</p> <p>DoB: ____/____/____ Male / Female</p>	<p><b>Name:</b> _____</p> <p>DoB: ____/____/____ Male / Female</p>
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**Early Childhood Education (ECE) : To be completed for New Entrant enrolments only**

Did your child regularly attend an Early Childhood Education facility? e.g. kindy, kōhanga reo, daycare

a:  Yes, for the last \_\_\_\_\_ year(s).

b:  Not regularly, only occasionally.

c:  No, he/she did not attend ECE.

Name of pre-school / kindergarten / kōhanga / daycare: \_\_\_\_\_

Please enter the number of <b>hours per week</b> for up to 3 services	Service 1 (hrs./week)	Service 2 (hrs./week)	Service 3 (hrs./week)
a) Kōhanga Reo			
c) Kindergarten or Early Childhood Centre			
d) Home based childcare service			
f) Correspondence School			
g) Attended pre-school outside of New Zealand			

## Tauranga Primary School Parent Permission Statements:

### **Policies and Procedures**

I/we agree to abide by the policies and procedures of the school, you can view this online via our school website [www.tauranga.school.nz](http://www.tauranga.school.nz)

### **Parent Code of Conduct:**

I have read the parent code of conduct information (in the enrolment pack) and agree to adhere to expected standards of behaviour as a parent of TPS.

### **Child's Property**

I/we understand the school will take all reasonable steps to ensure the safekeeping of my child's property. The school will not accept liability for loss or damage to personal property. All property needs to be named.

### **Behaviour Management Plan**

I/we understand that the school has a Behaviour Management Plan that makes our school a safe place for all students and staff. I will support the school's behaviour initiatives.

I/we also agree to pay for any intentional or willful damage that my child causes at the school.

### **Attendance and Punctuality**

I/we agree to ensure our child attends school every day. In the event of illness/approved family commitments we will contact the school on the morning of the first day of absence to report their non-attendance and expected return date.

I/we agree our child will be at school by 8:45am each day ready for their learning and picked up no later than 3:10pm each afternoon unless advised.

### **Cyber Safety and IT Use:**

I/we give permission for my/our child to use the school's IT equipment and access the internet for learning purposes. We will support the school should my child engage in unsafe online behaviour that is harmful to others or our school reputation.

### **School Uniform**

I/we understand that the wearing of school uniform is a condition of enrolment at Tauranga Primary School. I will ensure my child is suitably dressed in regulation school uniform and wears the uniform with pride.

**Signed: Parent/Caregiver:**

### **School Trips and Visits**

I/we give permission for my/our child/ren to attend school trips and visits during their time at this school.

I understand, I will be notified of any such trips/events and I understand that I have the right to send a note exempting my child from a school trip/event.

I understand the school has in place EOTC (Education Outside The Classroom) guidelines. These include risk analysis procedures and the requirement to plan all school trips with a focus on child safety and enjoyment.

Any overnight camp experiences will require additional permission procedures. All parents accompanying students on an overnight camp will be police vetted.

**Signed: Parent/Caregiver:**

### **Privacy**

#### **Learning Information**

I/we understand that student learning information is stored on our TPS student management system and de-identified information is shared within our Kāhui Ako (local community of schools) to identify trends and enable access to additional learning support for students across our schools. All schools follow a privacy protocol and comply with the Privacy Act 2020.

#### **Resource Teachers of Learning and Behaviour (RTLB)**

I/we give permission for a RTLB to observe my child in class. This will only occur after the teacher has obtained verbal consent from parent/caregivers.

**Signed: Parent/Caregiver:**

### **Use of Work and Images**

I/We give permission for my child's work and image to be used:

- In school displays
- In the school newsletter
- On the school Facebook page
- On our TPS website
- In school promotion and publicity material

**Signed: Parent/Caregiver:**