



Totara College Enrolment Application Form

1. Family Details (*Appendix 1*)
2. Student Details (*Appendix 2*)
3. Student Profile (*Appendix 3*)
4. Parent Covenant (*Appendix 4*)

Application form 'A'

FAMILY DETAILS

Applications for enrolment must be completed on the official forms.

For each family one copy of Form A is required. For each student one copy of Form B is required.

1. Father: Full Name: _____

Address: _____ Postcode: _____

Known as: _____ Title: _____

Phone: Hm _____ Wk: _____ Cell: _____

Mother: Full Name: _____

Address: _____ Postcode: _____

Known as: _____ Title: _____

Phone: Hm _____ Wk: _____ Cell: _____

Married _____ Not married _____ Divorced _____ Separated _____

Caregiver: *(If different from above)*

Full Name: _____

Address: _____ Postcode: _____

Known as: _____ Title: _____

Phone: Hm _____ Wk: _____ Cell: _____

Relationship to student: _____

2. Postal details: *(If different from above)*

Full Name: _____

Address: _____

3. Email address: _____

4. Do both parents have legal access to the child/children ? Yes/No

If no state conditions:

5. Emergency Contact: _____

Phone: _____ Relationship: _____

6. Family Doctor: _____ Phone: _____

Do you authorise medical help in an emergency ? Yes/No

State conditions:

7. Do you intend enrolling other children in the future ? Yes/No
Please indicate numbers and date of birth.

8. I/we wish to apply for: Preference Enrolment Non Preference Enrolment
(Refer Section 1,2 of the Prospectus).

9. Are you a member or adherent of a local church ? Yes/No

If yes, which church ?

Name of pastor/minister:

Contact Phone:

10. Please give a brief statement of your Christian Faith.

11. To attest to my Christian beliefs and convictions I have included a letter of reference from:

Name:

Relationship to Applicant:

Contact Phone:

12. Privacy Act 1993.

The information provided on Forms A and B, will be used to establish statistical records for students of Totara College. Information will only be passed on to those with proper authority which will included: Health Officers, ERO and other educational personnel which from time to time will be deemed to, be necessary. Under the Privacy Act 1993 you have the right of access to personal information about you held at the college.

13. I/we the undersigned acknowledge that the information contained in this application is accurate and correct. We give Totara College of Accelerated Learning the authority to store any information about the applicant that is relevant to the purpose for which it is collected, in any system used by the administration of the college, and give permission for this information to be forwarded for appropriate reasons.

SIGNATURES:

Father: Date

Mother: Date

Guardian/Caregiver Date

Application form 'B'

STUDENT DETAILS

1. Student's legal surname: _____
2. Student's legal first names: _____
3. Name child is usually called: _____
4. Gender: _____
5. Date of Birth: _____
6. Ethnic Group: _____
(Up to 3)
7. Iwi (if applicable): _____
(Up to 3)
8. Languages spoken: _____
9. Present School: Name _____
Teacher/Principal Phone _____
Class _____

Please attach copies of the most recent school reports.

10. Early Childhood Education/ Kohanga Reo: _____
11. If New Entrant, please also complete the New Entrant Form
12. Do you grant permission for us to contact present school about your child? Yes / No
13. Does your child have any allergies or health problems? *(asthma, bee stings, incontinence, diabetes etc...)*
If yes please explain:

14. Does your child wear glasses? Yes / No Long Sighted Short Sighted
15. Dentist or dental clinic last attended? _____
16. Will your child travel by bus? Yes / No Town Bus Country Bus
17. Please bring the following to be sighted;
Immunisation Certificate: Yes / No
NZ Birth Certificate or Passport showing residency: Yes / No

18. Are there any educational, emotional, behavioural or physical difficulties that may affect school progress (*visual, hearing, hyper activity, etc.*).

19. Give details of any tests, psychological reports or special education given.

20. Has there been any truancy or serious discipline problems, suspensions or expulsions? Yes / No
If yes please explain:

21. Has or is The Children's and Young Persons Services (CYPS) been involved with your family?
If yes please explain:

22. When do you wish your child to start? _____

23. We the undersigned acknowledge that the information contained in this application is accurate and correct. We give Totara College of Accelerated Learning the authority to store any information about the applicant that is relevant to the purpose for which it is collected, in any system used by the administration of the college.

SIGNATURES:

Father: _____ Date _____

Mother: _____ Date _____

Guardian/Caregiver _____ Date _____

New Entrant Form

Prior-participation in Early Childhood Education

1. Did the child attend one or more Early Childhood Education service(s) in the six months prior to starting school? Please complete the table below for the last service(s) attended.

Instructions:

- *If the child was attending more than one service at the same time, please enter hours per week for up to three services.*
- *If the child attended one service, but changed to a different service within the six months prior to starting school, please complete the table for the last service only, not both.*
- *If the child's attendance hours varied, or the parent/caregiver is uncertain, please enter an approximate or average number of **hours per week**.*

Please enter the number of hours per week for up to three services:	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
a. Kōhanga Reo			
b. Playcentre			
c. Kindergarten <i>or</i> Education and Care Centre			
d. Home based service			
e. Playgroup			
f. The Correspondence School – Te Aho o Te Kura Pounamu			

Or

Please tick the appropriate box	
g. Attended, but only outside New Zealand	
h. Attended, but don't know what type of service	
i. Did not attend	
j. Unable to establish if attended or not	

2. Did the child regularly attend Early Childhood Education?

Instructions:

“Regularly attend” means the child was booked in to a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

- ☐ Yes, for the last ____ year(s).
- ☐ Not regularly, only occasionally with no on-going schedule.
- ☐ No, did not attend ECE.

Appendix 2

Student Profile

STUDENT PROFILE

An Introduction to _____

1. We consider that our child has particular strengths in the following areas:
(i.e. academic, creative, physical, social etc...)

2. We are concerned about our child's progress or development in the following areas: (reading, maths, social, spiritual etc...)

3. We would like our child to participate in or be especially encouraged in the following areas: (music, phys ed, cultural, academic etc...)

4. General Comments:

5. Enclosed are my child's reports/teacher comments from previous school or pre-schools.

College Covenant

We the undersigned, having become familiar with the **Mission Statement and Special Character Definition** of Totara College Of Accelerated Learning, commit ourselves to support the special character of the college, its principal and staff in all aspects of the college programme, and to respect and comply with the policies and practices established by the college Board of Trustees.

We hold ourselves responsible for our child's/children's' behaviour and will willingly be available to discuss any problems that may occur, and **to administer appropriate discipline**. We fully endorse and accept the college's Student Management Policy and Code of Conduct and will endeavour to uphold the college's **dress code** and **college uniform** policy. We will acknowledge and accept the authority of the staff over our child/children when attending college functions. We also give permission for all our children enrolled at the college to be taken on any college trips or activities within the Dannevirke region.

We recognise the need to work together with the college and its staff and shall attend all meetings that are relevant to the well being of both the college and our child/children. We also accept our **parental involvement** in education and administration duties and are prepared to commit ourselves to rosters, working bees, fund raising, curriculum development and in whatever capacity is appropriate.

We are aware that our child/children is/are likely to make a commitment to Jesus as their Saviour and Lord. We will encourage them to the best of our ability to live by Christian standards and to develop their relationship with God.

We accept full responsibility for meeting our financial obligations to the college and will endeavour to keep all accounts current and paid on time.

We agree to give the college notice of withdrawal of our child/children from college at the earliest convenience, and to have settled all outstanding accounts within that time.

We accept that our child's/children's continued attendance at Totara College of Accelerated Learning is subject to our fulfilling the commitments we have made in this agreement.

SIGNATURE

Father: _____ Date _____

Mother: _____ Date _____

Guardian/Caregiver: _____ Date _____