

# TOTARA COLLEGE ENROLMENT APPLICATION

## STUDENT DETAILS:

1. Student's full legal name: \_\_\_\_\_
2. Name child is usually called: \_\_\_\_\_
3. Gender: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_
5. Preference/non-preference enrolment

I/we wish to apply for:

- Particular Preference Enrolment
- General Preference Enrolment
- Non- Preference Enrolment  
(see *Definitions form*)

Reasons:

---

---

---

---

6. Ethnicity: \_\_\_\_\_
7. Iwi (if applicable): \_\_\_\_\_
8. Languages spoken: \_\_\_\_\_
9. Early Childhood Education/ Kohanga Reo: \_\_\_\_\_  
If New Entrant, please also complete the New Entrant Section

If transferring schools: current School and Year Level:

---

(Please attach copies of the most recent school reports.)

10. When do you wish your child to start? \_\_\_\_\_

11. Will your child travel by bus? \_\_\_\_\_ Yes / No

12. Are there any educational, emotional, behavioural or physical difficulties that may affect school progress. Please provide details of any tests, psychological reports or special education given (*visual, hearing, hyperactivity, autism etc.*):

---

---

---

13. Has there been any previous truancy or serious discipline problems, suspensions or expulsions? \_\_\_\_\_ Yes / No  
If yes please detail:

---

---

---

14. Has or is Oranga Tamariki been involved with your family? \_\_\_\_\_ Yes / No  
If yes, please detail:

---

---

---

15. We the undersigned acknowledge that the information contained in this application is accurate and correct. We give Totara College the authority to store any information about the applicant and to seek external information about the child if necessary.

**SIGNATURES:**

Father: \_\_\_\_\_ Date \_\_\_\_\_

Mother: \_\_\_\_\_ Date \_\_\_\_\_

Guardian/Caregiver \_\_\_\_\_ Date \_\_\_\_\_

## FAMILY DETAILS

### 1. Parents, Guardians or Caregivers (please circle which)

Full Names:

---

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mother's cell phone: \_\_\_\_\_ Father's cell phone: \_\_\_\_\_

Mother's Email:

---

Place of work: \_\_\_\_\_

Father's Email:

---

Place of work: \_\_\_\_\_

**Please circle:** Married    De facto    Divorced    Separated    Other

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

If no please state conditions:

---

---

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

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

### 3. Emergency Contact:

Name \_\_\_\_\_

Address:

---

---

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Relationship: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

4. **Do you intend enrolling other children** in the future Yes/No

Please indicate names and dates of birth:

---

---

5. Privacy Act 1993.

The information provided on this application, will be used to establish statistical records for students at Totara College. Information will only be passed on to those with proper authority which will include; 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.

6. I/we the undersigned acknowledge that the information contained in this application is accurate and correct. We give Totara College 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: \_\_\_\_\_

Caregiver/Guardian: \_\_\_\_\_                    Date: \_\_\_\_\_

# New Entrant Form

## Prior participation in Early Childhood Education

1. 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.

2. 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 <b>hours per week</b> for up to three services:	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
a. Kōhanga Reo			
b. Playcentre			
c. Kindergarten or 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	

# STUDENT PROFILE

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:

---

---

---

# Parent Agreement

We the undersigned, having become familiar with the statement of faith of Totara College, 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 School Board.

We are responsible for our child's/children's' behaviour and will willingly be available to discuss any problems that may occur. We agree to abide by policies for student conduct such as the uniform and behaviour management policy. We will acknowledge and accept the authority of the staff over our child/children when attending college functions.

We recognise the need to work together with the college and its staff and shall attend all meetings that are relevant to the wellbeing of both the college and our child/children.

We are aware that our child/children may 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 is subject to our fulfilling the commitments we have made in this agreement.

## **SIGNATURE**

Father: \_\_\_\_\_ Date \_\_\_\_\_

Mother: \_\_\_\_\_ Date \_\_\_\_\_

Guardian/Caregiver: \_\_\_\_\_ Date \_\_\_\_\_