

Please complete all sections.

An incomplete application will result in a delay in processing and your form may be returned to you to complete. Please use the checklist at the back of this form to ensure you have completed the application for enrolment correctly.

To be considered for enrolment in Te Aho o Te Kura Pounamu (Te Kura) as an early childhood student, the student must fit into one of the categories below. You must also be able to provide the stated documentation required for the category ticked. The student must be a New Zealand citizen, permanent resident or verified domestic student and unable to attend a local ECE centre because:

Access

- They are a child of a family whose geographic location (i.e. they live more than 6 km away) prevents attendance at a licensed and/or chartered English language medium ECE provider.
- They are a child of a family who are located behind a geographic barrier (e.g. un-bridged river) preventing reasonable access/attendance at a licensed and/or chartered English language medium ECE service.
Please complete the student's eligibility questions in section 2.
- They are a child of a family whose itinerancy requires a change of licensed and/or chartered English language medium ECE service each school term (the family must be itinerant for at least six months consecutively.)
Please complete the itinerary questions in section 3.

Referral

- Child has a long-term illness or medical condition that prevents their attendance at a licensed and/or chartered English language medium ECE service.
Caregivers must provide, each year, a medical certificate from a medical practitioner specialising in the condition preventing attendance, or a referral letter from a G.P. to a specialist.
- Child has special development needs such that no licensed and/or chartered English language medium ECE service able to meet their need is available within a reasonable distance or travel time.
Please attach a Ministry of Education – Special Education Report verifying that no local service is able to meet the student's needs.
- Child does not fit any of the specified English language medium gateways above, however may be admitted at the discretion of the Chief Executive at Te Kura. There are special circumstances preventing the student's attendance at a licensed and/or chartered English language medium ECE service, some examples are shown below:

Example One: The child has a sibling who has a medical condition preventing, for reasons of cross infection, the student attending a licensed and/or chartered English language medium ECE service.

Example Two: The child's caregiver has a medical condition preventing attendance at a licensed and/or chartered English language medium ECE service.

- Child does not fit any ECE gateway, and is not enrolled at any licensed, chartered or certificated ECE service for more than two four-hour sessions per week, and is referred by the Ministry of Education at its discretion as part of its programme to increase participation in ECE.
Applications made under this gateway require a referral from the Ministry of Education. Contact your local Ministry of Education office to check if you are eligible under this criteria before completing this form.

Contact Enrolment Services on 0800 65 99 88 if you require more information.

Priority enrolments

First priority

Children whose access to Early Childhood Education (ECE) is limited by their rural location and geographic isolation will normally be given first priority for enrolment.

Waiting lists

Children approved by Te Kura as eligible for entry but for whom a vacancy is not immediately available will have their names placed on a waiting list. Wait listed children will normally be admitted to the school in age order.

Your application is subject to approval in terms of the current Ministry of Education enrolment policy. (If your application is approved, your child's name will be placed on a waiting list).

If under 3 years of age at enrolment. You will be contacted when a place becomes available.

Visit our website www.tekura.school.nz or phone 0800 65 99 88 for further information. This enrolment form can be filled out online at www.tekura.school.nz.

Please note:

At the time of publication the programmes described on our website (www.tekura.school.nz) are all available. Please note that Ministry of Education funding arrangements and enrolment criteria for Te Kura may change. Accordingly, the courses that you select may not be available to you. Te Kura may be required to withdraw or restrict enrolment to programmes at any time. If you enrol in a programme that is subsequently withdrawn or restricted in terms of enrolment, we will contact you.

1. Academic Record

Te Kura needs to confirm the student's academic record to date with their previous school. The Principal or class teacher from the previous school must complete a student educational profile if requested. If the student has been home-schooled, the family must provide details. The privacy statement below explains who will have access to this information. If you have any concerns please contact us (this does not apply to ECE students).

2. Privacy

Te Kura is required to collect personal information from students in order to comply with obligations laid down by the Ministry of Education and the Education Act 1989. This information will be used to provide for the educational and general advancement of the student and for the purpose of carrying out the activities of the school.

The school may also provide this information to other third parties, including the New Zealand Qualifications Authority and other relevant agencies, where it relates to the education, health, welfare or safety of the student.

Under the Education Act 1989 and the National Administration Guidelines, parents and guardians have the right to access information directly relating to matters concerning the education of their child/student.

Under the Privacy Act 1993, any other personal information about a student held by Te Kura can only be released to the student. Personal information about a student will only be released to another party, including parents and guardians, with the student's written permission or where the Privacy Act provides for an exception to be made.

You have the right to access and request corrections to personal information held by the school. Please put your request in writing to the school's Privacy Officer.

Any requests for personal information about a student not directly related to their education should also be put in writing to the school's Privacy Officer.

Please advise the school if you have any concerns about the information held by us relating to this enrolment.

3. Copyright

By signing this Application for enrolment, you authorise Te Kura to copy and transmit the student's copyright material in the course of their education.

4. Authentication

Te Kura has to ensure that work presented for assessment is the student's own work. The parent/caregiver of a student enrolling in courses that lead to New Zealand national qualifications must ensure that the student understands that work sent in for assessment must be their own. Your agreement to the declaration statement in your student's enrolment application is confirmation of this understanding.

This means:

- The student undertakes to present their own work for assessment and signs the authentication statement on the cover sheet of all assessment activities as a guarantee of this.
- In courses that lead to NZ national qualifications, assessment activities may require supervision. These will be supplied in sealed packs and must be done with a supervisor and under test conditions. The student and their supervisor must sign the authentication statement on the cover sheet. The same procedure applies to examinations.

5. Complaints

Supervisors and their students are able to discuss the student's learning needs and concerns with Te Kura staff. In the event that the concern cannot be resolved, Te Kura has formal complaints procedures. Te Kura recognises that any student making a complaint should feel safe and supported and that by making a complaint they will not be academically disadvantaged.

6. Information Communications Technology

The following Te Kura Information Communications Technology (ICT) Student Use Agreement is for the protection and safety of students enrolled at Te Kura. By agreeing to the declaration statement in your enrolment application, you agree to comply with the terms of this agreement.

When using ICTs it may not always be possible for Te Kura to filter or screen all inappropriate material. For a guide to the range of material that Te Kura would regard as inappropriate, go to the Netsafe website (www.netsafe.org.nz). It is therefore your responsibility to:

- not deliberately access such material
- not distribute such material by copying, printing, emailing, posting on the Internet or any other method and
- not have any involvement with such material.

You should only use Te Kura ICTs for purposes relating to school work.

Te Kura computer facilities must not be used for any purpose or in any way that harms or might harm other people.

If you become aware of or accidentally access any inappropriate material on Te Kura ICTs, you must immediately report this to your teacher.

Te Kura reserves the right to monitor your communication, work or data relating to communication technologies.

Kura also has a Cyber Safety policy for the protection and safety of its students.

7. Course availability

Te Kura may be required to withdraw or restrict enrolment to courses at any time. If you enrol in a course that is subsequently withdrawn or restricted in terms of enrolment, we will contact you to discuss other study options. Refer to our website for the latest information on available courses and eligibility.

8. Items to be provided by students

Some courses may require you to provide your own materials, and/or audio/video equipment and/or textbooks. Refer to our website for the latest list of materials, equipment and books required for such courses. Go to Subjects and Courses/What you can study for a list of subjects, or contact us on 0800 65 99 88.

Early childhood learning materials provided for your child may include books, puzzles, games, audio CDs and CD-ROMs.

In order to utilise audio/video resources, you will need access to the equipment required to play or receive them.

9. Fees and the school's refund policy

Tuition fees (fee paying students only):

Tuition fees are set for the year the study is undertaken regardless of when the enrolment is accepted. A fee is payable per course. This must be paid in full at the time of enrolment and cannot be paid in installments.

Refund of the course fee in the event of enrolment withdrawal

Eighty per cent of the course fee(s) paid by a fee-paying student will be refunded provided the withdrawal application is received before the expiry of one month after the enrolment has been completed.

Refunds for any withdrawal applications received outside of this one month period will be at the discretion of the Enrolment Services Manager and may only be considered where exceptional circumstances are demonstrated.

Refunds will not be made for any materials (including items of equipment) returned to Te Kura.

Administration fees (adult students only):

All adult enrolments are charged an administration fee set for the year the study is undertaken regardless of when the enrolment is accepted. A fee is payable per course. This must be paid in full at the time of enrolment and cannot be paid in installments.

The administration fee is non refundable after the enrolment process is completed. Refunds will not be made for any materials (including items of equipment) returned to the school.

10. Duration of enrolment (adults and fee-payers)

The duration of enrolment is until all relevant subject level assessments for your programme of learning are complete, or for 12 calendar months from the enrolment date, whichever is the sooner.

If you do not return work on a regular basis you will be removed from the roll (adults only).

A further course fee is required if you wish to re-enrol to complete a course or enrol in a new course.

Section 2 Student's eligibility

What primary school is your child likely to attend?

Geographical isolation/inaccessibility

Please select one of the reasons below which applies to you and complete answers where required. Remember to send us the supporting documents required.

Child of a rural family whose geographic location prevents attendance at a licensed and/or chartered English language medium ECE service. The distance must be a minimum of 6 kms.

Child whose access to another service is limited by distance or service availability up to and including 2–4 hour sessions (on separate days) per week.

Please state the nearest licensed and/or chartered English language medium ECE service Distance from home

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Attendance at another early childhood service

This information will help decide your child's eligibility. Please tick (✓) the appropriate box.

My child:

- does not attend a licensed/chartered early childhood service
- attends half-day sessions weekly
(specify how many)
- is on the waiting list for a licensed/chartered early childhood service.

Please complete the following if the child attends or is on a waiting list for another service.

Name of service (attending/on waiting list)

Distance travelled to attend (one way)

--	--

Address

Time to travel from home to service (one way)

	kms
--	------------

Name of the early childhood person responsible (for verification of attendance and liaison)

--	--

Telephone

--	--

Describe the route to the service (unmetalled roads, fords water access, etc)

Section 3 Student's personal details

Has the student been enrolled with Te Kura before?

No

Yes Te Kura student ID number (if known)

What is the student's name?

The student's full legal name as shown on their birth certificate or passport. (You need to provide a copy of your child's citizenship, permanent residence or domestic student status as proof of their eligibility to enrol.)

First name(s)

Family name

Preferred name (if different from the first name)

What is the student's date of birth and age?

Day	Month	Year
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Age

Student is: Male Female

What is the student's first language?

English

Māori

Other (please specify)

Student is a

New Zealand Citizen Permanent Resident of New Zealand

Domestic Student* (please send in copies of proof of domestic student status)

If the student is not a New Zealand Citizen, please state their country of citizenship

Ethnicity

This information is required to fulfill Ministry of Education regulations. Tick the ethnic group(s) the student identifies with – you may tick up to three groups.

NZ Māori

To which iwi does the student belong?

NZ European/Pākehā

Tongan

Southeast Asian

other European

Cook Island

Niuean

Chinese

other Pacific Island

Samoan

Tokelauan

Indian

other Asian

Fijian

other (please specify)

*If you are unsure whether the student qualifies as a domestic student, please call Enrolment Services on 0800 65 99 88 and one of our advisors will be able to help you verify their eligibility.

Section 3 Student's personal details

Does the student have any siblings studying with Te Kura?

No

Yes Please list the names of brothers/sisters studying with Te Kura and their year level.

Sibling name	Year level	Currently enrolled or on waiting list		Previously enrolled	
		Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
		Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
		Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
		Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
		Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
		Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>

Declaration of itinerancy

If applying under the itinerancy category, tick the box if the following statement is true: Family will change location at least once each term and each change would require a change of school.

Please complete the itinerary below. (Use a separate sheet of paper if necessary.)

Proposed location/address	Date of move	Duration of stay	Phone number
Riverton, C/- Riverton Caravan Park	Example: 04/03/10	5 weeks	

Section 4 Contact information

Address and contact numbers *(It is important that you advise us of any changes to these details.)*

Student's permanent address

Street address

Postal address (if different)

Rapid number (if rural)

Postcode

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Postcode

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Email address

Home phone

Work phone

Mobile phone

Fax

Supervisor information

If neither of the parents/caregivers can supervise the student's Te Kura work, please give details of the authorised supervisor and the address to which the Te Kura work is to be sent, if different from the student's permanent address.

First name(s)

Family name

Postal address
If different

Postcode

Email address

Home phone

Work phone

Mobile phone

Fax

What is the supervisor's relationship to the student?

- Mother
 Father
 Guardian/Caregiver
 Grandfather
 Grandmother
 Other family/whānau member (please specify)

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- Friend
 Other (please specify)

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What is the supervisor's employment status?

- Full-time employment (please specify)

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- Part-time employment (please specify)

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- House-person
 Beneficiary
 Retired
 Student
 Other (please specify)

--

What is the supervisor's highest educational qualification?

- No formal educational qualifications
 NCEA Level 1, School Certificate or equivalent
 NCEA Level 2, Sixth Form Certificate or equivalent
 NCEA Level 3, Bursary or equivalent
 Bachelor degree/Diploma
 Postgraduate qualification
 Other educational, partly completed or professional qualifications (please specify)

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Section 4 Contact information

Details of parent(s)/caregiver(s) who is/are authorised to deal with any matters relating to this student

First parent/caregiver

First name(s)

Family name

Relationship to student

Occupation or beneficiary status

Email

Home phone

Work phone

Mobile phone

Street address

Rapid number (if rural)

Postcode

Postal address (if different)

Postcode

Second parent/caregiver

First name(s)

Family name

Relationship to student

Occupation or beneficiary status

Email

Home phone

Work phone

Mobile phone

Street address

Rapid number (if rural)

Postcode

Postal address (if different)

Postcode

I agree that my contact details may be passed on to The Correspondence School Parents' and Supervisors' Association. The Correspondence School Parents' and Supervisors' Association is a support organisation for families of Te Kura students.

Section 5 Declaration and checklist

Publication of student images and schoolwork

From time to time, we publish in school newsletters or on the school's website material that has been produced by students or is about students, for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and photographs or images of students or groups of students taking part in school activities.

It is the school's policy that:

- any photos for publication are positive representations of the students
- student work will not be published that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties.

Parents and students should be aware that Te Kura cannot control who accesses the information published on our school website. In recognition of this, Te Kura takes steps to safeguard the privacy of our students and to comply with the Privacy Act 1993.

Te Kura has a designated Privacy Officer who is available to answer any enquiries from parents or students about the online publication of student images and schoolwork.

Permission to publish student photographs or images

I give permission for any photographs or images taken of myself/my student while enrolled with Te Kura to be used in teaching and promotional materials produced or published by Te Kura.

Permission to publish student schoolwork

I give permission for student schoolwork created by myself/my student while enrolled with Te Kura to be used in teaching and promotional materials produced or published by Te Kura.

You have the right to withdraw your permission at any time. To do so, contact your learning advisor or teacher.

Read and sign the following

As parent/caregiver of a student of Te Kura, I understand that:

- work should be returned regularly
- material supplied by Te Kura on completion of the programme should be returned
- I must inform Te Kura of any change in address or circumstances.

The information I have given on this form is accurate and I have read, understood and will adhere to the Terms and Conditions contained in section 1 of the Application for Enrolment.

Parent/caregiver name

(please print)

Parent/caregiver signature

Date

Day	Month	Year
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Checklist

Before submitting your application use this checklist to ensure you have completed the application for enrolment. Make sure you have:

- Entered all the student's personal and contact details
- Provided an itinerary that covers six months of travel, where required
- Signed the declaration
- Completed the payment form if you are making a donation
- Included any additional documentation that is required to support the application (detailed on front page of application)
- Included a copy of the student's proof of New Zealand citizenship, permanent residency or domestic student status.

Once the application is complete, please post it to:

Enrolment Services
Te Aho o Te Kura Pounamu
Private Bag 39992
Wellington Mail Centre
Lower Hutt 5054

Please contact us on 0800 65 99 88 or enrolment@tekura.school.nz if you require any further information.

Section 6 Payment form

Donation

Parents/caregivers are asked to donate \$90 per student or \$125 per family to provide additional support which directly benefits students. The money is used to subsidise items like library books, equipment and resources to support special events, the school magazine and prizes. The school donation may qualify for an income tax rebate and is a voluntary payment.

Enrolment request ID

Donation (included with this enrolment application)

\$

(office use only)

THIS IS NOT AN NZQA FEE

If you are making a donation, please complete the payment form below.

Te Kura student ID number (if known)
First name(s)
Family name

Payment method (complete for the one payment method that you will be using)

Credit card	Credit card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Visa <input type="radio"/>						expiry date	Month <input type="text"/> Year <input type="text"/>
MasterCard <input type="radio"/>							
	Cardholder name	<input type="text"/>					
	Signature	<input type="text"/>					

Internet banking Enter Te Aho o Te Kura Pounamu bank details:

Bank: Westpac

Account No: 03-0518-0134660-25

Make the reference the student's name and/or their Te Kura student ID number

Reference entered

Date payment made

Cheque/bank draft NZ cheque Bank draft

Make your cheque/bank draft payable to: Te Aho o Te Kura Pounamu

Money order Make your money order payable to: Te Aho o Te Kura Pounamu

An organisation is paying the fees (For example: a Defence Force, your workplace, or a social service provider)

Donation

\$

this amount is copied from the donation box above

Total payment

\$

Tick if you require a receipt for payment