

ENROLMENT APPLICATION – To be retained by school**Applications will be processed once ALL documentation is received.**

This application contains important documentation that, once signed, will form an agreement between Albany Junior High School, the Student and the Parent/Caregiver(s). When these documents have been read, they should be initialed where required and signed by both Student and Parent/Caregiver(s).

Year Commencing at AJHS _____ At Year Level _____

Birth Date _____ Gender ☐ Male ☐ Female

Legal (Same as on Birth Certificate/Passport)

Surname _____

Preferred (Student known as)

Surname _____

First Name _____

First Name _____

Middle Names _____

Middle Names _____

Date Commencing at AJHS _____

Enrolment Type ☐ Regular ☐ Fee Paying ☐ In Zone ☐ Out of Zone

Previous School _____

Siblings – Are there any siblings already at Albany Junior High School? Yes ☐ No ☐

If you have answered yes to the above question please complete the Sibling section overleaf.

Student Mob Phone _____

Ethnicity 1. _____ 2. _____ 3. _____

If ethnicity Maori, please complete Iwi information below.

Iwi 1. _____ 2. _____ 3. _____

FOR SCHOOL USE ONLY

Eligibility _____ Verification _____ Serial No. _____

Eg: NZ Citizen

Eg: Birth Certificate

Options Yr 9 _____

Yr 10 _____

ESOL ☐ Learning Support ☐ Guidance ☐ Medical ☐Siblings Currently Attending AJHS ☐ Whanau _____

Enrolling Staff Member _____ Date _____

Proof of Living in Zone Attached ☐Enrolment ☐ Complete

SLT Office

Administration Office

Whanau Class _____

Health/EOTC Form Passed to Health Centre ☐

Teaching Class _____

Entered onto KAMAR ☐

PLEASE NOTE: The following pages should be fully completed.

Residence A is where the student lives for 50% or more of the time. Residence B is where the student lives for 50% or less of the time. First and Surnames are required when completing all names. Please ensure an emergency contact is provided. This contact should NOT be either primary or secondary parent/caregiver(s).

Residence A (Student lives here 50% or more)

Parent/Caregiver(s) _____
Home Phone _____ Family Email _____
Please write email address clearly
Physical Address _____ Postal Address (if different from Physical) _____
No./Street _____ PO Box No. _____
RD (Rural Delivery) _____ Suburb _____
Suburb _____ Town _____ Postcode _____
Town _____ Postcode _____

Residence B (Student lives here 50% or less)

Parent/Caregiver(s) _____
Home Phone _____ Family Email _____
Please write email address clearly
Physical Address _____ Postal Address (if different from Physical) _____
No./Street _____ PO Box No. _____
RD (Rural Delivery) _____ Suburb _____
Suburb _____ Town _____ Postcode _____
Town _____ Postcode _____

Emergency Contact – Used if Primary/Secondary Caregiver(s) cannot be contacted

Name _____ Home Phone _____
Relationship (Family friend, Aunt) _____ Mobile Phone _____
_____ Work Phone _____
Country of Birth _____ Country of Citizenship _____
First Language _____

Siblings – Please complete if there are siblings at AJHS

Siblings Full Name _____ Year Level _____

Whanau Ruru ☐ Kiwi ☐ Makomako ☐ Tui ☐

Do you wish this student to be in the same Whanau as their sibling? Yes ☐ No ☐

The majority of communication from AJHS is via email or text message. Therefore it is extremely important that we have accurate records of all email addresses and mobile phone numbers. Please clearly enter this information where requested. Please Note – Your child's school account will be sent to the email address you have supplied. In the absence of an email address it will be posted.

Residence A – Primary Caregivers**Caregiver 1 (Usually Mother)****Caregiver 2 (Usually Father)**

Full Name(s) _____	_____
Relationship _____	_____
Occupation _____	_____
Phone Mobile _____	_____
Email _____	_____
Phone Work _____	_____

Residence B – Secondary Caregivers**Caregiver 1****Caregiver 2**

Full Name(s) _____	_____
Relationship _____	_____
Occupation _____	_____
Phone Mobile _____	_____
Email _____	_____

ESOL (To be completed only if ESOL is required)

Country of Birth _____ Ethnicity _____

Date (in full) first entered NZ to study _____ Language spoken at home _____

Has student received ESOL lessons at any previous New Zealand school? Yes ☐ No ☐

If yes please state school Name _____

Location _____

Date(s) _____

For further information you may wish to provide

ADDITIONAL INFORMATION

Has the student received any learning support in the past? Yes ☐ No ☐

If yes, please indicate ORRS ☐ RTLB ☐ GSE ☐ SLS ☐ Teacher Aide ☐ Other ☐

Has the student had any assessment for the following:

Dyslexia ☐ Dyspraxia ☐ Autism ☐ Aspergers ☐ ADD/ADHD ☐

Other (please state) _____

To assist us in providing support for our students, we request that copies of any reports and documentation indicating learning needs be attached to this enrolment.

Educational Psychologist Report ☐ Speech & Language or Occupational Therapist Report ☐

Previous IEP ☐ Other (please specify) _____

Further information you may wish to provide

(Any school based programmes they have been part of: i.e. Reading Recovery, GATE Programme)

GUIDANCE

Has the student ever been:

Stood Down ☐ Reason _____ If Yes, number of days _____

Suspended ☐ Reason _____

Excluded ☐ Reason _____

Please state School name _____ Location _____

Other Notes: i.e. transition/current issues

Support Documentation attached? ☐

SPORTS INTENTIONS

In order to plan for our sports teams next year, please tick the sports you may be intending to play in 2017. A Sport Registration evening will take place early in Term 1. You will be required to attend and pay all registration fees at this evening – details to be advised.

Athletics	<input type="checkbox"/>	Equestrian	<input type="checkbox"/>	Netball	<input type="checkbox"/>	Swimming	<input type="checkbox"/>	Volleyball	<input type="checkbox"/>
Badminton	<input type="checkbox"/>	Football	<input type="checkbox"/>	Orienteering	<input type="checkbox"/>	Table Tennis	<input type="checkbox"/>	Water Polo	<input type="checkbox"/>
Basketball	<input type="checkbox"/>	Golf	<input type="checkbox"/>	Rugby	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Please state any other sport that you play or may be interested in.	<input type="checkbox"/>
Cricket	<input type="checkbox"/>	Hockey	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	Touch Rugby	<input type="checkbox"/>		
Cross Country	<input type="checkbox"/>	Mountain Biking	<input type="checkbox"/>	Ski/Snowboarding	<input type="checkbox"/>	Triathlon	<input type="checkbox"/>		

If you have been a Rep player for any sport please give details of team(s) _____

DECLARATION OF LIVING IN ZONE

The address given at the time of enrolment is the student's usual place of residence when the school is open.

(If at the time of enrolling you are currently living in zone, but then 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 be enrolled at the school.)

The Ministry has advised that parent/caregiver(s) should note 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 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 parent/caregiver(s) can give a satisfactory explanation within 10 days, the Board of Trustees may annul the enrolment. This course of action is provided for under Section 110A of the Education Act 1989.

I confirm that the address which I have provided to the school will be the usual place of residence. I will advise the school of any subsequent change of address.

>>> Please initial that you have read and understood the above agreement _____ (Parent Initials required) <<<

STUDENT CONTRACT – ALL ACTIVITIES OUTSIDE THE SCHOOL GATE

This Code of Conduct is between the student and Albany Junior High School.

I understand that this event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom. I realise that this requires me to take on genuine responsibility for my own learning and safety and that of others.

I agree to do the following to make this happen:

- Show courtesy and consideration to others
- Follow the rules and instructions of staff and other supervisors at the event
- Take part in all activities within challenge-by-choice options
- Look after myself and my personal belongings
- Declare medical conditions that could affect participation in the event
- Accept the rules set by the school for the event, even if they are different from what is accepted at home

I understand that my parent/caregiver(s) will be contacted and I may be sent home at their expense if:

- My actions are considered unacceptable by staff

>>> Please initial that you have read and understood the above agreement _____ (Student Initials required) <<<

CODE OF CONDUCT – SCHOOL TRANSPORT

This Code of Conduct is between the student and Albany Junior High School.

The parent/caregiver(s) and the student should ensure they have read and understand this document, which is to be adhered to for the safety of the driver and all students using school transport.

I agree to abide by the behavioural expectations outlined below:

- When I am a seated passenger, I will remain in my seat for the whole journey
- I will not eat or throw anything inside or out of the vehicle
- If I am a standing passenger, I will stand quietly and not push or move around the vehicle
- I will respect other students and their property at all times (this includes pushing, verbal or physical abuse or any other behaviour that may distract the driver)
- I will use socially acceptable language when conversing with the driver and/or other students and I will not speak at a volume that may distract the driver
- I will respect the property of the vehicle operator at all times (e.g. refraining from standing on seats or vandalising the vehicle in any way)
- I will not engage in any behaviour that could put the driver or other students at risk
- I will observe the requirements and instructions of the driver and the teacher(s) responsible at all times

The safety and comfort of everyone in the vehicle depends on a standard of behaviour and consideration for others that is expected in the classroom. Parent/caregiver(s) support will assist the school in maintaining these standards of behaviour.

IF THIS CODE OF CONDUCT IS BROKEN:

Minor Incident:

The student will be placed on daily report for one week and the parent/caregiver(s) will be notified immediately. If no improvement is evident after one week, an interview will be arranged between the student, parent/caregiver(s) and school. If there is still no improvement, the privilege to travel in a school vehicle will be withdrawn and the parent/caregiver(s) will be required to find alternative transport to get the student to school.

Major Incident:

In extreme cases of misbehaviour the privilege of travelling on a school bus could be withdrawn immediately. Students should expect appropriate school consequences depending on the incident.

>>> Please initial that you have read and understood the above agreement _____ (Student Initials required) <<<

POLICY FOR THE PUBLICATION OF STUDENT IMAGES AND WORK

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email) and the Internet. From time to time, we publish images and work on the school's Internet website (www.ajhs.school.nz) and in printed publications such as the school prospectus, magazines or newspapers. We are often showcased by our Industrial Partners and other interested parties who are well known to and approved of by the school. The majority of published material is for educational purposes, to share the results of learning within the school and to promote the school within the wider community. Examples of students' schoolwork and images of students and groups of students involved in activities at the school may be published. Images may include scanned, printed, digital or video images.

There are three main reasons why the school publishes student material:

- to educate the student in accordance with the national curriculum, including the role and use of technology in society
- to encourage the student to be part of and participate in the school community
- to promote the school in the wider community

Privacy and Online Publishing

Parent/caregiver(s) and students should be aware that the school cannot control who has access to the information published in printed media or on its Internet website. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993. *The school will identify students with minimal private information. Students' home addresses and telephone numbers will not be available on the website and other publications.*

Copyright and Online Publishing

The school would also like to publish original material that students create at school. This may include artwork, such as drawings and paintings, as well as stories, poems and other literary work. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works. The school will not publish the works on the Internet without authorisation in the form of a copyright licence from the students. Given the age of the students, the school has decided that it will not publish online any image of a student or their work without the permission of each student's legal guardian(s).

School Management of Publishing

The school will set the educational purpose or publishing students' work. A student's image and schoolwork may be chosen for publication if it meets this purpose and if the school holds the consent of the parent to publish the student's material. The material chosen must also meet the standards required for the website or other publication media on which it is to be published.

For example, if the student's schoolwork is to be published on the school website, it must not: defame anyone, be objectionable from a human rights point of view, be obscene or infringe the copyright of third parties (for example, the work must not contain substantial portions of another person's copyright material without permission).

Enquiries

The school welcomes any enquiry from parent/caregiver(s) or students about the operation of this policy and has a designated privacy officer. If you have any queries about students' privacy please contact the privacy officer via the school office – office@ajhs.school.nz.

Disputes

If a published item causes concern please contact the Senior Leadership Team as soon as possible.

Permission Sought by the School

The permission the school seeks is: Authorisation to publish the student's personal image or work as required by the Privacy Act and a licence to publish any copyright work of the student.

I have read and understood the information printed above and:

(Please circle as appropriate) Give Permission Decline Permission

>>> Please initial that you have read and understood the above agreement _____ (Parent Initials required) <<<

CYBERSAFETY USE AGREEMENT – SECTION D

To the student and parent/legal guardian/caregiver(s), please:

- Read this page and Sections A–C in the Enrolment Information Booklet carefully to check that you understand your responsibilities under this agreement
- Sign the appropriate section on both forms
- Keep this document (Sections A–C) for future reference

We understand that Albany Junior High School will:

- Do its best to keep the school Cybersafe, by maintaining an effective Cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school related activities and enforcing the Cybersafety rules and requirements detailed in use agreements
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreements
- Provide members of the school community with Cybersafety education designed to complement and support the use agreement initiative
- Welcome enquiries from students or parent/legal guardian/caregiver(s) about Cybersafety issues

Section for Student

My responsibilities include:

- I will read this Cybersafety Use Agreement contained in the Enrolment Information Booklet carefully
- I will follow the Cybersafety rules and instructions whenever I use the school's ICT
- I will also follow the Cybersafety rules whenever I use privately owned ICT on the school site or at any school related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep the document somewhere safe so I can refer to it in the future
- I will ask my teachers if I am not sure about anything to do with this agreement

I have read and understood my responsibilities \and agree to abide by this Cybersafety Use Agreement. I know that if I breach this Use Agreement there may be serious consequences.

>>> Please initial that you have read and understood the above agreement _____ (Student Initials required) <<<

Section for parent/legal guardian/caregiver(s)

My responsibilities include:

- I will read this Cybersafety Use Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a Cybersafe environment
- I will ensure this Use Agreement is signed by my child and by me and returned to the school
- I will encourage my child to follow the Cybersafety rules and instructions
- I will contact the school if there is any aspect of this Use Agreement I would like to discuss

>>> Please initial that you have read and understood the above agreement _____ (Parent Initials required) <<<

PRIVACY STATEMENT

Details provided on this Enrolment Application are used for administration, statistics and meeting specific learning needs of the students. The information is stored on computer and this hard copy is kept in the student's personal file. Staff access this as required. It is the parent/caregiver(s) right to have access to the information and to update the information contained in this file. Any requests in the first instance should be made to the school office which will refer this request to the privacy officer.

Privacy Act

I hereby give consent for Albany Junior High school to give the following information to:

- The New Zealand Qualifications Authority, for statistical purposes and examination and other qualifications entry (Name, address, age, status, course information)
- The Albany Junior High School Parent Forum and school activity organisers and sports team coaches, to assist in communication regarding school activities (Name, address, phone number, parents/caregiver(s) names)
- I hereby give consent for the school to obtain from other schools and agencies information relevant to this student's education at Albany Junior High School
- 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/caregiver(s) or student as necessary. These contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is 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

Declaration

I/we understand that Albany Junior High School will take action on my/our behalf in case of sudden illness or injury.

I/we will do all that I can to ensure that:

- He/she attends school regularly and on time
- He/she will wear the school uniform as prescribed and conform to all school rules and expectations
- He/she will not bring AJHS into disrepute by behaving inappropriately whilst wearing school uniform
- Any careless or deliberate damage to school property will be made good
- As parent/caregiver(s) I/we will provide a note to explain any absences
- As parent/caregiver(s) I/we will ensure that all agreed elective parental charges are paid promptly

Signed Student: _____ Date: _____

Signed Parent/Caregiver: _____ Date: _____