

## 2021 APPLICATION FOR ENROLMENT

### STUDENT DETAILS

<b>Student's Legal Surname</b> <i>e.g. Smith</i>			
<b>Student's Preferred Surname</b> <i>If different to above</i>			
<b>Student's Legal First Name(s)</b> <i>e.g. Peter John</i>			
<b>Student's Preferred First Name</b> <i>If different to above</i>			
<b>Date of Birth</b>		<b>Gender:</b>	
<b>Start Date</b>	<input type="checkbox"/> Start of 2022	<input type="checkbox"/> Other (please specify):	
<b>Student will be starting at Nayland College in Year Level: (PLEASE CIRCLE ONE)</b> 9    10    11    12    13			
<b>Student's Email</b>			
<b>Student's Mobile Phone</b>			
<b>An Ethnic Group is required by the Ministry of Education for statistical purposes. Please tick one or more.</b>			
<input type="checkbox"/>	NZ European / Pakeha		
<input type="checkbox"/>	Pacific Island	Please specify:	
<input type="checkbox"/>	Māori	Specify iwi:	
		1.	2.
		3.	4.
<input type="checkbox"/>	Other	Please specify:	
1 <sup>st</sup> language spoken:			
<i>If English is not your first language and you arrived into New Zealand within the last 5 years, you may be eligible for ESOL support. If so, please state your date of arrival into NZ.</i>			Date of Arrival: <i>(if applicable)</i>

### CONFIRMATION OF RESIDENCY

Have you previously attended a New Zealand school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous school before coming to Nayland College:
<input type="checkbox"/> Copy of Birth Certificate/Passport attached (enrolment cannot be completed until this is received)	Country of Birth:
<b>If your child was not born in New Zealand the Ministry of Education requires you to supply the college with evidence of their citizenship and eligibility to enrol in a New Zealand school (where applicable).</b>	
Are you a New Zealand Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Country of Citizenship:

**RESIDENCE A CAREGIVER(S) - Student mainly lives here**

Name		Name	
Relationship		Relationship	
Home Phone		Home Phone	
Mobile		Mobile	
Email		Email	
Workplace		Workplace	
Work Phone		Work Phone	
Contact in an emergency:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact in an emergency:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact via text if absent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact via text if absent:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Residential Address**

Num / Street	
Rural Delivery	
Suburb	
Town	
Postcode	

Tick here if your child has a shared custody arrangement, regularly spending time at Residence A and Residence B.  
Specify details as relevant (e.g. average percentage time spent at each residence)

**RESIDENCE B CAREGIVER(S) - If applicable**

Name		Name	
Relationship		Relationship	
Home Phone		Home Phone	
Mobile		Mobile	
Email		Email	
Workplace		Workplace	
Work Phone		Work Phone	
Contact in an emergency:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact in an emergency:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact via text if absent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact via text if absent:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Residential Address**

Num / Street	
Rural Delivery	
Suburb	
Town	
Postcode	

Is a copy of this student's financial account information to be sent to the Residence B Caregiver(s)?  Yes  No

Is a copy of school information e.g. reports, newsletters etc. to be sent to the Residence B Caregiver(s)?  Yes  No

I wish to join **Pūaha Te Tai (Whānau tutor class)**

Students in this tutor class will be those who are able to live by the kaupapa and who also wish to be involved in Māori activities in the school and community. Students will be expected to either learn Te Reo Māori or Ngā Toi as a subject OR be an active member of our school kapa haka.

## ALTERNATIVE EMERGENCY CONTACT

Name		Relationship	
Home Phone		Mobile	

## SIBLINGS AT NAYLAND COLLEGE

If the student being enrolled will have siblings at Nayland College in the year they attend, please list their names below. Siblings include brothers, sisters, stepbrothers, stepsisters and any children of 'blended' families.

1.	2.	3.
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If there are older siblings at College (living at the same address) we will assume that the details on this form are correct for all siblings. If this is NOT the case, please contact the College office with the correct details.

## MEDICAL DETAILS

Name of Doctor/Medical Centre	
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### Medical Treatment

Parents/Caregivers enrolling a student at Nayland College give permission for the administration of first aid by staff with first aid training. A register is kept of the medication and treatment given. Students who require medication on a semi-regular basis are encouraged to provide their own supply which will be held in the Student Centre for their use only.

### Medication

Do you require the College to hold and/or administer medication for your child?  Yes  No  
*If 'Yes' the College will make contact to confirm details and complete the necessary consent form(s)*

### Medical Conditions

Please list any medical issues of which the school should be aware:

Condition, e.g. Asthma	Treatment, e.g. carries own inhaler (self-controlling)

Do you give permission for the College to issue **Paracetamol** to your child without contacting you first?  Yes  No

### Special Circumstances / Information

Please tick if any of the following circumstances apply to your child:

- Learning support requirements
  Mental health concerns
  Family circumstances (e.g. Custody arrangements)

Please list and supply relevant documentation where required:

*Note: A member of our student support team may contact you for further information.*

## NAYLAND COLLEGE ENROLMENT SCHEME

For information regarding our enrolment scheme, including home zone boundaries, please contact Nayland College reception or visit our website: <http://www.nayland.school.nz/enrolment/zone>

Students who live inside the home zone have an absolute entitlement to enrol at Nayland College (Section 74(1) Education and Training Act 2020).

The Ministry of Education requires the Nayland College Board to ensure that all students enrolling to attend Nayland College meet the requirements of the school's enrolment scheme. Applicants who live inside the zone will be required to provide two current forms of evidence showing proof of address. Documents used for proof of address must be current (within 6 weeks) and from a Government Department e.g. IRD, NZTA, Housing NZ, Work & Income, tenancy agreement or a power/telephone account. Bank statements or insurance documents are not approved forms of evidence.

If you need to discuss any special circumstances please make an appointment for an interview with our Transition Manager Kathy Sherwood. Phone (03) 547 9769 ext 831 or email [kathy.sherwood@nayland.school.nz](mailto:kathy.sherwood@nayland.school.nz)

Please tick and complete either Section A or Section B.

### SECTION A: Student lives INSIDE the zone

**The address given for Residence A at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. The student must reside at this address with a parent or legal guardian who either owns, rents or leases the property.**

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 enrolment by knowingly giving a false address or making an in-zone living arrangement that 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 of living there on an ongoing basis.

Before enrolment takes place (i.e. before attendance begins), if the board has reasonable grounds for believing that the given in-zone address will not be a genuine, ongoing living arrangement, the board may withdraw any offer of a place it might have made on the basis of the given address.

After attendance has begun, if the 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 gaining enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

#### **PARENT/CAREGIVER DECLARATION:**

I confirm that the address I have provided in Residence A will be the usual place of residence for my child when the school is open for instruction and that they will reside at this address with a parent or legal guardian who owns, rents or leases the property. I will advise the school of any subsequent change of address.

Parent/Legal Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

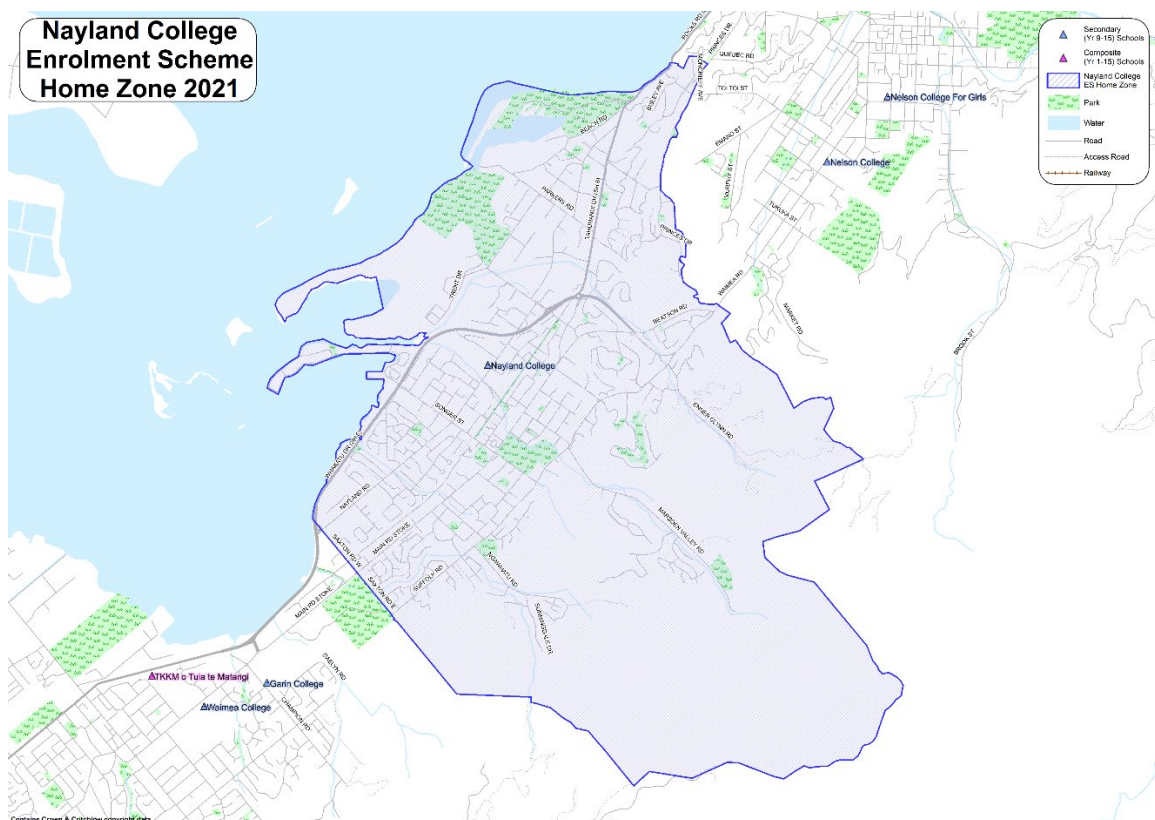
## SECTION B: Student lives OUTSIDE the zone

The enrolment of out-of-zone students is governed by the provisions of the Education and Training Act 2020. Out-of-zone places are subject to priority levels as stated in the Act.

The Nayland College Board will determine the number of out-of-zone places available for 2022 and notify the community by 28 May. **Enrolments close 27 August. Any out-of-zone enrolments submitted after this date will not be eligible for the ballot.** The ballot will be drawn on 13 September and successful out-of-zone enrolments will be notified by 15 September.

Please indicate which of the following priority levels apply to you:

Priority	Description	
1	Applicant is applying to participate in a Ministry of Education approved special programme being run by the school.	<i>(Not applicable at Nayland College)</i>
2	Applicant is a sibling of a current student.	<input type="checkbox"/> Tick here and name the sibling: _____
3	Applicant is a sibling of a former student.	<input type="checkbox"/> Tick here and name the sibling(s) and year(s) enrolled: _____
4	Applicant is a child of a former student.	<input type="checkbox"/> Tick here and name the former student and year(s) attended: _____
5	Applicant is either a child of an employee of the board of the school or a child of a member of the board of the school.	<input type="checkbox"/> Tick here and name the board member or board employee: _____
6	All other applicants	<input type="checkbox"/> Tick here



A full description of our home zone boundaries may be found on our website [www.nayland.school.nz/enrolment/zone](http://www.nayland.school.nz/enrolment/zone) or collected from reception.

# DIGITAL USER AGREEMENT

At Nayland College we:

- Oversee the use of devices
- Use filters to stop access to inappropriate content
- Allow the use of technology during break times as long as this follows school rules
- Support students to deal with online incidents
- Teach positive online safety behaviours
- Have a plan in place to support students when something serious happens. This might include getting in touch with whānau, police or Netsafe.

We expect students to:

- 1. Keep it positive.** Respect others online. Do not create or publish content that is indecent, threatening or offensive.
- 2. Protect privacy.** Do not give out personal information about yourself or another person. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.
- 3. Act carefully.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher.
- 4. Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- 5. Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- 6. Recognise others' work.** Follow copyright and intellectual property requirements by crediting references, images, text, audio and video appropriately.
- 7. Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.
- 8. Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.
- 9. Seek help.** Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. Report any problem about an online incident to your teacher or your dean as soon as you can. Once the school is made aware of a problem, we can work to resolve it.

## STUDENT DECLARATION:

- I understand and agree to support and uphold the expectations and responsibilities outlined in this agreement.
- I understand I have the right to use online environments and digital technologies in positive ways and that others do as well.
- I understand these apply to all devices used at school whether they are owned by school or if it is my personal device.
- I know that if my actions do not align with this Digital User Agreement there will be consequences. This may include the loss of access to the internet on school owned devices or personally owned devices used at school.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT/CAREGIVER DECLARATION:

- I confirm that I have read the Digital User Agreement above and agree to encourage my child to uphold the expectations and responsibilities outlined in this agreement.

Parent/Caregiver Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BLANKET CONSENT FOR EOTC

Education Outside the Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport.

- Nayland College believes in using a range of environments and experiences to enhance our students' learning.
- We are fortunate to have access to beaches, rivers, mountains and the bush in our area and beyond. These areas are rich learning environments for our students both in and out of school. Our school also values the concept of providing students with opportunities. Thus, some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning.

The Ministry of Education's **EOTC guidelines** identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief, they are:

Type	Description	Type of consent
<b>A</b>	<b>On site- in the school grounds</b> (i) Lower risk environments. For example, orienteering, environmental work on the Poor Man's stream, swimming at the Nayland Pools, etc.	(i) <b>No consent</b> sought or <b>blanket consent</b>
<b>B</b>	<b>Off-site events in the local community occurring in school time.</b> (i) Lower risk environments. For example, a Hospitality class visiting a café; athletics day; cross country event; running at Centre of NZ, careers trip, etc. (ii) Higher risk environments*. For example, sea kayaking on the Abel Tasman, mountain biking at Kaiteriteri, etc.	(i) <b>Blanket consent</b> at enrolment (ii) <b>Blanket consent</b> at enrolment
<b>C</b>	<b>Off-site events - finishing after school finishes</b> (i) Lower risk environments. For example, visiting an art exhibition in the evening. (ii) Higher risk environments.* For example rock climbing day trip at Cable Bay.	(i) <b>Blanket consent</b> at enrolment (ii) <b>Separate consent</b> for each event or programme
<b>D</b>	<b>Off-site residential overnight events</b> (i) Lower risk environments. For example, leadership conferences (ii) Higher risk environments.* For example, geography trip to the Gold Coast, white water kayak camp etc.	(i) <b>Separate consent</b> for each event or programme (ii) <b>Separate consent</b> for each event or programme

*\*Involves risk assessed to be greater than that associated with the average family activity.*

**All EOTC activity categories** require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate, and minimise the risks. Emergency procedures are also in place.

### PARENT/CAREGIVER DECLARATION:

- I confirm that I have read the Blanket Consent for EOTC information above and agree to the participation of my child in category A, B and lower-risk C EOTC events.
- I understand that I will be required to give separate consent for my son/daughter to participate in higher risk category C(ii) and category D.
- I give permission for the school to act on my behalf in an emergency including any medical treatment deemed necessary. I agree to cover the cost of any expenses and understand that I am responsible for any loss or damage caused by my child.

Parent/Caregiver Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT/CAREGIVER DECLARATIONS

(Please tick)

- I/we confirm that the information provided on this form is correct and complete.
- I/we will advise the College of any subsequent change to this information.
- I/we have disclosed all information that is relevant to the enrolment of the student named on this form.
- I/we hereby undertake with the Nayland College Board to observe all conditions and expectations of Nayland College.

### RESIDENCY DECLARATION (If applicable)

- I/we confirm that the residency information recorded on this enrolment form is true and correct.

### PAYMENTS/CHARGES

- I/we are aware that there are costs associated with optional College activities. I undertake to pay these costs before the activity takes place unless I have made other arrangements with the College.
- I/we are aware that payments made or credits applied to the student accounts will be allocated to any outstanding fees and charges on the account (as specified by the payer, or otherwise allocated by the school).

### MEDICAL/LEARNING SUPPORT

- I/we have provided the school with up-to-date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information up to date.

### PHOTO/VIDEO CONSENT

- I/we consent to the student named on this form having their photo taken and placed on the school management system.
- I/we consent to the student's work and/or photograph/video images appearing in school publications/website and advertising material.

### PREVIOUS SCHOOL RECORDS

- I/we give permission for the College to seek learning records from my child's previous school.

Name of Parent/Legal Guardian		
Signature of Parent/Legal Guardian		Date:



## CHECKLIST

Please attach the following supporting documents to your enrolment application:

- Full **BIRTH CERTIFICATE or PASSPORT** – photocopy only.
- Proof of residency** (if applicant was not born in NZ) and **PASSPORT** evidence.  
(Resident visa / Student visa / Work visa)
- Proof of address** (for in-zone enrolment applications) – two types.
- For in-zone enrolment applications, if you are **not** the student's biological parent, we will require proof that the student is allowed to stay with you e.g. a Statutory Declaration from the courts or an official court/Oranga Tamariki/WINZ Unsupported Child Benefit document.

### PRIVACY STATEMENT

The school collects the information on this form to:

1. enrol your child at school
2. assess the educational needs of your child
3. ensure the school gets the correct resources from the Ministry of Education for your child

The school collects and uses your child's information in accordance with the Privacy Act. The school sends some of your child's information to the Ministry of Education and other education and health agencies. The school will not provide your child's information to any other people or organisations without your authorisation, unless required by law.

### Accessing or changing your information

Contact the school if you wish to view or change your child's information.



***Inspiring People***

<b>IN-ZONE</b>			
<b>PROOF OF ADDRESS:</b>	Type and description	Original sighted by	Date
<input type="checkbox"/> Primary evidence copied and attached			
<input type="checkbox"/> Secondary evidence copied and attached			

*\*Documents used for proof of address must be current (within 6 weeks) and from a Government Department e.g. IRD, NZTA, Housing NZ, Work & Income, tenancy agreement or a power/telephone account. Bank statements or insurance documents are not approved forms of evidence.*

<b>OUT-OF-ZONE</b>	
Out-of-zone priority: 1 2 3 4 5 6	Ballot number:
Ballot successful: YES/NO	Waiting list: