



**PONSONBY**  
PRIMARY SCHOOL

44 Curran Street, Herne Bay,  
Auckland, New Zealand  
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ANNE MALCOLM principal

**IN ZONE PRE-ENROLMENT for PONSONBY PRIMARY SCHOOL**

**CHILD'S DETAILS**

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Anticipated School Start Date : \_\_\_\_\_ Male / Female

N.Z. Residency: Yes / No (proof required at enrolment Birth Certificate or/ Passport)

Place in family: \_\_\_\_\_ of \_\_\_\_\_ (e.g. Two of three children)

Names of other children at this school:

\_\_\_\_\_

Residential Address:

\_\_\_\_\_

\_\_\_\_\_

**PARENT / GUARDIAN DETAILS**

Parent(s) / Guardian(s) Names:

Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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To: Enrolling families.

Please read and complete the following forms prior to making your appointment to enrol.

- Application for Enrolment – Parent Information
- Enrolment Questionnaire
- Statutory Declaration

**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, e.g.

- 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 (i.e. before attendance begins), if the board has reasonable grounds for believing that the given in-zone address will not be not 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.

**Student's name** .....

- 1) What school is the student currently attending (if any)? .....
- 2) 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)**

- 3) Have you lived at this address for more than one year? .....
- 4) If you answered "Yes" to question 3 above is this:  
your only residential address? .....  
your main residential address? .....  
If "No", state your other address  
.....
- 5) If you answered "No" to Question 3 above, do you own the property? .....  
if "No", do you intend to stay at this address permanently? .....

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) \_\_\_\_\_

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

**do solemnly declare as follows:**

1. That I/we are the parent (s) /caregiver (s) of -

Name of child: \_\_\_\_\_

2. The address where \_\_\_\_\_ (child's name) resides is within the Ponsonby Primary School designated zone.

If the child 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 \_\_\_\_\_

Declared at Auckland this \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_

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

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

Attached to this declaration you need to provide evidence of residency – power account, telephone account, legal letter advising permanent address. (Residency is defined as your current and usual residence.)

Please read the 'Application for Enrolment' form and complete the 'Enrolment Questionnaire' prior to making an appointment.

You will also be required to provide at your enrolment appointment a birth certificate or passport for your child to prove date of birth, residency to New Zealand (if you a not a citizen) and immunisation record.



**Please return application to Ponsonby Primary School with a copy of:**

- Rental agreement minimum six months from commencement date or if own property (proof of ownership e.g. rates plus a utility bill)
- Birth Certificate / Passport
- Immunisation Certificate

**For New Entrants only – 5 year old – Pre-School Visits**

2 Wednesday visits 9 am to 11 am, first with parents and second without parents (if the child does not commence in the first two weeks of the school year)

Note: Upon receipt of documentation, necessary a parent's only enrolment meeting with principal.