



## Application for Enrolment

Please complete the following details and return to the school office

**Zone status:**

- In Zone *(please complete form overleaf)*  
 Out of Zone

**Student Status:** (please tick all that apply)

- New Entrant  
 Sibling  
 Transfer from another school

Intended Start date: \_\_\_\_\_

Personal Details			
Child's Full Name:	First Name:		
	Middle Name:		
	Surname:		
Date of Birth:			Male / Female
Parent/Caregiver Names:	1:	2:	
	Address (Physical):		
City:		Postcode:	City: Postcode:
Address (Postal - if different):			
Telephone:	Home:	Mobile:	Home: Mobile:
	Email:		
Transfer Student:	If applicable, please state which school your child attended and Year level:		
Sibling:	If applicable, please indicate if this child is a: [ ] Sibling of current student (please state sibling's name): [ ] Sibling of former student (please state sibling's name):		
Other:	If applicable, please indicate if the child's parent/caregiver is a former student of the school: [ ] No [ ] Yes [ ] Parent/Caregiver 1 [ ] Parent/Caregiver 2		

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

*For Office Use Only:*

Received by:	Confirmation sent:	Enrolment pack sent:	<b>Proof of Address Sighted:</b>	<b>Date Received:</b>

## Questionnaire

The Education and Training Act 200 gives a guarantee of enrolment to students who live in the home zone specified in the school's enrolment scheme. The Board needs to be sure that an in zone address is genuine, because it is required to manage the enrolment scheme for the benefit of local students.

In addition to specific documents showing proof of residence, it will assist the Board if you complete the following questionnaire:

Student's name \_\_\_\_\_

1. What school is the student currently attending (if any)? \_\_\_\_\_
2. What is the address that will be the student's usual place of residence when the school is open for instruction?  
\_\_\_\_\_

If the student will be living with the parent(s):

3. Have you lived at this address for more than one year?     Yes     No

4. If you answered "Yes" to Question 3 above, is this:

Your only residential address?     Yes     No

Your main residential address?     Yes     No

If "No", state your other address: \_\_\_\_\_

5. If you answered "No" to Question 3 above, do you own the property?     Yes     No

If "No", do you intend to stay at this address permanently?     Yes     No

If any issues arise from the above information, the Board may wish to interview you to ensure the genuineness of the application.

If your application for enrolment is declined, you may ask the Ministry of Education to direct the Board to enrol the student. Application forms are available from the Ministry's local office.

## Statement

*To be completed by parents who have given an in-zone address as the student's usual place of residence.*

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. 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 unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary eg. 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 to live there on an on-going basis.

Before enrolment takes place (ie before attendance begins), if the Board has reasonable grounds for believing that the given in-zone address will not be not a genuine, on-going living arrangement, the Board may withdraw any offer of a place which it may 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 unfairly gaining priority in 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 Clause 13 of Schedule 20 of the Education and Training Act 2020.

---

I confirm that the address which I have provided to the school will be the usual place of residence of \_\_\_\_\_ (student's name) when the school is open for instruction. I will advise the school of any subsequent change of address.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Caregiver)

*Please provide official proof of address (utility bill, bank statement or similar).*