

Enrolment Form

Students Name: _____ Previous School: _____

Enrolling Year Level (please circle): **9** **10** **11** **12** **13** In-Zone [] **or** Out of Zone []

Siblings (currently or previously at HPC): _____

Parents (are you a past pupil?): _____

Complete **ALL** sections of this **Enrolment Form**.

- If born in New Zealand a photocopy of student's Birth Certificate or passport.
- If **NOT** born in New Zealand include photocopies of student's:
 - **Passport and**
 - Immigration documentation showing Residency Status or Student Visa
 (This must include the passport from page with photo **and** the visa page for both student & parents)
- Proof of address (required to verify school zone)

Agreement between Hauraki Plains College, Parents/Caregivers and the Student
(Please ✓ or ✗ each of the following and sign below)

- I/We have read and agree with following the Hauraki Way.
- I/We agree that the above named student will abide by the rules and regulations of Hauraki Plains College as stated in the Prospectus / General Information Guide.
- I/We authorise Hauraki Plains College to obtain relevant information from my child's previous school to assist in their further education at this school.
- I/We are aware that there are medical and dental practitioners available to students at Hauraki Plains College.
- I/We give permission for the above named student's image, comments, work and achievements to be published in school documentation and on the school website for the purpose of celebrating individual, group or school achievements.
- I/We give permission to provide support agencies with information about what my child will do when they leave school (e.g. employment or further education). Refer Privacy Act 1993 overleaf.
- I/We are aware that there are Student Support and Guidance services at Hauraki Plains College which may include the facilitation of small groups.

Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary.

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student ID: _____ Start Date: _____ Class: _____ River Group: _____
Hapu: _____ Enrolled by: _____ (office use only)

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Student Information				
Legal Surname <small>(as on Birth Certificate)</small>				
Legal First Name <small>(as on Birth Certificate)</small>				
Preferred Name				
Birth Date / /	<input type="checkbox"/> Male <input type="checkbox"/> Female	Start Date at HPC / /
Country of Birth				
Students Ethnicity <small>Please tick as appropriate (this information is required by the Ministry of Education for statistical purposes).</small>	<input type="checkbox"/> Maori	Iwi 1: _____	Iwi 2: _____	
	<input type="checkbox"/> NZ European	<input type="checkbox"/> Australian	<input type="checkbox"/> Tongan	<input type="checkbox"/> Samoan
	<input type="checkbox"/> Fijian	<input type="checkbox"/> Indian: _____	<input type="checkbox"/> Asian: _____	<input type="checkbox"/> Other: _____

Medical Details		
Medical Conditions <small>(Please list any allergies, medicines, conditions, or disabilities that the school should be aware of)</small>		
I consent to my child being given Panadol for pain relief if required	YES	NO

School Communications	
<small>(If you wish to receive the HPC e-Bulletin and other school communications, please provide an email address)</small>	
Email	

Parent / Caregiver Information						
Residence A – Parent/Caregiver(s) student lives with all or most of the time						
CG1	Relationship to Student	Title	First Name	Surname	Mobile	
	Relationship to Student	Title	First Name	Surname	Mobile	
CG2	Physical Address			Number/Street	RD #	Town
	Postal Address <small>(If different from above)</small>			Number/Street	RD #	Town
Home Phone			Work Phone		CG1	CG2

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Residence B – Parent/Caregiver(s) of student also lives with, i.e. shared custody agreement

CG1	Relationship to Student	Title	First Name	Surname	Mobile	
	Relationship to Student	Title	First Name	Surname	Mobile	
CG2	Relationship to Student	Title	First Name	Surname	Mobile	
	Relationship to Student	Title	First Name	Surname	Mobile	
Physical Address		Number/Street	RD #	Town	Postcode	
Postal Address (If different from above)		Number/Street	RD #	Town	Postcode	
Home Phone			Work Phone	CG1	CG2	
Email						
Do you wish to receive a copy of your student's school report?					YES	NO
Do you wish to receive a copy of the school e-Bulletin and newsletter?					YES	NO

Emergency Contact – In case of emergency it may be necessary to contact another person if caregivers are unavailable, e.g. relative, friend, neighbour

Relationship to Student	Title	First Name	Surname	Mobile
Relationship to Student	Title	First Name	Surname	Mobile
Address	Number/Street		Town	Home Phone

Parent(s) not in a living arrangement with student – A natural mother or father not living with a child* i.e. no shared custody agreement

Please list here any such person(s) you wish the school to recognise

Mother's Full Name:	Father's Full Name:
Home Address:	Home Address:
Home Phone:	Home Phone:
Mobile:	Mobile:
Work Phone:	Work Phone:
Email:	Email:

Custodial Statement

Are there any formal custodial arrangements concerning your child?	YES	NO
If YES, please give details (and provide verified copies of) any custodial arrangements or court orders:		

PRIVACY ACT 1993. Use of Personal Information collected by Hauraki Plains College.

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The information provided on the school enrolment forms and other related information provided by families is required to enable the school to comply with its purposes and functions under the Education Act 1989 and other enactments.

The Information will be held by the school and used the following ways:-

1. Relevant personal information on individual students and families will be available to staff or those duly appointed responsible for:
 - enrolment and academic progress at school
 - administering fees and other charges
 - maintaining and updating records
 - providing additional academic and personal support
 - general administration of school activities
 - supporting welfare of students
2. The school is also required to provide some personal information (usually name, date of birth, parent contacts) to some other agencies. The agencies which may require the school to provide this information include:
 - Ministry of Education
 - Education Review Office
 - Special Education Services
 - New Zealand Police
 - Department of Justice
 - New Zealand Children and Young Persons Service
 - Crown Health Enterprise
 - New Zealand Income and Support Services
 - New Zealand Law Society
3. The school may provide the Public Health Nurse with enrolment and contact information.
4. The school may provide names, addresses and phone numbers to our Parent Teacher Association.
5. The school provides academic and personal records, and confidential references, for students enrolling at other institutions, e.g. Polytechnics, Universities, and when students transfer to another school.
6. With a student's approval the school provides to employers on request confidential reports when students apply for a position.
7. Information about students may be provided to researchers conducting academic research or research related to welfare and wellbeing of students.
8. The school may advise media of academic or other activity which your child is engaged in.
9. The school may use your address and phone number to forward mail or messages or pass on the same for others to forward messages relating to the current and further education of your child.

Holding of Personal Information:

The personal information you supply will be held permanently within the school's record system. While your child / children are enrolled at this school you are asked to update any information which has changed.

Previous Enrolment:

Completion of an enrolment form authorises the school to obtain from previous schools and institutions attended by your child copies of records held by them concerning your child.

Compliance with the Privacy Act 1993:

Hauraki Plains College undertakes to collect, update, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 1993. In accordance with the provisions of the Act, the school will on request make available to you the personal information it collects from you about your child, and will make appropriate corrections to that information to ensure that the information held is accurate.

The Hauraki Way:

- H** Hands off people and property
- A** Allow learning to happen
- U** Use appropriate language
- R** Remember your manners and RMK
- A** Alcohol, smoking and drugs are not on
- K** Keep it kind. Keep it respectful. Keep it honest
- I** Instructions must be followed. Adults are in charge

- W** Wear our uniform with pride
- A** Arrive on time and stay within school boundaries
- Y** You are responsible for your actions (including technology use)

