

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

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	<ul style="list-style-type: none"> ☞ NZ Birth Certificate (stating citizen at birth) OR ☞ Current NZ Passport OR ☞ NZ Citizenship Certificate
Australian Citizen	<ul style="list-style-type: none"> ☞ Australian Passport
Cook Island, Tokelau, Niuean Citizen	<ul style="list-style-type: none"> ☞ 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	<ul style="list-style-type: none"> ☞ Copy of passport and resident visa
Student visa	<ul style="list-style-type: none"> ☞ 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	<ul style="list-style-type: none"> ☞ Copy of utility account (Power, Gas, Water rates, Council rates) <i>(In the name of the legal guardian)</i>
Renting	<ul style="list-style-type: none"> ☞ Copy of Tenancy Agreement or utility account <i>(In the name of the legal guardian)</i>
Temporary Housing	<ul style="list-style-type: none"> ☞ 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