

ST MARY'S CATHOLIC SCHOOL, PAPA KURA

APPLICATION FOR ENROLMENT



STUDENT'S SURNAME:
(PLEASE USE BLOCK CAPITALS)

STUDENT'S FIRST NAMES (in full):
(Please underline preferred name)

STUDENT'S HOME ADDRESS:

POSTAL CODE: HOME PHONE / MOBILE NO:

DATE OF BIRTH: COUNTRY OF BIRTH / CITIZENSHIP:

ENGLISH AS MAIN LANGUAGE SPOKEN AT HOME: YES / NO

OTHER LANGUAGES SPOKEN AT HOME:

BOY / GIRL (circle one) CURRENT AGE: CURRENT YEAR LEVEL:

✓	EARLY CHILDHOOD EDUCATION (ECE) <i>(Please tick the appropriate box)</i>	<i>Hours Attended Per Week</i> <i>(For up to three services)</i>
	Attended Home Based Service	
	Attended Kindergarten or Education and Care Centre	
	Attended Kohanga Reo	
	Attended Playcentre	
	Attended Playgroup or Pacific Islands EC Group	
	Attended the Correspondence School - Te Aho o Te Kura Pounamu	
	Attended, but don't know what type of service	
	Attended, but only outside New Zealand	
	Did not attend	
	Unable to establish if attended or not	

.....
Name of Early Childhood Education Centre Attended

PREVIOUS SCHOOL: SUBURB:

NZ CITIZEN: YES / NO Verification Document: <input type="checkbox"/> NZ Birth Certificate <input type="checkbox"/> NZ Passport <input type="checkbox"/> NZ Citizenship Certificate <input type="checkbox"/> Other	NZ RESIDENT: YES / NO Verification Document: <input type="checkbox"/> NZ Residency Permit <input type="checkbox"/> Visa Domestic <input type="checkbox"/> Visa with conditions of study <input type="checkbox"/> Other Expiry Date: Date of Arrival in NZ:
<i>(Attach copies of NZ residency/work permit or citizen papers if applicable)</i>	

ETHNIC GROUP: (tick all that apply)

- | | |
|--|---|
| <input type="checkbox"/> NZ EUROPEAN | <input type="checkbox"/> OTHER EUROPEAN (specify) |
| <input type="checkbox"/> MAORI (specify IWI below) | <input type="checkbox"/> PACIFIC ISLANDER (specify) |
| <input type="checkbox"/> ASIAN (specify) | <input type="checkbox"/> OTHER (specify) |

IWI (if applicable)

PREFERENCE ENROLMENT - *If you have a connection with the Catholic faith community, complete the attached Preference of Enrolment Certificate and have it signed by the Parish Priest. Please indicate here which criteria you are applying under. If you do not meet any of the five criteria, tick non-preference and your application will go on the waiting list.*

5.1 () 5.2 () 5.3 () 5.4 () 5.5 () Non-Preference ()

FAMILY INFORMATION

MOTHER / STEPMOTHER / CAREGIVER'S FAMILY NAME <i>(Please circle one)</i>	FATHER / STEPFATHER / CAREGIVER'S FAMILY NAME <i>(Please circle one)</i>
FULL NAME:	FULL NAME:
PRIVATE ADDRESS:	PRIVATE ADDRESS:
HOME PH: BUS PH:	HOME PH: BUS PH:
MOBILE:	MOBILE:
EMAIL: <i>(Please indicate* the preferred email address for receiving newsletters, invoices, etc)</i>	EMAIL: <i>(Please indicate* the preferred email address for receiving newsletters, invoices, etc)</i>
OCCUPATION:	OCCUPATION:
BIRTH COUNTRY:	BIRTH COUNTRY:
RELIGIOUS DENOMINATION:	RELIGIOUS DENOMINATION:
PARISH/CHURCH:	PARISH/CHURCH:

EMERGENCY CONTACT PERSON(S) <i>(Other than parent / caregiver)</i>	EMERGENCY CONTACT PERSON(S) <i>(Other than parent / caregiver)</i>
NAME:	NAME:
RELATIONSHIP TO STUDENT:	RELATIONSHIP TO STUDENT:
HOME PH: BUS PH:	HOME PH: BUS PH:
MOBILE:	MOBILE:

EMERGENCY CONTACT	
DOCTOR:	SURGERY PH:
Does your child have any of the following health concerns:	
Vision YES / NO	Hearing YES / NO Speech YES / NO
IMMUNISATION CERTIFICATE: Copy Provided: YES / NO	
<i>Your child's Immunisation Certificate is available either through your GP or located in your child's Plunket Book. Students arriving from overseas will need to visit their GP to ensure they have had all of the correct vaccinations as per the New Zealand Immunisation Schedule, and from there, request a record from your GP.</i>	
MEDICAL HISTORY: (ASTHMA, ALLERGIES, ETC)	
ANY MEDICATION:	
<i>Written consent must be provided by the family, for administering medication during school hours. Inhalers must be provided by the family, to be stored in the school office.</i>	

Are there any custody arrangements concerning this student? YES / NO *(Attach relevant documentation)*

Please list the names of family members likely to be attending St Mary's Catholic School, Papakura in the future:

..... Date of Birth:

..... Date of Birth:

SPECIAL LEARNING REQUIREMENTS:

(Please indicate any learning or behavioural difficulties, to enable us to better meet the needs of individual students):

.....
.....
.....

Does your child currently receive any special learning assistance? YES / NO

If yes, please explain:

.....
.....
.....

CONDITIONS OF ENROLMENT

PRIVACY ACT 2020

Our school undertakes to collect, use and store information you provide on this form according to the principles of the Privacy Act 2020. The information may be provided to the Proprietor or Proprietor's agent, the Minister of Education and the Education Review Office, and for administration purposes within the school.

I / We, agree that this information can be used for the above purpose.

1. The above-mentioned child will participate in the general school programme that gives St Mary's Catholic School its Catholic Special Character.
2. As parents / caregivers, we will support all St Mary's Catholic School policies and procedures.
3. I/We give consent for photos of our child when involved in school events to be displayed for celebratory or promotional purposes (e.g. newsletters, website, Facebook page and other online platforms relating to our school).
4. I/We give consent for our child to travel either by car or bus to attend local school events.
5. I/We give consent for vision/hearing screening as well as medical checks to be carried out at school by authorised technicians/registered nurses.
6. I/We give consent for our child to use digital technology and internet-based learning activities at school. Our child will adhere to all St Mary's School Digital Safety Guidelines.

Parent / Caregiver Signature: **Relationship to Child:** **Date:**

Parent / Caregiver Signature: **Relationship to Child:** **Date:**

School Principal Signature: **Date:**

Post application to:

St Mary's Catholic School
54 Clark Road
Papakura 2113
Auckland

Telephone: (09) 298 4450
Email: office@stmaryspapakura.school.nz
Website: www.stmaryspapakura.school.nz

FOR OFFICE USE ONLY

Enrolment Accepted

Date Started at our School:

Year Level at time of Enrolment:

Team: Teacher:

Enrolment Number: House:

NSN Number: NSN Verified

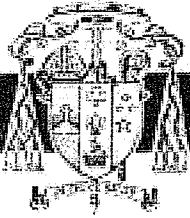
Unique ID Number:

ETAP

ENROL

e-asTTle (Y3 - Y8)

ESOL



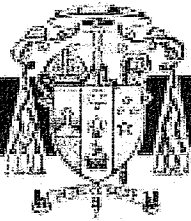
Compulsory Attendance Dues Parent and Caregiver Responsibilities

1. Attendance Dues are a compulsory payment under the terms of the Education and Training Act 2020 (Act) and are a condition of enrolment. Attendance Dues are charged for all students who attend Catholic integrated schools in New Zealand.

Attendance Dues are collected on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. The Attendance Dues are forwarded to Auckland Common Fund Limited, a company established by the proprietors of Catholic Integrated Schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

Under the Act, Attendance Dues are used for servicing and repaying loans to develop new building projects in the proprietors' schools as well as paying for building insurance and compliance costs, collection and administration.

2. By signing this agreement, you accept that you will pay the Attendance Dues and that you understand that payment of the Attendance Dues is a condition of enrolment and the continuing attendance of the above-named student at the school.
3. Payment of Attendance Dues should be made in full at the beginning of the academic year or, in agreement with the school, by instalment (weekly, fortnightly, monthly or per term) during the academic year. The Attendance Dues cannot be paid in full at the end of each academic year. Attendance Dues are not a donation, and they are not tax deductible.
4. Failure to pay the Attendance Dues may put your child's place at the school at risk.
5. Overdue accounts may be referred to a debt collection agency by the Proprietor.
6. This agreement is legally enforceable and the person who signs the agreement remains legally liable for payment of the Attendance Dues. Responsibility for payment of Attendance Dues may be transferred to another Parent/Caregiver provided that the new Parent/Caregiver first signs a novation agreement accepting responsibility for payment of Attendance Dues, on terms acceptable to the school and the Proprietor.
7. Any civil agreements between parents/caregivers do not take precedence over this signed legal agreement.
8. This agreement may not be varied or terminated by the Parent/Caregiver without the prior written consent of the Proprietor.
9. Financial assistance with Attendance Dues is available to families of preference students in cases of genuine financial difficulties. Part of the criteria for receiving this assistance is that regular payments have been made at an affordable level.



CATHOLIC DIOCESE OF AUCKLAND

ATTENDANCE DUES AGREEMENT

This agreement is to be signed at the time of enrolment at the School / College below. Signing this agreement constitutes part of the enrolment procedure.

SCHOOL/COLLEGE: St Mary's Catholic School Papakura

ADDRESS: 54 Clark Road, Pahurehure 2113

Student's first and middle name		Family name	
Date of Birth		Telephone	
Home Address			

Baptism: Yes No Confirmation: Yes No First Communion: Yes No Reconciliation: Yes No

Parent/Caregiver 1 First names		Family name	
Address			
Date of Birth		Parish	

Parent/Caregiver 2 First names		Family name	
Address			
Date of Birth		Parish	

PRIVACY ACT 2020

Our school undertakes to collect, use and store information you provide on this form according to the principles of the Privacy Act 2020. The information may be provided to the Proprietor of the school or Proprietor's agent, the Minister of Education and the Education Review Office, and for administration purposes within the school.

I/We agree that this information can be used for the above purposes.

PARTICIPATION IN SCHOOL PROGRAMME

I/We the undersigned, undertake as a condition of enrolment that the above-named student will participate in the general school programme that gives our school its Catholic Special Character.

I/We agree that this information can be used for the above purposes.

ATTENDANCE DUES

I/We the undersigned, undertake as a condition of enrolment and attendance to pay Attendance Dues at a rate determined by the Proprietor and approved by the Minister of Education. Furthermore, I/we accept that the school can discontinue attendance of the above named student in default of this undertaking. We have read and understood the Parent and Caregiver Responsibilities section on Page 2 of this document.

Both caregivers sign for above

Signed: _____
(Parent/Caregiver 1) (Parent/Caregiver 2) (Date)

PREFERENCE of ENROLMENT

I have sighted evidence that the Proprietor has stated that the above-named student should be given preference of enrolment under criteria _____.

Signed: _____
(Principal or Delegated Authority) (Date)

The applicant is non-preference: _____
(Principal or Delegated Authority) (Date)

Attendance Dues Agreement Enrolment Guideline

Attendance Dues Agreement

The Attendance Dues Agreement must be completed at the time of enrolment, as part of the enrolment procedure.

This document must be used and cannot be incorporated into the school enrolment document.

Physical signatures are required for all enrolments – electronic signatures cannot be accepted on these agreements.

The document has fields completed on a device, but it must be printed and physically signed.

Best practise is that two caregivers sign the enrolment agreement.

The person who completes the agreement must be the same as the person signing the agreement (i.e. grandmother / aunty cannot use the parents' names then sign the document).

The Principal or delegated Authority must also sign the agreement at the time the student is accepted.

The signatures on the document are legally binding.

The agreement cannot be varied or terminated by the parent or caregiver without the prior written consent of the Proprietor.

In the case of a change of caregiver or civil agreements between parents that differ from the original document, the Novation agreement must be signed.

Novation to the enrolment agreement for the payment of Attendance Dues

A copy of the original agreement must be attached to the Novation Agreement at the time of signing.

All parties must consent to and sign the Novation agreement.

The Novation Agreement must be signed by the Principal.

Updated March 2023

ST MARY'S CATHOLIC SCHOOL PAPAKURA



Together We Learn, We Pray, We Serve

Me Whakakotahi, Kia Maarama, Kia Pono, Ki Te Karakia

Agreement for the Payment of Attendance Dues

Full Name of Student

.....
.....

Name of Parent/Caregiver/Guardian

.....
.....

Address

.....
.....
.....

I/We the undersigned, undertake as a condition of enrolment and attendance to pay Attendance Dues at a rate determined by the Proprietor and approved by the Minister of Education.

Furthermore, I/We accept that the school can discontinue attendance of the above-named student(s) in default of this undertaking.

I/We agree to pay Attendance Dues as follows:

- In full every term or annually, at the beginning of the school year.
- Every two weeks by Automatic Payment or Direct Credit.
- Every two weeks by EFTPOS at the school office.

Communication between families and the school is extremely important. Please contact the Principal as soon as possible if you experience any financial issues that will impact on the payment of Attendance Dues. Failure to communicate reasons for non-payment may lead to the Proprietor passing the unpaid debt to a debt collector.

Attendance Dues are a legal charge and not a donation, nor is it tax deductible.

I/We have read the above conditions and agree to pay the Attendance Dues in accordance with this Agreement. This Agreement is effective from the date of signing.

The undersigned acknowledges that student information which is related to the functions of the Proprietor of the school may be disclosed to the Proprietor or the Proprietor's agents.

Signed: Date:
(Parent/Caregiver/Guardian)

Signed: Date:
(Parent/Caregiver/Guardian)

ST MARY'S CATHOLIC SCHOOL PAPAKURA



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CATHOLIC DIOCESE OF AUCKLAND

Compulsory Attendance Dues Charges Parent and Caregiver Responsibilities

Attendance Dues are a compulsory payment under the terms of the Education and Training Act 2020 and a condition of enrolment at St Mary's Catholic School, Papakura. Attendance Dues are charged for all students who attend Catholic Schools in New Zealand.

Attendance Dues are collected on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. The Attendance Dues are forwarded to Auckland Common Fund Limited, a company established by the proprietors of Catholic Integrated Schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

- At the time you enrol your child at a Catholic School, you are required to sign an agreement which states you accept that you will pay the Attendance Dues and that you understand that payment is a condition of enrolment.
- Payments can be made, in full at the beginning of the year or by instalment (weekly, fortnightly, monthly or per term).
- They can not be paid in full at the end of each year.
- Financial Assistance with Attendance Dues is available to families of Preference Students in cases of genuine financial difficulties. Part of the criteria for receiving this assistance is that regular payments have been made at an affordable level.
- Overdue accounts may be referred to a Debt Collection Agency by the Proprietor.
- Failure to pay the Attendance Dues may put your child's place at the school at risk.
- The agreement is legally enforceable and the person who signs the agreement remains legally liable for payment.
- Responsibility for payment cannot be transferred to another person, unless they sign a new agreement accepting responsibility for payment.
- Any civil agreements between parents do not take precedence over the legal agreement signed at the time of enrolment.

I / We the undersigned, have read the requirements above and understand the obligation to pay the

Attendance Dues for _____ (*Name of Student*)

at St Mary's Catholic School, Papakura

Signed: _____ *Full Name* _____ *Date:* _____
(*Mother/Guardian*)

Signed: _____ *Full Name* _____ *Date:* _____
(*Father/Guardian*)