



ENROLMENT APPLICATION FORM

Otamatea High School has an enrolment scheme in place. Students living in the home zone, or who had a sibling enrolled at Otamatea High School on 1 October 2022 (the grandparenting provision) have an automatic right to enrol, regardless of where they live.

ENROLMENT CATEGORY Please select one

- In Zone**
- Out-of-home zone (Grandparenting provision)**
Name of sibling enrolled as at 1 October 2022
- Out-of-home zone - please tick all that apply (if any)**
- Sibling of current student
 - Sibling of former student
 - Son/daughter of former student
 - Son/daughter of current employee or Board member

Please list relevant family members if any category above is ticked.

Given Names	Year at OHS	Relationship

- For proof of address purposes, please attach a copy of:
- Power Bill Telephone Bill Tenancy or sale and Purchase Agreement

Required documentation that must accompany the completed Enrolment Form.

1. Copy of the student's most recent school report
2. Copy of the student's vaccination record

STUDENT INFORMATION

Year Level at Entry: Y7 Y8 Y9 Y10 Y11 Y12 Y13

Gender: Male Female Other (please state)

Last Name			
First Name/s			
Preferred First Name			
Home Address (This is the main residence)			
Date of Birth		Country of Birth	

- Residency Status** – Documentation to support this information is a mandatory requirement.
- New Zealand Citizen – a copy of Birth Certificate/Passport or Certificate of Citizenship required.
- Non-New Zealand Citizen – a copy of a passport with a valid New Zealand Residence Visa. Parent passports with a valid New Zealand Work Visa. Student Visa with conditions of study.

Current School

GENERAL INFORMATION

Ethnicity

- NZ European
 Māori State Iwi: _____ Hapu: _____
 Other (please state) _____

PRIMARY CAREGIVER ONE

(Primary Caregiver means both live at the same address)

Last Name

First Name

Mr Miss Mrs Ms Dr

Relationship to student

Postal Address

Telephone Numbers: Home
Cellphone

Business

Email Address

PRIMARY CAREGIVER TWO

(Primary Caregiver means both live at the same address)

Last Name

First Name

Mr Miss Mrs Ms Dr

Relationship to student

Postal Address

Telephone Numbers: Home
Cellphone

Business

Email Address

SECONDARY CAREGIVER ONE

Last Name

First Name

Mr Miss Mrs Ms Dr

Relationship to student

Home Address

Postal Address

Telephone Numbers: Home
Cellphone

Business

Email Address

SECONDARY CAREGIVER TWO

Last Name

First Name

Mr Miss Mrs Ms Dr

Relationship to student

Home Address

Postal Address

Telephone Numbers: Home
Cellphone

Business

Email Address

Receive Relevant information (e.g school report, school newsletter)

Yes

No

SHARED CUSTODY INFORMATION OR LEGAL ORDERS RELATING TO THE STUDENT

Are there any legal restrictions to either parent/s involved with this student? Yes No

If you have answered YES, please provide any documentation relating to the caregiver situation e.g. Custody Order, Trespass Order, Parenting Order etc.

EMERGENCY CONTACT INFORMATION

This must be a different person to the caregivers listed above. The emergency contact **must be available** to collect the child if the caregivers cannot be reached.

Relationship to student			
Name			
Telephone Numbers: Home Cellphone		Business	

STUDENT'S HEALTH RECORD

Doctor and Surgery:	Surgery Phone Number:
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Has your child ever suffered from?	Medication or Action Required:
Allergies	Yes <input type="checkbox"/> No <input type="checkbox"/>
Asthma	Yes <input type="checkbox"/> No <input type="checkbox"/>
Diabetes	Yes <input type="checkbox"/> No <input type="checkbox"/>
Epilepsy	Yes <input type="checkbox"/> No <input type="checkbox"/>

Does s/he suffer from any other medical condition or disability (**specify**). Please provide as much detail as possible.

(Please use a separate sheet if more space is required)

IMMUNISATION STATUS

COVID-19	Yes <input type="checkbox"/> No <input type="checkbox"/>	Partial <input type="checkbox"/> Full <input type="checkbox"/>	Date of Dose 1:	Date Dose 2:
Hepatitis B	Yes <input type="checkbox"/> No <input type="checkbox"/>	Poliomyelitis	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Meningitis B	Yes <input type="checkbox"/> No <input type="checkbox"/>	Tetanus booster aged 11 (DTAP)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Measles, Mumps & Rubella (MMR)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Meningitis C	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please supply proof of immunisations

I/we give permission for my child to receive if necessary:

paracetamol Yes No

antihistamine Yes No

In Case of Illness, Accident or Emergency:

I/we give permission for my child to receive the appropriate treatment, when necessary, from First Aid at school or a Doctor. If the school is unable to contact me or if the accident is serious, I give permission for the school to either take my child to the Maungaturoto Medical Centre or call an Ambulance. If an Ambulance is needed for a non-accident incident, I agree to meet any cost incurred.

In case of an emergency, **I/we give** the Person in Charge of the **EOTC activity** the authority to obtain medical assistance as required and agree to meet any costs which may be incurred.

By ticking the boxes, **I/we agree** to all the above. Yes No

Please note any dietary requirements/allergies: _____

LEARNING INFORMATION

Is there any information which may be helpful for the school to know in order to support your child's learning? (eg: known diagnoses, special programmes, previous support).

(please use a separate sheet if more space is required)

LEARNING FROM HOME

Your child's capacity to learn from home during normal school hours:

At home, my child has reliable internet access Yes No

At home, my child has access to a reliable learning device (laptop, desktop computer, Chromebook) Yes No

At home, my child has access to this learning device for up to 5 hours per day Yes No

STUDENT DECLARATION

I agree to support the rules and regulations of the school in particular:

- I agree to wear the correct school uniform every day (including to and from school).
- I will demonstrate the highest respect for all people in everything I do. I will also respect and care for the school environment.
- I agree to work hard and complete all work expected of me, to a high standard, so that I am successful while at Otamatea High School. This also involves having all the correct equipment for each lesson.
- I realise that offensive language toward staff and other students at school is not tolerated. I will use appropriate language at all times.
- I understand that there is a requirement to attend all classes unless a justified reason is supplied by my parent/caregiver which may include a medical certificate.

Student Name: _____ Signature: _____ Date: _____

CHROMEBOOKS (Year 10-13 ONLY)

All students in Years 10 to 13 will be required to bring a fully charged Chromebook and hard-shell case to school each day.

I am able to provide a fully charged Chromebook and hard-shell case for my child to bring to school each day.

I am not able to provide a fully charged Chromebook and hard-shell case for my child and would like to discuss my options with the school.

Signed _____ Name _____ Date _____

OTAMATEA HIGH SCHOOL - DIGITAL TECHNOLOGY USER AGREEMENT

Digital technology continues to create opportunities to learn and connect our school community. Otamatea High School believes in using a digital citizenship model to support safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone. This agreement outlines Otamatea High School's role in promoting the use of digital technology and online spaces for learning and supporting online safety approaches. It also outlines expectations and responsibilities of students as members of our online community. It will also be used to support disciplinary processes when necessary.

Otamatea High School recognises a student's right to receive a high-quality education in a safe online and offline environment.

We will do this by:

- providing information and support to ensure you are aware of, and able to meet, your responsibilities
- teaching a curriculum that promotes positive online safety behaviours
- overseeing students' use of the school's/kura digital devices and platforms
- offering access to the internet and online services that is not unreasonably restricted
- using filtering software to minimise access to inappropriate online content
- supporting students who need help dealing with online incidents
- taking action when a negative online experience occurs between students even if it takes place outside of school hours, if it has that has an impact on the school.
- securing the personal information the school collects about you
- protecting your freedom of expression under New Zealand's Bill of Rights
- having a plan in place to support students when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

Your responsibilities

As a student of Otamatea High School and a member of our community, it is expected that you will positively contribute towards making our school a place that is safe, respectful, and fair online and offline.

This means enacting our school values in online spaces and helping to shape a positive online culture. This is being a 'digital citizen'.

As a digital citizen, you will:

- Keep it positive. Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening, or offensive.
- Protect privacy. Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.
- Act cautiously. Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher.
- Avoid online bullying. Creating or forwarding content that is harmful, inappropriate, or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- Be security smart. Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and on-sharing their personal content without their knowledge and permission.
- Check consent. Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.

- Recognise others work. Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- Respect the rights of others. Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.
- Use personal devices sensibly. Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.
- Seek help. Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens talk to a trusted adult about what can be done or contact Netsafe directly.

Online Incidents

This section outlines how students can seek support and assistance if they encounter any online concerns.

Despite the advantages technology offers and people's best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose. Otamatea High School is committed to supporting you if something goes wrong online.

Online bullying. Incidents of online bullying or harm will not be tolerated at our school. If you or somebody else is being bullied or harmed online, it's never okay at any time. This type of harm doesn't usually just go away. It's important to keep the evidence of what is happening to you or someone so this can be investigated. Don't put yourself at further risk by continuing any contact with the person or people who are bullying online or creating harmful or hurtful content. It's very important to let someone at school (your dean or a teacher) know what's happening so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau or guardian for support.

Report a problem. You should report an online incident or if you suspect something is happening online as soon as you can to your dean, your teacher, or any staff member. Once the school is made aware of a problem, they will assess the problem and work to resolve it.

Online safety support. Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at netsafe.org.nz.

STUDENT DECLARATION

I am aware of the expectations, behaviours and values required of me when I use digital technologies at school, any online tools and platforms, and the school's systems and network. I understand these apply to all devices used at school whether they are owned by school or if it is my personal device.

I understand I have the right to use and experience online environments and digital technologies in positive ways and that others do also. With these rights, come responsibilities.

I understand and agree to support and uphold these expectations and responsibilities outlined in this agreement.

I know that if my actions or behaviours do not align with this User Agreement there may be consequences. This may include the loss of access to the internet on school owned devices or personally owned device used at school.

Signed _____ Name _____ Date _____

PARENT/ WHĀNAU/ GUARDIAN DECLARATION

I understand that if my child behaves or acts in ways that don't align with those detailed in the User Agreement above, there may be consequences which the school will talk to me about.

Signed _____ Name _____ Date _____

THE PRIVACY ACT

You should read this information before signing the enrolment form for your son or daughter. Use of the personal information collected:

The information sought on the enrolment form is needed so that Otamatea High School can comply with the requirements of the Education Act, 1989 and the National Education Guidelines. You have a right to access and correct this information if necessary.

Information will be disseminated through the Principal, Acting Principal, or his/her delegate, or, in special circumstances, the Guidance Counsellor who will act in accordance with the Children, Young Persons and Their Families Act.

1. Within the school, relevant personal information about your son or daughter will be available to members of staff for following purposes:
 - a) To make contact with you or members of your family in cases of emergency.
 - b) To report on your son's or daughter's progress at school.
 - c) To make contact with you for discipline or student support purposes.
 - d) To provide you with information about school events.
 - e) To notify you of administrative obligations in relation to your son's or daughter's school studies.
 - f) To consult with you on matters of importance to the school.
 - g) To make arrangements to meet any special health needs specific to your son's or daughter's stated interests.
 - h) To arrange co-curricular activities in accordance with your son's or daughter's stated interests.
 - i) To gather statistical information for the purpose of research and school planning.
2. The school is also required, from time to time, to provide some personal information (usually your son's or daughter's name, current address, date of birth, ethnicity, and information relating to school studies) to other agencies. The agencies which may require the school to provide this information include:
 - a) The Ministry of Education
 - b) The New Zealand Qualifications Authority
 - c) The Special Education Service
 - d) The New Zealand Police
 - e) The Children and Young Persons' Service
 - f) The Regional Health Authority
 - g) The Public Health Nurse
3. The school may, from time to time, provide information to organisations or groups organising school related events. These groups or organisations may include:
 - a) The Otamatea High School Parents, Teachers and Citizens Association (PTCA)
 - b) The Otamatea High School Board of Trustees
 - c) Groups involved in the organisation of school reunions or other functions involving current or former students.
4. Information about your son or daughter may be provided, upon request, to other educational or training institutions when your son or daughter:
 - a) Enrols at another educational or training institution
 - b) Is enrolled concurrently at another educational or training institution (eg: The New Zealand Correspondence School)
5. Upon enrolment at Otamatea High School information about your son/ daughter/young person to whom you are the caregiver may be sought from educational institutions where she/he was previously enrolled.
6. Information about your son or daughter (not including assessment results) may be supplied to a researcher conducting academic research or research related to the welfare and well-being of students, based on a sample of students.
7. The school may use your address and telephone number to forward mail and messages for you, or your son or daughter, which have been received by the school.
8. The school may take reasonable steps to decide if there is an exemption from compliance to provide information under specific circumstances.

Caregiver Name: _____ Signature: _____ Date: _____

OTHER DETAILS

Is there any other information that may be helpful for us in knowing, understanding, and assisting your child/ren/family (eg: Adopted child, blended family)?

PUBLICATON OF STUDENT PHOTOS AND IMAGES

I give permission for my student's photo/image to be published digitally or in print Yes No

PARENT DECLARATION

In the event of fraudulent information being given the application will be annulled.

I/We understand that making a false declaration is an offence.

- I/We have read the statement on Personal Information and the Privacy Act (1993).
- I/We agree to support the rules and regulations of the school.
- I/We agree to ensure my child wears the correct school uniform, every day (including to and from school).
- I/We understand the agreement for use of Computers and the Internet.
- I/We understand that my child will be allocated a 'Gmail account'.
- I/We shall meet all the charges relating to classroom materials and all other curriculum and extra-curricular and 'take home' component charges.
- I/We understand that there is a requirement to attend all classes unless a justified reason is supplied by the parent/caregiver which may include a medical certificate.
- I/We declare that all the information on this form is true and correct.

In support of my child's application for enrolment at Otamatea High School **I/We agree** to see that s/he abides by the rules, regulations, and dress code of the school.

I/We give permission for the Principal of Otamatea High School, or nominee to obtain from previous schools and to forward to an on-going school, or any other relevant agency, information pertinent to my child's enrolment.

Caregiver 1 Name: _____ Signature: _____ Date: _____

Caregiver 2 Name: _____ Signature: _____ Date: _____