

<b>OFFICE USE</b>	<b>ENROLMENT NUMBER</b>	<input type="text"/>
<b>YEAR</b>		
<b>ZONE</b>	<b>NAME</b>	<input type="text"/>
<b>Date Enrolled</b>	<b>SCHOOL</b>	<input type="text"/>



# Kaiapoi High School

## Enrolment Form

**Contact Information:**

Telephone: 03 327 6129

Facsimile: 03 327 6127

Email: [learn@kaiapoi.school.nz](mailto:learn@kaiapoi.school.nz)

Website: [www.kaiapoi.school.nz](http://www.kaiapoi.school.nz)

# PART A – Student Details

Student's last name/family name/surname:  
(name on birth certificate)

Student's first names/given names:

Student's preferred first name:

Student's gender:

 Male  Female

Student's date of birth: (e.g. 14 July 1993)

Date:	Month:	Year:
-------	--------	-------

Student's place of birth:

School the student is currently attending or  
School the student last attended:

Date starting at Kaiapoi High School:

Date:	Month:	Year:
-------	--------	-------

Enrolled for study at: (circle one)

Year 9	Year 10	Year 11	Year 12	Year 13
--------	---------	---------	---------	---------

*Please indicate RAPID number if giving a rural address*

Student's PHYSICAL address:  
(As evidence that the student lives in the  
school's home zone, please supply a copy  
of the most recent telephone/power account)

Postcode:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Please indicate RAPID number if giving a rural address*

Student's POSTAL address:  
(if different from physical address)

Postcode:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student's home telephone number:

 ( 0 )

Student's cellphone number:

 ( 0 )

Student's email address:

Does the student have any brothers or  
sisters who attend or have attended  
Kaiapoi High School?

 Yes  No

If you answered 'Yes' to the above question,  
please state the **FULL NAME** and **YEAR  
OF ENTRY** of **ALL** brothers and sisters:

Full Name:	Year of entry:

# PART B – Information for the Ministry of Education

## IMPORTANT

---

To confirm the student's eligibility for enrolment in a New Zealand state secondary school, we require the following information and documents.

## INFORMATION REQUIRED

---

What is the student's country of citizenship?  New Zealand  Other: \_\_\_\_\_

Is the student a permanent resident of New Zealand?  Yes  No

With which ethnic group does the student identify?  NZ European  Other: \_\_\_\_\_  
 NZ Maori

If you answered 'NZ Maori' to the question above, please specify the student's iwi affiliations:


*If no iwi is specified above, 'unknown' will be entered for Ministry of Education purposes*

## DOCUMENTATION REQUIRED – New Zealand Citizen (born in New Zealand) – Permanent Residents

---

To complete enrolment procedures, the school needs to retain a **copy** of:

- the student's Birth Certificate, **or**
- Passport Visa.

The school also needs to see evidence that the student lives within the school's home zone. The most recent power or telephone account from the student's physical address is acceptable.

The school's Cybersafety Agreement must also be completed and returned.

## DOCUMENTATION REQUIRED – Other

---

To complete enrolment procedures, the school needs to retain a **copy** of:

- the caregiver's Passport showing Work Visa, **or**
- the student's Passport showing Student Visa.

The school also needs to see evidence that the student lives within the school's home zone. The most recent power or telephone account from the student's physical address is acceptable.

The school's Cybersafety Agreement must also be completed and returned.

# PART C – Caregiver Number 1

Caregiver is the term used by the Ministry of Education to describe the person(s) taking care of the student. Kaiapoi High School understands that in most cases, the caregiver is the student's parent.

**To enable the school to contact the student's home to report on student progress and to notify caregivers in case of emergency, it is important the following sections are completed with care.**

## CAREGIVER NUMBER 1

Caregiver's title: *(circle one)*

Miss Ms Mrs Mr Other: \_\_\_\_\_

Caregiver's last name/family name/surname:

Caregiver's first name/given name:

Caregiver's PHYSICAL address:  
*(if different from the student's address)*

  
  

Postcode:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------

Caregiver's home telephone number:

( 0 )

Caregiver's cellphone number:

( 0 )

Caregiver's business telephone number:

( 0 )

Caregiver's email address:

Caregiver's occupation:

Caregiver's place of work:

Caregiver's relationship to student:  
*(e.g. Mother, Father, etc.)*

Is this caregiver living with the student?

Yes

No

Is this caregiver the student's legal guardian?

Yes

No

Does this caregiver have legal access rights to the student? \*

Yes

No \*

Does this caregiver have legal access to personal information about the student? \*

Yes

No \*

\* Answering 'No' for these questions means this caregiver will not have access to the student or to information relevant to the student without written permission from the legal guardian.

## PART D – Caregiver Number 2

Caregiver is the term used by the Ministry of Education to describe the person(s) taking care of the student. Kaiapoi High School understands that in most cases, the caregiver is the student's parent.

**To enable the school to contact the student's home to report on student progress and to notify caregivers in case of emergency, it is important the following sections are completed with care.**

### CAREGIVER NUMBER 2

Caregiver's title: *(circle one)*

Miss Ms Mrs Mr Other: \_\_\_\_\_

Caregiver's last name/family name/surname:

Caregiver's first name/given name:

Caregiver's PHYSICAL address:  
*(if different from the student's address)*

  
  

Postcode:

Caregiver's home telephone number:

( 0 )

Caregiver's cellphone number:

( 0 )

Caregiver's business telephone number:

( 0 )

Caregiver's email address:

Caregiver's occupation:

Caregiver's place of work:

Caregiver's relationship to student:  
*(e.g. Mother, Father, etc.)*

Is this caregiver living with the student?

Yes

No

Is this caregiver the student's legal guardian?

Yes

No

Does this caregiver have legal access rights to the student? \*

Yes

No \*

Does this caregiver have legal access to personal information about the student? \*

Yes

No \*

\* Answering 'No' for these questions means this caregiver will not have access to the student or to information relevant to the student without written permission from the legal guardian.

## PART E – Emergency Contact Person

In cases of emergency (e.g. injury to the student) it may be necessary to contact another person. This role is best suited to a relative, family friend or neighbour.

### EMERGENCY CONTACT PERSON

Person's title: *(circle one)*

Miss Ms Mrs Mr Other: \_\_\_\_\_

Person's last name/family name/surname:

Person's first name/given name:

Person's home telephone number:

( 0 )

Person's cellphone number:

( 0 )

Person's business telephone number:

( 0 )

Person's relationship to student:

*(e.g. Grandmother, Neighbour, etc.)*

**When submitting this enrolment form, please include the required documentation specified in Part B.**

Evidence of the student's physical address being within the school's home zone  
*(the most recent telephone or power account from that address is acceptable)*

Copy of Birth Certificate

Passport

Completed Cybersafety Agreement



## PART G – Declaration

I/We have read the Prospectus and agree that \_\_\_\_\_ will observe the Kaiapoi Way, follow the School rules and wear the correct uniform, and that I/We will meet all course costs and other charges indicated. I/We have noted the Board requirements concerning payment of school accounts.

I/We undertake to work with and support the School in providing the best education possible for him/her.

I/We agree that the School may use the above personal information in accordance within the safeguards and principles of the Privacy Act.

I/we consent to the disclosure of personal information to agencies which demonstrate a statutory right to obtain it.

I/we consent to the enrolled student's image being used for school website, school publicity and promotional purposes.

I/we hereby declare that the information given on this enrolment form is true and correct.

Caregiver number 1 to sign here: \_\_\_\_\_ Date: \_\_\_\_\_

Caregiver number 2 to sign here: \_\_\_\_\_ Date: \_\_\_\_\_

Student to sign here: \_\_\_\_\_ Date: \_\_\_\_\_

### Personal Information and the Privacy Act (1993)

Kaiapoi High School collects and keeps a large amount of personal information about each student. The Privacy Act 1993 protects the information you give the School and details conditions under which personal information can be obtained, used, stored and exchanged with other interested parties. The School considers the privacy of this information to be important and has policies and procedures which reflect the Twelve Privacy Principles as set out in the Act to protect this information.

The School collects personal information from its students so that they can be enrolled at the School, have their attendance and progress recorded, be entered for examinations, or be contacted by the School. The School also collects information about the Caregivers of the student so that they may be informed of student progress, or contacted by the School, and because the safety of the student is important.

Personal information may be disclosed to other education agencies, such as the Ministry of Education and the New Zealand Qualifications Authority; and to Government agencies such as the New Zealand Police if they demonstrate a statutory right to obtain it.

Kaiapoi High School allocates students a student identification number (unique identifier) which may be used as a reference number on School documents and correspondence relating to that particular student.

Under the Privacy Act 1993 students and legal guardians have the right of access to all personal information held by the School about them. Individuals also have a right to ask the School to correct any information held which is inaccurate. Individuals can exercise that right by applying to the School.

Students and caregivers also have an obligation to advise the School if/when any of the personal information they have provided changes.

If for any reason this enrolment is not accepted, the enrolment form will be destroyed.