



# Torbay School

## Application for Enrolment

Enrolment No: /

### Pupil Information

LEGAL SURNAME		LEGAL FIRST NAME/S	
PREFERRED FIRST NAME: PREFERRED SURNAME:		LIVING WITH	
DATE OF BIRTH		MALE / FEMALE	
COUNTRY OF BIRTH		DATE OF ENTRY TO NZ (if born overseas):	
ETHNIC GROUP (up to 3)	FIRST LANGUAGE	IWI STUDENT BELONGS TO – if applicable (up to 3)	
HOME PHONE NUMBER		EMAIL	
PREVIOUS PRESCHOOL ATTENDED DATE COMMENCED		NUMBER OF HOURS PER WEEK AT AN EARLY CHILDHOOD EDUCATION SERVICE IN THE 6 MONTHS PRIOR TO STARTING SCHOOL	
PREVIOUS SCHOOL ATTENDED (if applicable)		CURRENT SCHOOL LEVEL (if applicable)	
STARTING DATE AT TORBAY		ESOL required (English lessons for speakers of other languages) <b>Yes / No</b>	
SIBLINGS ALREADY AT TORBAY SCHOOL 1. D.O.B 2. D.O.B		SIBLINGS YET TO START AT TORBAY SCHOOL 1. D.O.B 2. D.O.B	
SPECIFIC LEARNING NEEDS			
SPORTING, CULTURAL, MUSICAL INTERESTS			
ANY OTHER INFORMATION THAT WILL ASSIST TORBAY SCHOOL TO ENSURE A SAFE ENVIRONMENT FOR YOUR CHILD:			

### Medical Information

FAMILY DOCTOR	PHONE NO.		
KNOWN ALLERGIES:	MEDICATION		
HEALTH NEEDS: ASTHMA YES / NO	SIGHT	SPEECH	HEARING

### Parent Information

MOTHER'S NAME ( Mrs / Miss / Ms / Dr)	OCCUPATION
ADDRESS	
HOME PHONE NO	MOBILE NO
PLACE OF EMPLOYMENT	WORK NO
EMAIL ADDRESS	
FATHER'S NAME ( Mr / Dr )	OCCUPATION
ADDRESS	
HOME PHONE NO	MOBILE NO
PLACE OF EMPLOYMENT	WORK NO
EMAIL ADDRESS	
CUSTODY / ACCESS ARRANGEMENTS	

Please turn over to complete Page 2

## Emergency Contacts (other than parents)

<b>NAME (1) ( Mrs / Miss / Ms / Mr )</b>	<b>NAME (2) ( Mrs / Miss / Ms / Mr )</b>
RELATIONSHIP TO STUDENT	RELATIONSHIP TO STUDENT
ADDRESS	ADDRESS
HOME PHONE NO	HOME PHONE NO
MOBILE NO	MOBILE NO
WORK NO	WORK NO

**PERMISSIONS:**

- I give authority to the Principal/School to act on my behalf in any medical emergency and that any costs incurred will be at my expense.
- I give permission for my child to be included in photos, videos and to have his/her work published on our school website, schools newsletter or other promotional activities so long as only their first name is used.
- I give permission for my child to attend all approved educational visits and trips including sports visits and special events. I agree to abide by all Board of Trustees Policies.
- 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, CARE values and Fair Play Code.
- Ensure that myself and any person(s) in relation to my child on Torbay School grounds will meet the requirements of the school's Health & Safety Policy and Guidelines as outlined on the Torbay School website.
- Ensure that myself and any person(s) visiting Torbay School for longer than 20 minutes between 9.15am and 2.45pm will sign in and out on the visitor's register located in the school office.

**I understand that I may withdraw my permission in writing at any time for any of the above.**

**I understand that any information provided on my child will be used to assist him/her and will be used according to the Provisions of the Privacy Act 1993.**

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

**Signed**..... (Mother/Father/Caregiver)

**Date** .....

If a caregiver other than a parent, please state your relationship to the child being enrolled. ....  
 (If you are not the child's parent completing this form, please provide an authority from the parent for this enrolment)

**The following original documents are required before this application can be processed and must accompany this application (we will take photocopies of the documents at the school office):**

If born in New Zealand:

- Proof of Address** (Utility bill such as rates, power, landline, SKY or rental agreement)
- NZ Birth Certificate or NZ Passport**
- Immunisation Certificate** or immunisation records
- Any legal custody/parenting documents** (if applicable)

If born overseas:

- Proof of Address** (Utility bill such as rates, power, landline, SKY or rental agreement)
- Passport**
- Birth Certificate**
- Work/Student Visa/Permit for Parent and Student** (if applicable)
- Immunisation Certificate** or immunisation records
- Copy of recent school reports** (with verified English translation if required)
- Any legal custody/parenting documents** (if applicable)