



Auckland Normal Intermediate School

2022 Enrolment Instructions

DOCUMENTATION REQUIRED

In-Zone Enrolment Applications	Section 1 and Section 3 (see below)
Out-of-Zone Enrolment Applications	Section 2 and Section 3 (see below)

The information on this form is collected and used by the school to provide education for your child, and it is also used for associated school activities. It is available to all staff of the school and to members of the Board of Trustees. Please advise the school if you have any concerns about disclosure of any of the information within the school.

SECTION 1: IN-ZONE ENROLMENT APPLICATIONS

- (a) Applications for students currently living In-Zone should be received by Friday 1 October 2021. (Note: Applications submitted early assist us with class placement)
- (b) Documents to be submitted with In-Zone Enrolment Application:

PROOF OF ADDRESS:

- Sale and Purchase Agreement or Rates or Current Tenancy Agreement

PROOF OF IDENTITY:

NZ born students:

- Full Birth Certificate or Passport Details Page

Students born outside NZ:

NZ Citizens

- NZ Passport Details Page or Citizenship Certificate

All Other Nationalities

- Passport Details Page and
 Residency Permit or Student Visa together with parents passport details page and Visa/Permit

SECTION 2: OUT-OF-ZONE ENROLMENT APPLICATIONS

- (a) Applications for students living Out-of-Zone must be received no later than 3:00pm Wednesday 1 September.
- (b) Out-of-Zone Ballot:
Closes on Wednesday 1 September, 3:00pm
Drawn on Wednesday 8 September
- (c) Documents to be submitted with the Out-of-Zone Enrolment Application:

PROOF OF IDENTITY:

NZ born students:

- Full Birth Certificate or Passport Details Page

Students born outside NZ:

NZ Citizens

- NZ Passport Details Page or Citizenship Certificate

All Other Nationalities

- Passport Details Page and
 Residency Permit or Student Visa together with parents passport details page and Visa/Permit

All applications for enrolment from students who live Out of Zone will be processed in the following order of priority (please tick which Priority you are applying under):

- First Priority
Will be given to applicants who are siblings of current students of the school
- Second Priority
Will be given to applicants who are siblings of former students of the school
- Third Priority
Will be given to applicants who are children of former students of the school
- Fourth Priority
Will be given to applicants who are children of Board employees or children of a member of the Board of Trustees at the School
- Fifth Priority
Will be given to all other applicants

Comments (full names of those who have studied or are studying at ANI):

SECTION 3: SUBMITTING ENROLMENT APPLICATION

(A) ONLINE

1. Complete online Enrolment Application
2. Email completed Enrolment Application and documents to enrolments@ani.school.nz

(B) HARDCOPY

1. Complete Enrolment Application
2. Bring completed Enrolment Application and **ONE PHOTOCOPY OF EACH DOCUMENT** to the ANI school office.

All enrolments will be acknowledged by email. We look forward to receiving your 2022 enrolment.

UNIFORM

All children will wear prescribed school uniform as scheduled in the School Prospectus on the school website.

FINANCIAL REQUESTS

In 2022 we will request three financial payments. The first is a school donation and this is a voluntary payment. The second request is payment for class trips/activities and Education Perfect. The final request we ask for is a contribution to the take home materials your child will use in technology. You will be provided with detailed information via the website and in our enrolment pack. By signing this enrolment form you acknowledge that we will be making these requests.

PRIVACY INFORMATION

The information requested by Auckland Normal Intermediate in this form will be used for the following purposes:

- To facilitate the operation and administration of the school
- To maintain contact with parents
- To provide information to the Board of Trustees, Parent/Teacher Association, Ministry of Education, Special Education Services and emergency services
- In an emergency, information from the file may be given to an agency such as the Police or Doctor.

(You have the right to access the information which the school holds about your child)

I give permission for my child's visual image and first name to be used for educational purposes in:

School Publications: Yes No School Website: Yes No

Yes – School can pass on your information to the PTA for volunteer and/or fundraising activities.

Yes – School can keep my child's information and contact me for school celebrations such as Jubilee.

From time to time the school takes photographs of students to record activities within the school for the students' Hero accounts, for the school newsletter and for the school website. It is the school's policy that any photos for publication are either positive depictions of the children/ young people or the photographs are taken in such a way to avoid identification. Please advise the school if you have any concerns about publication of your child's photos.

ENROLMENT IS DEPENDENT ON

- Personal details provided at the time of pre-enrolment being accurate
- Any changes to details in this application have been notified to the school in writing
- All pre-enrolment procedures having been completed, formally acknowledged and accepted by the School

IN-ZONE RESIDENCE (COMPLETE ONLY IF YOU LIVE IN-ZONE)

A. I understand that students accepted under the In-Zone criteria will be expected to remain within the In-Zone while attending the school. ANI expects that if children accepted as In-Zone students move Out-of-Zone, they will enrol at their new local school.

B. Auckland Normal Intermediate expects that if parents intend to change their address they will immediately inform the school.

I/We certify that the information given in this application form is correct and I/We have read and understood the conditions of In-Zone Residence. Yes

Note: To make a false declaration is a criminal offence.

The Ministry of Education has advised that parents should 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. For example:

- 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 ongoing basis.

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 of Trustees may review the enrolment. Unless the parents can give a satisfactory explanation within 14 days, the Board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989. **The school retains the right to make all inquiries necessary in its opinion to obtain information that may assist it to reach a decision.**

Signed: _____
Parent/Caregiver

Date: _____

Child's Name: _____



Auckland Normal Intermediate School

2022 Enrolment Application

IN-ZONE OUT-OF-ZONE

STUDENT DETAILS Male Female

Year Level in 2022: Year 7 Year 8

Legal Surname:

Date of birth:

Legal First Name:

Country of birth:

Preferred First Name:

Ethnicity (up to 4 allowed):

Middle Name:

Iwi (NZ Māori) (up to 3 allowed):

Address:

Nationality (passport):

Postal Code:

NZ Residency:

Home Phone:

If not NZ born, date of arrival in NZ:

Present School:

Current Year Level:

Verification Document:

Date started at Primary School:

Document Expiry Date & Serial No.:

Language spoken at home:

Eligibility Criteria:

Other languages:

IMPORTANT:

Please indicate who the **FIRST** point of contact is for your child: Caregiver #1 Caregiver #2 (please tick **one** only)

All communication with caregivers is via email and mobile phone. It is essential that the school is provided with a valid and current email address and mobile phone number where a message can be left.

If your family has any custodial issues, please provide a copy with this enrolment form.

CAREGIVER #1 DETAILS

Living with child: Yes No

Access: Yes No

Underline those Applicable: Legal Guardian / Emergency Contact / Notice Recipient / Data Access / Bill Payer / Voting Right

Relationship to child:

Title: Dr Mr Mrs Ms Miss

Surname:

Home Phone:

First Name:

Mobile Phone:

Address:

Work Phone:

Postal Code:

Company:

Email:

Occupation:

CAREGIVER #2 DETAILS

Living with child: Yes No

Access: Yes No

Underline those Applicable: Legal Guardian / Emergency Contact / Notice Recipient / Data Access / Bill Payer / Voting Right

Relationship to child:

Title: Dr Mr Mrs Ms Miss

Surname:

Home Phone:

First Name:

Mobile Phone:

Address:

Work Phone:

Postal Code:

Company:

Email:

Occupation:

MEDICAL CONSENT FORM

In an emergency school may act on behalf: Yes No

School may administer the following pain relief: PANADOL Yes No

ANTI-HISTAMINE Yes No

STREPSILS Yes No

MEDICAL CONDITIONS AND ALLERGIES

Does your child have any medical issues/treatments we need to know about? Yes No

Medical Condition #1:

Severity: (please tick) Hospitalisation Emergency Care required Contact Caregivers Moderate Risk Low Risk

Is medication held at school? Yes No

Name of medication:

Have you submitted an action plan? Yes No

Medical Condition #2:

Severity: (please tick) Hospitalisation Emergency Care required Contact Caregivers Moderate Risk Low Risk

Is medication held at school? Yes No

Name of medication:

Have you submitted an action plan? Yes No

EMERGENCY CONTACTS

Please provide TWO emergency contacts other than parents/caregivers, which we already have on your enrolment form.

Emergency contact #1

Gender:

Full name:

Relationship to the child:

Phone number:

Emergency contact #2

Gender:

Full name:

Relationship to the child:

Phone number:

MEDICAL INFORMATION

Doctor's Name:

Medical Centre & Address:

Doctor's Phone No.:

OTHER INFORMATION

Please advise if there are any particular needs your child may have, e.g. health and wellbeing (*Note: Academic information and needs will be collected at the one-on-one interview with a member of the Senior Leadership Team*)

Yes – School can securely store health information relating to my child. This information will only be made available to your child's teacher and any other teacher they may work with. Visitors, contractors or any other person will not have access to this information.

SCHOOL TRIPS AND ACTIVITIES

During term time, as part of the school's curriculum programme, trips, cultural activities and sporting events are organised by the school. On these occasions, students will travel either by bus, van, private car or by foot. For each event, risk management assessments are completed and if additional supervision is required, the school arranges parent helpers to ensure student safety. The school is required to have written permission from parents and caregivers for their child to attend a school trip or activity. In place of obtaining parent/caregiver permission for each individual excursion and to allow some flexibility for the occasional brief impromptu local outing, we request your generic permission approval to cover all locally based trips and activities. This would provide permission for your child to attend events held in the local and Auckland area.

I have read the above statement and give permission for school trips and activities and I agree to these policies and conditions.

Student name _____

Parent /caregiver name _____

Signed _____

Date _____

The school is sometimes obliged by law to give information to government departments (e.g. Ministry of Education and Ministry of Health) but it will not otherwise be disclosed without your authorisation.