



PAPATOETOE INTERMEDIATE SCHOOL ENROLMENT FORM

2026

Office Use

Year Level 7 8

Enrolment continues from year to year with students remaining with their age group. If students need to be placed in a year group, the cut-off date is 30th June [e.g. overseas enrolments]

EDGE Serial Number: _____ NSN Number: _____

Start Date: _____ Zoning Status: _____

Students will not start school on the day they enrol. Our students start when the enrolment paperwork is verified, they have had an interview with a school leader, a teacher and class has been selected based on their needs, they have a chance to get uniform, and lunches can be organized for them. All this takes a few days to organize. Our students usually start the first day of the week following enrolment unless otherwise specified.

PRIVACY STATEMENT

The personal information being collected on this form is for school management and statistical reporting purposes.

It will not be disclosed for any other purpose except in accordance with the Privacy Act 1993. You have the right under the Act to access and seek correction of the information from the school.

Some specific information may be shared with other agencies [e.g. School Social Worker, District Health Board: e.g. Public Health Nurse/Dental Clinic]. This is noted as you complete the form.

Additionally, addresses will be passed on to secondary schools requesting in-zone information and for Board Election purposes.

STUDENT DETAILS

Legal Surname: _____ Legal First Name: _____

Preferred Surname: _____ Preferred First Name: _____
(If different from above) (If different from above)

Second/Middle Name/s: _____

Date of Birth: _____ Preferred Gender: _____

Students Residential Address: _____

Student Mobile Number: _____

(If your child plans to bring their mobile phone to school, can you please provide your child's mobile number)

Ethnicity/s: _____

Iwi: _____

(If Māori please state which iwi/s your child is affiliated with)

Primary Language Spoken at Home: _____ Other Language/s Spoken at Home: _____

Country of Birth: _____ Country of Citizenship: _____

If Not Born in New Zealand Please State Date of Arrival to New Zealand: _____

Most Recent School Attended: _____

Eligibility Criteria: Please tick which criteria applies to your child:

- | | |
|--|---|
| ☐ New Zealand Citizen | ☐ New Zealand Resident |
| ☐ Visa Holder | ☐ Refugee |

(Please provide your child's birth certificate and/or any passport and visa documents to support their eligibility to attend school in New Zealand. More details about these documents are on the Enrolment checklist on page 6.)

CAREGIVERS

Address of Convenience – Use of false addresses or ‘address of convenience’, if discovered, risk having their child’s enrolment cancelled.

PARENT/PRIMARY LEGAL GUARDIAN

(If you are not the birth parent stated on the birth certificate of the enrolling student, documentation must be provided stating you are the legal guardian)

Relationship to Student: _____

Title: _____ Surname: _____ First Name: _____

Occupation: _____ Work Phone #: _____
(Optional)

Do you consent to being contacted regarding how your profession may assist our school? Yes ☐ No ☐

Home Phone #: _____ Cell Phone #: _____

Email Address: _____
(Required – School Correspondence will be emailed to this address)

Home Address: _____

PARENT/SECONDARY LEGAL GUARDIAN

Relationship to Student: _____

Title: _____ Surname: _____ First Name: _____

Occupation: _____ Work Phone #: _____
(Optional)

Do you consent to being contacted regarding how your profession may assist our school? Yes ☐ No ☐

Home Phone #: _____ Cell Phone #: _____

Email Address: _____

Home Address: _____

EMERGENCY CONTACT 1 (Other than parent/legal guardian)

Relationship to Student: _____

Title: _____ Surname: _____ First Name: _____

Home Phone #: _____ Work Phone #: _____ Cell Phone #: _____

EMERGENCY CONTACT 2 (Other than parent/legal guardian)

Relationship to Student: _____

Title: _____ Surname: _____ First Name: _____

Home Phone #: _____ Work Phone #: _____ Cell Phone #: _____

PERMISSION TO COLLECT STUDENT

Please list any other people who have permission to collect your child from school – we will not release your child to anyone who is not listed on our student management system.

In the case of an emergency or if a child is needing to be collected from school – if we are unable to contact any of the people listed above the school will contact – Medical Professional or the Police or Oranga Tamariki.

ACCESS/PROTECTION ORDERS

Is anyone denied access to your child? Yes ☐ No ☐

If 'Yes', is there a Protection Order in Place? Yes ☐ No ☐

If 'Yes' to any of the above, please state who is denied access and supply any relevant documents.

PLEASE NOTE – We cannot restrict access to legal guardians without a court order.

MEDICAL CONDITIONS AND ALLERGIES

Please list any medical conditions or procedures your child has (if any).

Medical Condition / Allergy	Severity of the medical condition (please tick one)				Has this medical condition been diagnosed by a medical professional
	Low risk	Moderate risk	Contact Caregivers	Emergency Care Required	
					Yes / No
					Yes / No
					Yes / No
					Yes / No

Please state any special steps that need to be taken for the above condition/s.

Please provide any medical notes related to the above medical condition/s

IMMUNISATION RECORDS

Is your child up to date with their immunisations Yes ☐ No ☐

(Please provide a copy of your child's Well Being Book or a letter from your family doctor showing your child's immunisation status)

MEDICAL PERMISSIONS

In the case of an emergency do you give consent for Papatoetoe Intermediate School to act on your behalf? Yes ☐ No ☐

Do you give permission for the school to administer Panadol for pain relief? Yes ☐ No ☐

Mana Kidz provide a nurse led health service at Papatoetoe Intermediate School to perform health checks to help support your child's needs, including but not limited to, throat, skin, hearing, and vision concerns.

Do you give consent for your child to be seen by the Mana Kidz public health nurse if required? Yes ☐ No ☐

DIETARY REQUIREMENTS

Papatoetoe Intermediate currently receive lunches provided by the ministry of education which is part of the school lunch collective, and there are some instances that food may be provided for your child in school and during extra-curricular activities (e.g. camp, school trips etc.)

Please select your child's dietary requirement from the options below *(please select 1 option)*.

Standard ☐ Halal ☐ Dairy Free ☐ Gluten Free ☐ Vegetarian ☐ No beef or pork ☐

OR *(Halal friendly – not certified)*

I do not consent for my child to receive food/lunches through the school ☐

Please indicate if your child has a food allergy:

PREVIOUS SUPPORTS

Has your child ever accessed learning or other supports at their previous school? *(Please tick if they have received any of these)*

ESOL ☐ Refugee ☐ RTLB ☐ MOE ☐ Hearing ☐ Speech/Language ☐

ICS ☐ Behaviour ☐ Other *(please state)* _____

If 'Yes' to any of the above, do you think your child will continue to require this support? Yes ☐ No ☐

Please provide any documentation you may have regarding additional supports your child receives.

OTHER INFORMATION

Does your child currently have or previously had a sibling at Papatoetoe Intermediate School? Yes ☐ No ☐

Please list any siblings who have/are attending Papatoetoe Intermediate School:

Does your child play an instrument as part of the Tironui Trust at Primary School? Yes ☐ No ☐

Is there any other information you feel Papatoetoe Intermediate School should know about your child to support their transition to our school?

(e.g. strengths, interests, talents etc.)

PERMISSIONS

We request permission for medical information to ensure safety and medical management for your child.

Yes ☐ No ☐

We request permission to gather and share custody and legal orders with specified school staff to ensure the safety of your child.

Yes ☐ No ☐

I understand that Papatoetoe Intermediate School does not accept responsibility for loss or damage to personal property (either my child's property or damage to other people's property caused by my child) and that it is my responsibility to check my own insurance policy.

Yes ☐ No ☐

I agree to supporting my child to follow the rules and expectations at Papatoetoe Intermediate School. These include – Behaviour, Uniform, Digital Technology, School Environment and Property.

Yes ☐ No ☐

PHOTO PERMISSION

From time to time the school publishes student work and images/videos of students engaged in activities connected with the school.

This is for educational purposes and to promote the school within the wider community and may be in print [school newsletters or local newspaper], on the school website or online.

Student's will only be identified by their first name and/or a year at school and/or class as appropriate. If a child's caregiver(s) object to a particular image or example of work published by the school, they can contact the school to decide whether it should be removed.

I authorise Papatoetoe Intermediate School to publish [in print or online] images/videos of the named student, as well as any work that she/he may create at school.

I agree that this consent shall continue until I withdraw my consent by notice to the school or the student permanently leaves the school, whichever is sooner.

Yes ☐ No ☐

PREVIOUS RECORDS

We request permission to contact the enrolling student's most recent previous school to assist with transition and class placement.

I give permission for Papatoetoe Intermediate School to contact my child's previous school for transitional data and information.

Yes ☐ No ☐

GOOGLE PERMISSION

Papatoetoe Intermediate School provides digital learning for all students via Google Apps for Education.

Through online classrooms, your child is able to access their learning from home in the event of a Lockdown or illness. G-suite (Google) accounts are created for all students upon enrolment. In addition, for educational purposes, teachers may ask students to use their Google logins to create accounts or download apps outside of the Google suite and from 3rd parties.

I agree for my child to have a google account created and to access the school's internet.

Yes ☐ No ☐

Parent/Caregiver Name: _____

Signed: _____

Date: _____

DOCUMENT CHECKLIST

☐ Enrolment Form

☐ Please provide the relevant eligibility document/s

ALL ENROLMENTS REQUIRE A COPY OF THE STUDENT'S BIRTH CERTIFICATE

Eligibility	Document Required
NZ Citizen	 NZ Birth Certificate (stating citizen at birth) OR  Current NZ Passport OR  NZ Citizenship Certificate
Australian Citizen	 Australian Passport
Cook Island, Tokelau, Niuean Citizen	 Birth Certificate (Cook Island, Tokelau, Niue) OR  Certification of Naturalisation (Cook Island, Tokelau, Niue) OR  Certification of Registration (Cook Island, Tokelau, Niue) OR  Letter of Confirmation (Cook Island, Tokelau, Niue)
NZ Resident	 Copy of passport and resident visa
Student visa	 Copy of current student visa and passport information AND  Copy of parents work visa and passport information

☐ Proof of address in the name of the legal guardian. Please provide **TWO** for the following if applying **in zone**.
(Please note that the residential address of the LEGAL guardian is the address that will be used for enrolment)

Living Situation	Document Required
Homeowner	 Copy of utility account (Power, Gas, Water rates, Council rates) (In the name of the legal guardian)
Renting	 Copy of Tenancy Agreement or utility account (In the name of the legal guardian)
Temporary Housing	 Letter from Housing NZ or other relevant government agencies.

If you are unable to provide one of these documents, please contact the office to discuss what steps you need to take to apply in zone to Papatoetoe Intermediate School.

☐ Latest school report and any other relevant education documents or supports your child receives

☐ Student Immunisation Record and any other relevant health documents

☐ Custody/Protection order if applicable