



# Murrays Bay Primary School

## Application for Enrolment for a Domestic Student

18 Clematis Avenue, Murrays Bay, Auckland, New Zealand. Tel: 09 478 6239

Email: office@murraysbay.school.nz

### STUDENT INFORMATION Legal as per birth certificate or passport

First Name:	Family Name:
Preferred name:	Date of birth:
Gender: Male / Female	
Country of birth:	Student's ethnicity: (If Maori, please state Iwi affiliation)
Main language spoken at home:	Second language: (if applicable)
Date student started school: (if applicable)	Name of previous school: (if applicable)
Family Doctor Name:	Family Doctor phone number:
Health issues: Sight:                      Speech:                      Hearing: Mobility:	Immunisations up to date? Yes. / . No
Known allergies / other medical issues:	Any medication needed at school:
Sporting / cultural or musical interests / hobbies:	
Additional information offered by parents re learning / behaviour / development issues:	
Sibling(s) currently at Murrays Bay Primary School:	Name:                                      Teacher name:
Sibling(s) under 5 years old in your family who would be enrolling at Murrays Bay Primary School in the future:	Name:                                      DOB:

### PARENT / GUARDIAN INFORMATION

<b>Mother's / Guardian's name:</b> Miss / . Mrs. / Ms Family Name: First name:	<b>Father's / Guardian's name:</b> Family Name: First name:
Ethnic Group: (If Maori, please state Iwi affiliation)	Ethnic Group: (If Maori, please state Iwi affiliation)
Home language:	Home language:
Home address:	Home address:
Postal code:	Postal code:
Home phone number:	Home phone number:
Mobile phone number:	Mobile phone number:
Email address:	Email address:
Occupation:	Occupation:
Place of Employment:	Place of Employment
Business Phone number:	Business Phone number:

**EMERGENCY CONTACTS (not a parent and must speak english)**

Name:	Name:
Mobile:	Mobile:
Relationship to child:	Relationship to child:

**PRIOR PARTICIPATION IN EARLY CHILDHOOD - FOR MINISTRY OF EDUCATION DATA COLLECTION****Note: The Ministry of Education requires that you provide the following information**

Did your child regularly attend Early Childhood Education service(s) in the six months prior to starting school?  
 "Regularly attend" means the child was booked into a service and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

**Section 1.**

- No, did not attend Early Childhood Education.  
 Not regularly, only occasionally with no on-going schedule.  
 Attended, but only outside New Zealand  
 Unable to establish if attended or not  
 Attended, but don't know what type of service  
 Yes, for the last \_\_\_\_\_ years. **Complete section 2.**

**Section 2**

Please enter the number of hours per week for up to three simultaneous services

Kohanga Reo.	_____	hours per week.	Name: _____
Playcentre	_____	hours per week.	Name: _____
Kindergarten or Education and Care Centre	_____	hours per week.	Name: _____
Home based service	_____	hours per week.	Name: _____
Playgroup	_____	hours per week.	Name: _____
The Correspondence School	_____	hours per week.	Name: _____

**DECLARATION****Permissions:**

- I give authority to the Principal / School to act on my behalf in any medical emergency.
- I agree to abide by all Board of Trustees Policies and School Procedures, which are outlined on the School Docs website.
- I give permission for the school to request extra help from Special Education Services and Resource Teachers of Learning and Behaviour. I understand I will be informed if extra help is needed for my child.
- Information given on this form is true and correct. I understand that the information provided may be used for school-based activities and be passed to other agencies who work with the school for educational/health purposes.
- I understand my child's records will be passed to subsequent schools.

**I agree to:**

- Work actively and cooperatively to uphold the image of the school.
- Act in accordance with the School's Charter and Code of Conduct.

**I declare all information in this enrolment form to be accurate.**

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Documentation you need to bring to a school interview:**

- Proof of residential address i.e. a recent power bill and copy of the purchase / rental agreement.
- Student's original New Zealand birth certificate or the student's passport
- Student's residency permit or student visa, if applicable
- Student's immunisation certificate / records

**OFFICE ONLY**

**Accepted / Declined / Hold**       ]eTAP     ]ENROL     ]Proof of address    IN ZONE / OUT OF ZONE  
**Principal signed:**                     ]Visa       ]NZ Birth certificate / Passport     ]Immunisation certificate  
**Date:**

**Date of entry to NZ:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **Class:** \_\_\_\_\_**House:** Kowhai. Pohutukawa. Rimu. Tawa. **Year level:** \_\_\_\_\_

**MURRAYS BAY PRIMARY SCHOOL  
DEVICE AND INTERNET USE FROM YEAR 0 - 2 AGREEMENT**

To the parent/caregiver/legal guardian, please:

1. Read this page carefully with your child, to check that you both understand your responsibilities under this agreement.
2. Sign the appropriate section on this form.
3. Detach and take this form to your enrolment interview.

**School Responsibilities**

At our school, we will:

- Encourage safe and effective use of technology and the internet
- Work within the school's digital technology guidelines
- Provide clear guidelines around the use of devices at school

If a student breaches the internet agreement, they may lose the privilege of using devices/internet access at school, and the school's behaviour management plan may be invoked.

**Student Responsibilities**

When I use the internet/device at school I will:

- Follow the school's digital technology rules
- Use the device when and where the teacher gives me permission
- Only access the internet with the teacher's permission and if an adult is present
- Only use my own login and password
- Be in control of the device and not share it with other students, apart from letting them see the screen

I will not use a device/the internet to be mean, rude or offensive to anyone.

**Parent Responsibilities**

I give permission for my child to use the internet/device at school and I will:

- Encourage them to use it responsibly
- Take an interest in how they are using the internet or devices at home
- Be aware of the content and applications on the device/internet
- Contact the school if I have any concerns about cybersafety or other related issues.

**Note: This agreement for your child will remain in force as long as he/she is enrolled at this school.**

**I have read this device/internet use agreement, and I am aware of the school's initiatives to maintain a cybersafety learning environment, including my child's responsibilities.**

**I give my permission for my child to have his/her photo/digital image published when relevant to school activities.**

**YES / NO (Please circle)**

Student's Name: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Parent/caregiver/legal guardian's name: \_\_\_\_\_

Parent/caregiver/legal guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MURRAYS BAY PRIMARY SCHOOL  
BRING YOUR OWN DEVICE FROM YEAR 3 - 6 (BYOD) AGREEMENT**

To the parent/caregiver/legal guardian, please:

1. Read this page carefully with your child, to check that you both understand your responsibilities under this agreement.
2. Sign the appropriate section on this form.
3. Detach and take this form to your enrolment interview.

**School Responsibilities**

At our school, we will:

- Encourage safe and effective use of technology and the internet
- Work within the school's digital technology guidelines
- Provide clear guidelines around the use of devices brought from home
- Provide safe storage for students' devices when not at use e.g. break times
- School does not take responsibility if device is lost, damaged or stolen

If a student breaches the BYOD agreement, they may lose the privilege of using devices/ internet access at school, and the school's behaviour management plan may be invoked.

**Student Responsibilities**

When I bring my device to school I will:

- Follow the school's digital technology rules
- Use my device when and where the teacher gives me permission
- Only access the internet with the teacher's permission and if an adult is present
- Only use my own login and password
- Be in control of my device and not share it with other students, apart from letting them see the screen
- Take care of my device so that it isn't damaged or stolen

I will not use my device to be mean, rude or offensive to anyone.

**Parent Responsibilities**

I give permission for my child to use the internet/device at school and I will:

- Encourage them to use it responsibly
- Take an interest in how they are using the device
- Be aware of the content and applications on the device
- Be responsible for the device's maintenance and insurance
- Keep a record of the device's serial number and details
- Contact the school if I have any concerns about cybersafety or other related issues.

**Note: This agreement for your child will remain in force as long as he/she is enrolled at this school.**

**I have read this Bring Your Own Device (BYOD) agreement, and I am aware of the school's initiatives to maintain a cybersafety learning environment, including my child's responsibilities.**

**I give my permission for my child to have his/her photo/digital image published when relevant to school activities.**

**YES / NO (Please circle)**

Student's Name: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Parent/caregiver/legal guardian's name: \_\_\_\_\_

Parent/caregiver/legal guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ENROLMENT PROCEDURE - IN-ZONE DECLARATION

The Board of Trustees of Murrays Bay Primary School has an Enrolment Scheme in place which meets the requirements of the Ministry of Education guidelines for the operation of enrolment schemes. A major factor in the school implementing a scheme is to prevent overcrowding.

Children who live within the school's enrolment zone have right of access to the school. Children from outside the zone must wait until the Board applies the scheme.

For in-zone children the Board of Trustees must be certain of the genuineness of the address to ensure that the scheme is being applied correctly. The Board acknowledges that in most cases the in-zone enrolment is not a problem, however, there have been cases where the address given has not been the actual address or a permanent one. To overcome this issue the Board requests parents who are enrolling their child as "in-zone" enrolments read the following statement and sign the declaration form.

Hayden Iles  
Principal

### DECLARATION OF RESIDENCY: IN-ZONE

To be completed by parents who have given an in-zone address as the student's usual place of residence.

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 on-going 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 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 the temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment of 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.

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. I will advise the school of any subsequent change of address.

.....  
(Signed)

.....  
(Date)