



# Pre-Enrolment Form

**NB Pre-enrolments for students living out of zone must be received at the school office by 4pm on**

- 18<sup>th</sup> September 2024 (for Term 1 2025 enrolments)
- 12<sup>th</sup> March 2025 (for Term 2 2025 enrolments)
- 28<sup>th</sup> May 2025 (for Term 3 2025 enrolments)
- 20<sup>th</sup> August 2025 (for Term 4 2025 enrolments)
- 15<sup>th</sup> October 2025 (for Term 1 2026 enrolments)

Month & Year to start at Ouruhia _____ / _____
Class Level ____ Room ____
In Zone/Out of Zone _____
Entered on Enrolment Master sheet: _____
Copy of Enrolment decision sent: _____

**Note to parent /caregiver:** If you are living outside the school's zone, it is only possible to secure a place if there is a vacancy. The reason for setting up the enrolment scheme is to ensure that our classes do not become too large and over-crowded.

Children living outside the zone may obtain a place at Ouruhia School if there is a space available at the specific year level of your child. If the number of applicants is more than spaces available, a ballot will be held. You must fill in this form and return it to school by the date noted above for the term you would like your child to start. We will write to you to inform you whether we can offer you a position at the school, when a decision has been made.

## Details (One form per pupil)

Name of pupil _____	
Family name	First names
Gender M / F	Date of birth ____ / ____ / ____
I would like to start my child on the following date :	
Is your child a New Entrant ? YES / NO	
If not please state the class level your child wishes to enter .....	
Please state the name of the school is attending .....	

<b>Primary Caregiver 1:</b> Name: .....	Relationship to child:.....
Address:.....	
<b>Primary Caregiver 2:</b> Name: .....	Relationship to child:.....
Address: .....	
<b>Phone number</b> – Home .....	Cell.....
Your <b>email address</b> .....	
When the ballot is held and we decide if we can accept your child or not, we have to notify you in writing by email..	
<b>Verification of In Zone Address:</b> Yes / No _____	

<b>Ministry of Education details:</b>
Any Special Needs? _____
Language spoken at home English/ _____

**Confidentiality:**

This information is requested by the school in order to plan school and class numbers and to communicate with parents and caregivers. Some information is required in order to meet the statutory requirements of the Ministry of Education regarding Enrolment Schemes. Information is held securely and used for these purposes only.

**Important Privacy Note for Students who are currently attending another school**

Name of current School _____
I give permission for the Principal to advise my child’s current school that you want your child to attend Ouruhia if possible: ( )
As the parent/caregiver I undertake to notify the school myself: ( )
At this stage, I do not give permission for the Principal to advise my child’s current school that they have received an application for an out-of-zone placement for my child: ( )

Priority number	Criteria	Indicate with a tick the priority your child is able to have
<b>Priority number 1</b> This priority category is not applicable at Ouruhia School because the school does not run a special programme approved by the Secretary of Education.		
<b>Priority number 2</b>	Brother or sister currently at Ouruhia School?	
<b>Priority number 3</b>	Brother or sister previously at Ouruhia School?	
<b>Priority number 4</b>	Parent is past pupil of Ouruhia School?	
<b>Priority number 5</b>	Parent employed by Ouruhia School?	
<b>Priority number 6</b>	All other children who live outside the zone	

If there are more applications in the second, third, fourth or fifth priority groups than there are spaces available, selection within the priority group will be by ballot conducted in accordance with instructions issued by the Secretary under 11G(1) of the Education Act.

**Parent / Caregiver Verification:**

The information above is true and correct. I undertake to advise the school of any change in circumstances so that accuracy and contacts may be maintained.

Signed \_\_\_\_\_ Date \_\_\_\_\_