



Expression of Interest for Enrolment

Please complete the following details and return to the Matakana School office.

Zone status:

☐ **In Zone** (please complete reverse form)

Student status: (Please tick all that apply)

☐ **New Entrant**
☐ **Sibling**
☐ **Transfer**

Personal Details			
Child's Full Name:	First Name:		
	Middle Name:		
	Surname:		
Date of Birth:			Male / Female
Parent/Caregiver Names:	1:	2:	
Address (Physical):			
	City:	Postcode:	City: Postcode:
Address (Postal – if different):			
Telephone:	Home:	Mobile:	Home: Mobile:
Email:			
Transfer Student:	If applicable, please state which school your child attended and Year:		
Sibling:	If applicable, please indicate if this child is a: <input type="checkbox"/> Sibling of current student (please state sibling's name): <input type="checkbox"/> Sibling of former student (please state sibling's name):		
Other:	If applicable, please indicate if the child's parent/caregiver is a former student of the school: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Parent/caregiver 1 <input type="checkbox"/> Parent/caregiver2		
Intended Start Date:			

Parent/Caregiver Signature:

Date:

For Office Use	Received by:	Letter/Email confirmation	Enrolment Pack Sent date:	Date in Etap:	Proof of address sighted	DATE RECEIVED
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MATAKANA SCHOOL, 952 MATAKANA ROAD, RD 5, WARKWORTH 0985
Telephone: 09 422-7309 **Email:** office@matakana.school.nz
Website: www.matakana.school.nz

Questionnaire

The Education Act 1989 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? Yes ____ No ____

4. If you answered "Yes" to Question 3 above, is this:

____ your only residential address? ____ your main residential address?

If you answered "No", state your other address _____

5. 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 any issues arise from the above information, the board may wish to interview you to ensure the genuineness of the application.

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.

Statement

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 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.

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: _____
(Parent)

Please provide official proof of address (Utility Bill, Sale & Purchase/Tenancy Agreement or similar), thank you.