



## ENROLMENT FORM

### Student Details

**Full Name** \_\_\_\_\_

**Preferred Name** (if different) \_\_\_\_\_

**Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

**Main Email** \_\_\_\_\_

**Entry Year** \_\_\_\_\_

**Entry Level** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Gender:**  Male  Female

### Parent / Caregiver Details

#### Mother / Caregiver

Name \_\_\_\_\_ Known by (if different) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Home No \_\_\_\_\_ Mobile \_\_\_\_\_

Work No \_\_\_\_\_ Workplace \_\_\_\_\_

#### Father / Caregiver

Name \_\_\_\_\_ Known by (if different) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Home No \_\_\_\_\_ Mobile \_\_\_\_\_

Work No \_\_\_\_\_ Workplace \_\_\_\_\_

### Siblings

Please provide names and room numbers of siblings currently attending Ss Peter and Paul School and names and dates of birth of younger siblings likely to attend in the future.

Sibling Name (first and last)	Room No	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Emergency Contacts

Who the school should contact in the event of sickness or emergency if you cannot be reached at home and/or at work and should live in the Wellington Region

1. \_\_\_\_\_ Phone No \_\_\_\_\_

2. \_\_\_\_\_ Phone No \_\_\_\_\_

## Enrolment

I am applying for the following enrolment at Ss Peter and Paul School (Enrolment Procedures, including information on enrolment priority, are on the last page of this form):

**Preference Enrolment**

I understand that I will need to obtain a Preference Certificate certified by a Catholic Priest to fully complete this application.

My child has received the following Sacraments *(please tick options that apply)*:

Baptism    Reconciliation    Confirmation    First Holy Communion

**Non-Preference Enrolment**

I wish my child to go to Ss Peter and Paul School because \_\_\_\_\_  
\_\_\_\_\_

### Priority of Enrolment

Enrolment Priority No \_\_\_\_\_ *(refer to Enrolment Procedures / Guidelines back page)*

## Nationality

**Child's Country of Birth** \_\_\_\_\_

If New Zealand, please provide a copy of birth certificate.

If NOT New Zealand please attach evidence of Immigration Status

Passport *(school office to photocopy relevant details)*

Permanent Resident    Yes    No   Date entered New Zealand \_\_\_\_\_

**Ethnicity** *(Please tick and specify as applies)*

NZ European    NZ Maori Iwi: \_\_\_\_\_

Pacific Island \_\_\_\_\_    Asian \_\_\_\_\_    Other \_\_\_\_\_

**Parent's Country of Birth**

Mother \_\_\_\_\_   Father \_\_\_\_\_

### Language

Language spoken most often at home: \_\_\_\_\_

If not English, are there English speakers at home    Yes    No

Any other languages your child hears at home \_\_\_\_\_

Who speaks these languages (e.g. parents, grandparents, aunty, uncle) \_\_\_\_\_

## Early Childhood Education / Previous School

**Early Childhood Education Attended** *(\*information is required for ECE or Previous School)*

**Name of Centre\*** \_\_\_\_\_

Address\* \_\_\_\_\_   Town and City\* \_\_\_\_\_

Hours attended per week \_\_\_\_\_ for the last \_\_\_\_\_ years.

OR

**Previous School Information**

Last school attended\* \_\_\_\_\_   Town City\* \_\_\_\_\_

Current Year Level\* \_\_\_\_\_

## Health

Family Doctor \_\_\_\_\_ Phone No \_\_\_\_\_

Is your child fully immunised:  Yes – *please supply copy of Immunisation Certificate*  No

Medical condition/s the school should be aware of (a Medicine Authority Form is required to be completed if medication is to be kept in the school office): \_\_\_\_\_

Any special learning/social needs the school should be aware of: \_\_\_\_\_

## Permissions

### Digital Images Permission

I/We give permission for my/our children's images, audio footage or school work to be uploaded and shared on the school website or school blogs.

Yes  No

### Education Outside the Classroom (EOTC) Permission

I/We give permission for my/our child/ren to undertake visits/trips outside the classroom, within the environs of the Greater Wellington Region. Transport may include travel by bus, car, train, or by walking if in close proximity to the school.

Yes  No

Please note:

1. *You will be informed about all trips, including times of leaving and returning, means of transport, gear requirements and parent help needed by either: class email or school website calendar.*
2. *Parents transporting children to extra-curricular and sporting activities must have their full licence, a current Warrant of Fitness for their vehicle and must provide a seat belt for each passenger.*
3. *A detailed Risk Analysis Management (RAM) sheet is completed by classroom teachers before students leave the school grounds.*
4. *Our full EOTC safety management guidelines can be found on our SchoolDocs site. A password will be issued when your child starts school.*

## Participation in the General School Programme

In choosing to educate our child at Ss Peter & Paul School we understand and acknowledge our obligation to:

- Support the school's endeavours to:
- Maintain an authentic Catholic identity
  - Provide a positive, caring learning environment for all students
  - Encourage high levels of participation, commitment and effort with learning
- Pay Attendance Dues as set by the Proprietor (Archdiocese of Wellington)
- Support the full participation of our child in the Religious Education programme and other faith related activities.
- Abide by the Board of Trustees School Uniform regulations and Policy.

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

## Privacy Statement

The school collects the information on this form to enrol your child at school; assess the educational needs of your child; and to ensure the school gets the correct resources from the Ministry of Education for your child.

The school collects and uses your child's information in accordance with the Privacy Act. The school sends some of your child's information to the Ministry of Education and other education and health agencies. The school will not provide your child's information to any other people or organisations without your authorisation, except in accordance with the Privacy Act.

## Enrolment Procedures

### Rationale

Ss Peter and Paul School has a fair and transparent enrolment procedure and the School meets the requirements of the Integration Agreement for Catholic Schools.

### Guidelines

1. Criteria for granting of preference is in accordance with the Integration Agreement for Ss Peter and Paul School and according to Section 29 (1) of the Private Schools Confidential Integration Act 1975, which states that preference shall be given "only to those children who parents have established a particular or general religious connection with the Special Character of the school and that this will be determined by the Proprietor".
2. The criteria promulgated by the New Zealand Catholic Bishops Conference is adhered to at Ss Peter and Paul School and these criteria are to be used by Proprietors and their agents.
  - 5.1. The child has been baptised or is being prepared for baptism in the Catholic Church.
  - 5.2. The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
  - 5.3. At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
  - 5.4. With the agreement of the child's parent/guardian, a significant familial adult, such as a grandparent, aunt or uncle who is actively involved in the child's upbringing undertakes to support the child's formation in the faith and practices of the Catholic Church.
  - 5.5. One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.
3. The conditions for granting of preference are also stated in the "Catholic Integrated Schools Handbook", part 8: Enrolment of Pupils.
4. A parent/caregiver enrolling a child must be in possession of a signed preference enrolment certificate; signed by a Catholic priest, Lay Pastoral Leader or an agent of the Bishop who may sign the certificate on his behalf.
5. A parent/caregiver of a child or children must adhere to the conditions on the enrolment form:
  - a. that the child participates in the school programme that gives the school its Special Character, (see PSCI Act, Section 30); and
  - b. that they will pay Attendance dues (see PSCI Act, Section 36)

### Priority of Enrolments

The Board of Trustees is committed to keeping the roll within the maximum number agreed to in the school's Integration Agreement. Our maximum number is 485.

It is the policy of the Archdiocese of Wellington that the non-preference roll will be closed when the actual roll exceeds 90% of the maximum roll.

If the number of preference applicants exceeds the number of places available priority of preference of enrolment will be given in this order:

- |                          |  |
|--------------------------|--|
| <b>First Priority:</b>   | <i>Siblings of current preference students</i>   |
| <b>Second Priority:</b>  | <i>Preference students whose families attend the Catholic faith community/ies of Ss Peter and Paul Church and St Martin de Porres, within the Parish of Te Awakairangi</i> |
| <b>Third Priority:</b>   | <i>will be given to preference applicants who are children of staff and Board members but not covered by Priority Two.</i>   |
| <b>Fourth Priority:</b>  | <i>will be given to preference applicants who are siblings of former students but not covered by Priority Two.</i>   |
| <b>Fifth Priority:</b>   | <i>will be given to preference applicants who are a child or grandchild of former students but not covered in Priority Two.</i>  |
| <b>Sixth Priority:</b>   | <i>will be given to preference applicants whose families are in the Parish of Te Awakairangi.</i>  |
| <b>Seventh Priority:</b> | <i>will be given to other preference applicants.</i>   |
| <b>Eighth Priority:</b>  | <i>will be given to non-preference applicants.</i>   |

Non-preference students will be enrolled only if enrolment places remain after all preference applicants have been enrolled and the Board judges that enrolment of the non-preference students will not compromise its ability to offer places to preference students who may apply at a later date. Non-preference applicants for enrolment are considered under the following criteria:

- Those with siblings currently attending the school.
- Those with siblings who were at school but who now attend a catholic secondary school.
- Those with siblings who previously attended the school.
- Those of staff members.