

# Pre Enrolment Form - Ponsonby Primary School



44 Curran Street, Herne Bay  
Auckland, 1011 New Zealand  
[t] (09) 376 3568  
[f] 09 376 2931  
[w] [www.ponsonby.school.nz](http://www.ponsonby.school.nz)  
Dr ANNE MALCOLM principal

## STUDENT DETAILS

<b>Pupil Surname</b>		
<b>First names</b>		
<b>Date of Birth</b>		<b>Male / Female</b> (please circle)
<b>Anticipated School Start Date</b>		<b>Year Level:</b>
<b>Previous School (If any)</b>		
<b>Place in Family</b>	of	children (e.g. 1 <sup>st</sup> of 3 children)
<b>Names of siblings currently at PPS</b>		
<b>Any Identified learning difficulties or anything else we should be aware of eg dyslexia, ADHD etc Please state.</b>		

## RESIDENTIAL ADDRESS

<b>Home Address</b>		
<b>Street &amp; Number</b>		
<b>Suburb</b>		

## PARENT/CAREGIVER DETAILS

<b>Parent/ Guardian Full name</b>		
<b>Home Phone</b>		
<b>Cell phone</b>		
<b>Email</b>		

<b>Name and address of any parent not living with student</b>		
	<b>Home phone</b>	
	<b>Cell phone</b>	

## OFFICE USE ONLY

Enrolment Number _____	Sibling y /n _____	<input type="checkbox"/> Dental
Enrolment Meeting _____	<input type="checkbox"/> Statutory Dec <input type="checkbox"/> signed	<input type="checkbox"/> Hearing & Vision
1 <sup>st</sup> School Visit _____	<input type="checkbox"/> Blue Enrolment Form	<input type="checkbox"/> Cybersafety
2 <sup>nd</sup> School Visit _____	<input type="checkbox"/> Verification of Identity birth / pass/other	<input type="checkbox"/> Questionnaire
Start Date _____	<input type="checkbox"/> Immunisation	<input type="checkbox"/> Athletics
House _____	<input type="checkbox"/> Proof of address	<input type="checkbox"/> Google Drive (Y4-6)
Teacher _____ Room _____	<input type="checkbox"/> Utility Bill <input type="checkbox"/> Rates / Water / other	<input type="checkbox"/> Student file created
NSN _____	<input type="checkbox"/> e-Tap <input type="checkbox"/> Enrol <input type="checkbox"/> email database	<input type="checkbox"/> School Links

# Enrolling your Child at Ponsonby Primary School



## PARENT INFORMATION

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary eg

- renting accommodation in-zone on a short-term basis;
- arranging temporary board in-zone with a relative or family friend;
- using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis.

Before enrolment takes place (ie before attendance begins), if the board has reasonable grounds for believing that the given in-zone address will not be a genuine, on-going living arrangement, the board may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

The Board of Trustees of Ponsonby Primary School has the right to check residency up to 20 weeks after a pupil starting at the school.

## ENROLMENT QUESTIONNAIRE

The Education Act gives a guarantee of enrolment to students who live in the home zone specified in the school's enrolment scheme. The board needs to be sure that an in-zone address is genuine, because it is required to manage the enrolment scheme for the benefit of local students.

In addition to specific documents showing proof of residence, it will assist the board if you complete the following questionnaire.

<b>Students Name:</b>	
<b>1.</b> What school is the student currently attending (if any)?	
<b>2.</b> What is the address that will be the student's usual place of residence when the school is open for instruction?	

### If the student will be living with the parent(s):

<b>3.</b> Have you lived at this address for more than one year?	YES	NO
<b>4.</b> If you answered "Yes" to Question 3 above, is this:		
- your only residential address?	YES	NO
- your main residential address?	YES	NO
If you answered "No" in Question 4 then please state your other address		
<b>5.</b> If you answered "No" to Question 3 above, do you own the property?	YES	NO
If "No", do you intend to stay at this address permanently?	YES	NO

If your application for enrolment is declined, you may appeal the board's decision by asking the Ministry of Education to direct the board to enrol the student. Application forms are available from the Ministry's local office.



## Statutory Declaration

I/ We (full name(s)) \_\_\_\_\_

of (permanent residential address) \_\_\_\_\_

### do solemnly declare as follows:

1. That I/We are the parent(s) /caregiver(s) of - \_\_\_\_\_ (Name of student)
2. The address where \_\_\_\_\_ (student's name) resides is within the Ponsonby Primary School designated zone.

If the student is in a shared custody situation the secondary residence is as follows: \_\_\_\_\_

3. I am aware of and agree / do not agree, to comply with the contribution scheme set by the Board of Trustees.

4. That I / We will inform the school of any change of residence.

5. I / We make this declaration conscientiously believing the same to be true and by virtue of the oaths and declarations Act 1957.

I confirm that the address which I have provided to the school will be the usual place of residence of \_\_\_\_\_ (student's name) when the school is open for instruction.

Signed parent / caregiver(s) \_\_\_\_\_

Name(s) of parent / caregiver(s) \_\_\_\_\_ Date \_\_\_\_\_

(Witnessed by Principal / J.P. / Lawyer) \_\_\_\_\_

Witness Name \_\_\_\_\_ Date \_\_\_\_\_

### To complete your enrolment you will need to provide

- **proof of address** (e.g. water/rates bill, purchase agreement of property)
- **evidence of residency** (e.g. current utility bill power/water / bank statement, legal letter advising permanent address. (residency is defined as your current and usual residence.)
- **proof of identity and right to study in New Zealand** for your child (e.g. NZ or Australian birth certificate, NZ or Australian passport) or if you are not a NZ or Australian citizen then passport showing study visa / residency etc.
- **immunisation record** (if your child is immunised)