

King's High School

Enrolment Form

2018

Student Name _____

Year Level _____ 2018



King's High School

Any boy may apply to attend King's High School regardless of where he lives.

Application for Enrolment

Have you applied to attend another school? _____

Connection to King's High School		
<input type="checkbox"/>	Sibling currently enrolled	Name: _____ Year level _____
<input type="checkbox"/>	Sibling a former student	Name: _____ Years attended _____
<input type="checkbox"/>	Father a former student	Name: _____ Years attended _____
<input type="checkbox"/>	Son of current staff or Board member	Name: _____

Student Details	
Surname	First & Middle Names
Preferred Name	Date of Birth
Residential Address	
Postcode	
Telephone - Home	Student's Cell Phone
Student's Email	
Current School	Current Year Level
Nationality (as per passport/birth certificate)	Ethnicity, and lwi if applicable
First language	ESOL required Yes No
Language Spoken at home	

Primary Parent / Caregiver – address where student lives most of the time			
Surname	First Name	Title	Relationship
Residential Address			
Postcode			
Home Phone	Work Phone	Cell Phone	
Email	Place of Work		
Occupation			
Surname	First Name	Title	Relationship
Residential Address			
Postcode			
Home Phone	Work Phone	Cell Phone	
Email	Place of Work		

Secondary Parent / Caregiver - if applicable

Surname	First Name	Title	Relationship
Residential Address			Postcode
Home Phone	Work Phone	Cell Phone	
Email	Place of Work		
Occupation			

Surname	First Name	Title	Relationship
Residential Address			Postcode
Home Phone	Work Phone	Cell Phone	
Email	Place of Work		
Occupation			

Emergency Contact Details – to be used when parents/caregivers are unavailable

Surname	First Name	Relationship
Home Phone	Work Phone	Cell Phone

Academic Information

Name of present (or last) school		
Other school(s) attended:	School	Date Attended
	School	Date Attended
	School	Date Attended
	School	Date Attended

Learning Support: Please specify any specific learning needs e.g. dyslexia, dyspraxia, slow processing

Formal Cognitive Report? Yes / No If yes, please provide a copy.

Assistive Technology used? Yes / No If yes, what device was used? _____

Teacher Aide assistance used Yes / No

Gifted and Talented: Please specify strengths, extension and achievements/awards.

Senior Students Only -

NSN (if known) _____

Please attach copies of your NZQA Record of Achievement or results printout(s).

Other Information

Please list activities and hobbies you would like to take part in and include details of all relevant successes:

Sport _____

Music _____

Arts _____

Other _____

Personal Circumstances – Please advise of any social or domestic circumstances you think we should be aware of

Medical Information

Doctor's Name and Medical Centre	Phone
Dentist's Name and Practice	Phone

Please specify any health conditions/issues.

Please note an **Administering Medication** form must be completed at the school office to authorise the storage and administering of medications.

If your son's medical situation changes, you must advise the office so we can update the school records.

Health Consent

- I consent to medical information being given to the appropriate staff.
- I consent to my son receiving over-the-counter medication for minor ailments such as Panadol/Ibuprofen.
- In the event of an emergency (serious illness or injury) where I cannot be contacted, I consent to the appropriate staff member taking my son to the Dunedin Accident Centre or hospital.
- I consent to the school making such arrangements as necessary to treat my son and agree to cover any costs incurred.

Initial as read

Personal Information - *Privacy Act (1993) and Health & Safety at Work Act (2015)*

King's 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 *Health and Safety at Work Act (2015)* enables relevant information to be disclosed to relevant parties in an emergency.

The school collects personal information from its students so that they can be enrolled, have their attendance and progress recorded, be entered for examinations, or be contacted by the school.

The school 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, the New Zealand Qualifications Authority and the Ministry of Social Development (MSD). Information is delivered to the MSD so young people, who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school. Government agencies, such as the New Zealand Police, will receive information if they demonstrate a statutory right to obtain it.

Personal information may be retained by the school after the student leaves in order for the school to maintain a list of past students. Personal information may also be disclosed to the King's High School Old Boys' Association, the King's High School Parent Teacher Student Association and the King's High School Charitable Trust to assist in compiling its membership register.

Under the *Privacy Act (1993)*, students have the right of access to all personal information held by the school about them. They also have a right to ask the school to correct any information held which is inaccurate. That right can be exercised by applying to the School. Parents also have an obligation to advise the School if or when any of the personal information provided changes. If for any reason an enrolment is not accepted, this enrolment form will be destroyed.

Initial as read

Financial Information – *Terms and Conditions*

It is desirable for all money owed to King's High School to be paid within 30 days of an invoice being sent. The school accepts that this may not always be possible, so should alternative arrangements be necessary please contact the office@kingshigh.school.nz or phone 03 455 7547 to organise an individual payment plan.

Even if a payment plan is agreed all money owed to the school must be paid before the end of the school year in which it was incurred. This does not apply to voluntary donations. However these donations play an essential part in the effective running of the school.

The parent / caregiver accepts that any commissions, fees, administrative and legal costs associated with the collection of school debt, excluding donations, may be added to any balance owing in full or in part.

Initial as read

ICT Acceptable Use Agreement for Students

I confirm that I have read and understood the *King's High School ICT Acceptable Use Agreement for Staff and Students* which is available on the school website.

I understand the use of school-owned equipment as well as the use of privately-owned equipment that enjoys privileged access to the King's High School network constitutes an implied acceptance of this agreement.

Whenever you enjoy access to the school's network, or when you use school-owned equipment, you are bound by the terms of this policy.

Student Signature _____ Student Name _____ Date _____

Use of Digital Images and Student's Work

I give permission for personally identifiable images of my son taken in the context of his schooling at King's High School (on or off campus), any original work created by my son or a news story about my son, to be used on the school's website, *King's Week*, school magazine, Facebook page, or on any other communication or promotional material that the school deems appropriate.

*Initial as read
and approved*

Agreement to Conditions of Enrolment

- I consent to the disclosure of personal information to parties that demonstrate a statutory right to obtain such information.
- I give permission for teachers or other authorised persons to take or send my son out of school with other members of his class to visit places of interest or instruction in the community as part of their formal studies or in a group to participate in organised co-curricular activities.
- I confirm that all information provided on this enrolment form is factually correct.
- If there are any changes to the information included in this form, I will inform King's High School.

Initial as read

We acknowledge that by signing this application to enrol _____ at King's High School we accept the rules and regulations of the school particularly those pertaining to uniform, attendance, and school work. We also understand and accept the expectation to behave in a manner consistent with the *Building Men For Life* ethos of the school.

CAREGIVER _____ Relationship _____ Date _____

CAREGIVER _____ Relationship _____ Date _____

STUDENT _____ Date _____

King's High School

Enrolment Checklist 2018



All Students	
<input type="checkbox"/>	Parent/Guardian has read and initialed the Health Consent, Personal Information, Financial Information and the Agreement to Conditions of Enrolment sections of this application form.
<input type="checkbox"/>	The signed ICT Acceptable Use Agreement for Students
<input type="checkbox"/>	A copy of the applicant's latest school report
<input type="checkbox"/>	A copy of the parenting agreement in the case of separated parents
<input type="checkbox"/>	Copies of your NZQA Record of Achievement or results printout(s). <i>Senior students only</i>
All Students - Eligibility	
<input type="checkbox"/>	NZ and Australian Citizens – copy of NZ or Australian passport
<input type="checkbox"/>	All others – copy of passport and eligibility visa AND parents' passports and eligibility visas (work/residency)
In Zone Students – Proof of Eligibility	
<input type="checkbox"/>	A copy of a most recent utility account showing residential address (electricity, Sky etc.) OR
<input type="checkbox"/>	A copy of your most recent Dunedin City Council rates account OR
<input type="checkbox"/>	If the property was purchased recently, a copy of the settlement letter from your lawyer OR
<input type="checkbox"/>	A copy of your Tenancy Agreement covering the applicant's first year at King's High School

Office Use only

- Student Name _____
- NSN No _____
- House Group _____
- Liaison Group _____