



Application Type (<i>please tick</i>)	In-Zone	Out-of-Zone
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STUDENT ENROLMENT

OFFICE USE ONLY:

Date Started:	House:	Enrolment Number:	Year Level:	Room Number:
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STUDENT INFORMATION

Family Name:	First Name(s):	
Preferred Name:	Date Of Birth:	
Previous School:	Current Year Level:	Gender: Male Female
Address:		

NOTE	Is your child currently under suspension or disciplinary action from another school	Yes / No
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NOTE	<p>All Enrolments: For all students born in New Zealand, a copy of the child's Passport or Birth Certificate must be presented to the school office with this enrolment form. Students born overseas must include copies of both student and parent passport and visa documentations. Enrolment cannot be accepted until the documentation is presented.</p> <p>In Zone Enrolments Only: Attach as proof of in-zone residence – a recent copy of 2 of the following: electricity or telephone account, Tenancy Agreement. Enrolment cannot be accepted without this. We DO NOT accept Rates/Environment Waikato invoices or Sale and Purchase Agreements.</p>
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Names of family members already attending HNS: (please state name and relationship):		
Present:	Name:	Relationship:
Future Siblings to attend:	Name:	DOB:
	Name:	DOB:

FAMILY INFORMATION – PLEASE PRINT

Mother / Caregiver's Name:		
Home Address (<i>if different from above</i>)		
Contact Details	Home Ph:	Work Ph:
Email:		Mobile:
Occupation:		Place of Work:

Father / Caregiver's Name:		
Home Address (<i>if different from above</i>)		
Contact Details	Home Ph:	Work Ph:
Email:		Mobile:
Occupation:		Place of Work:

Emergency Contact (<i>other than parents</i>):		Relationship to Child:			
Phone:	Does anyone NOT have access to the child: No / Yes				
Student lives with (<i>please tick</i>)	Both Parents	Mother	Father	Caregiver 1	Caregiver 2
Any custody/access arrangements that the school should be aware of: (a copy of documentation must be presented to the office)					
.....					

EARLY CHILDHOOD EDUCATION (Please circle the type of early childhood care attended)

Kindergarten or Education and Care Centre	Playcentre	Home Based Centre	Kohanga Reo	Playgroup	Correspondence School
Name of Preschool:			Hours Attended Per Week:		
Length of time attended:(years/months)					

HEALTH, MEDICAL & PERSONAL

Name of Doctor:	Phone:			
Medical Condition/s:				
Medications taken:				
Permission for school to administer medication if needed - (please circle)	Panadol	Yes / No	Antihistamine	Yes / No

Measles Immunisation Documentation

NOTE:	My child is fully immunised against Measles (two doses of MMR/Measles vaccine, after the age of one year old)	Yes / No
	Please provide evidence of your child's immunisation status for measles e.g. WellChild book or immunisation printout from your G.P.	

STATISTICAL AND ENROLMENT DATA

Ethnic Group (please tick)

NZ Maori	NZ European	European	Chinese	Cook Island Maori
Indian	Samoan	Tongan	South African	Other (please specify)

Iwi Affiliations:

What is the main language spoken at home?

NOTE

Students Born Outside New Zealand Must Complete the Following:

Please note: For all students **not born in New Zealand**, the office must view the original documentation of both student and parent, Passport & Visa documentation. **Enrolment cannot be accepted until the documentation is shown.**

Country of Birth: Student:

Mother:

Father:

Status (please tick one)

NZ Citizen	NZ Resident	Student Visa / Permit	International Student
Visa Expiry Date	Visa Number	Date of Entry to NZ	Passport Number:

CLASS PLACEMENT INFORMATION

Information you can share to help your child to make a smooth transition into our school. Please comment where appropriate.

Learning Strengths:

GATE: Would you like a questionnaire to complete? (Gifted & Talented Education)

Yes / No

Learning Support Needed (Learning Difficulties) please comment if your child receives Special Education Support:

Does your child require support with English as a new language?

Yes / No

Please list any activities such as music, sports, drama hobbies, your child is involved in:

INFORMATION PRIVACY

The school is sometimes obliged by law to give information to Government Departments {e.g. Ministry of Education (MoE), Ministry of Health (MoH) and Ministry of Social Development (MSD)} but it will not otherwise be disclosed without your authorisation.

I understand that Hillcrest Normal School undertakes to collect, update, store and disclose personal information in accordance with the provisions of the Privacy Act, 1993, and the School Code of Practice pursuant to Section 46 of the Act.

Use of Student Photographs and Samples of Work

I understand that Hillcrest Normal School uses the internet to enhance student learning. From time to time, we publish on the school's internet website www.hillcrestnormal.school.nz, social media and in publicity material for educational purposes, to share the process and outcomes of learning, and to promote HNS within the wider community. This may include examples of student's schoolwork and images of students and groups of students in activities at the school and in the community. Images of students may include digital or video images of them taking part in school, class or EOTC activities. I give permission for my child's schoolwork or their digital or video images to be used for this purpose.

Yes / No

Computer and Internet Acceptable Use

I have read and explained to my child, the student Cyber Safety and Internet User Agreement information form and give permission for my child to use the internet for educational purposes, as part of the school programme.

Yes / No

GENERAL

First Aid

I give permission for my child to be treated as necessary by the school designated First Aider or school staff member.

Yes / No

Food Preparation

I give permission for my child to take part in the preparation and making of food in classroom programmes.

Yes / No

Consent for Education Outside the Classroom

I give approval for my child to participate in off-site programmes of learning, within his or her normal classroom time allocation and as approved by the Principal.

Yes / No

I wish to make application for my child to enrol at Hillcrest Normal School. I understand the conditions in the prospectus and agree to abide by them, in particular I agree that:

- The school behaviour code will be adhered to
- The policies of the school, additional to the prospectus, will be supported
- I confirm that the address I have provided to the school will be the usual place of residence for my child when school is open for instruction. I will advise the school of any subsequent change of address. Should I subsequently move outside the Hillcrest Normal School Zone I understand the Board of Trustees has the right to review the enrolment. *(Applicable for in-zone enrolments only.)*

Parent/Guardian Signature:

Date:

Enrolment Check List - Office Use Only

Both Parent/Caregiver have signed the enrolment form - 2 x Proof of in-zone residence attached (only for in-zone enrolments)
Measles/MMR immunization records are attached - Copy of student's birth certificate/passport / Visa Documentation (if required)

eTap	ENROL	Xero	Teacher	ESOL	Request for Records	IT
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Student Cyber Safety and Internet User Agreement

At Hillcrest Normal School we believe in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We actively encourage our students to be competent and confident in the use of digital technology; and aware of and able to manage the challenges and issues that go with it. These issues include safety of themselves and others, privacy, copyright, and protection of digital devices and equipment. In short, to be digital citizens.

Hillcrest Normal School will assign Teachers and Students appropriate access rights to access the internet. The internet connection is through N4L (Network for Learning), who provide a managed internet content service, where the internet is managed allowing only for appropriate sites to be accessed.

To be a responsible cyber citizen and meet the acceptable use of digital tools at Hillcrest Normal School we will:

- Use digital devices for activities and researching using appropriate sites for class/school topics that the teacher has approved
- Communicate via email, Google Meets & Google Classroom for class/school topics.
- Be polite in all online interactions and communication
- Gain permission to use images and work owned by others i.e. awareness of Common Core and Copyright
- Always use digital technologies to communicate with others in positive ways
- Keep our personal details private when using online sites
- Respect other people's work or files
- Handle digital devices with care.
- Report anything that is inappropriate online to the teacher so it can be dealt with in a way that aligns with the school values.

The internet will be used in a safe manner to enable students to develop information literacy skills leading to independent learning. Serious offences will incur consequences as determined by senior management. Teachers will report any known problems or offenses to the System Administrator and/or Senior Management.

Student Name: _____ **Student Signature:** _____

Parent / Caregiver Name: _____ **Parent / Caregiver Signature:** _____