



Te Kāreti o Whangaroa College

Welcome to Whangaroa College

Enrolment Form / Pānui Kia Whakakī					
<p>Tēnā koe</p> <p>Please fill in the information below for the student being enrolled at Whangaroa college. Please provide the school with a copy of the student's birth certificate at your earliest convenience. Care-givers or guardians must provide legal documentation or a verified document witnessed by a Justice of the Peace confirming the right to enrol the student at Whangaroa College. Without this documentation the enrolment will not proceed. We appreciate your help with and attention to these details.</p>					
Student's Preferred Surname					
Legal Surname					
Given Name					
Middle Name(s)					
Gender		Date of Birth			
Physical Address					
Country of Birth		First language in the home			
Ethnic Background		Nationality			
IWI					
Postal Address					
Last School Attended					
Class or Year Level at the last school attended					
Names of other siblings at college					
Names of any special friends at college					
Parents / Care-givers Information					
Care-giver/ Guardian right to enrol documentation received and attached					YES / NO
Father			Surname		
Solo Parent	YES / NO	At Home	YES / NO	Home Phone	
Address (if different to student's address)					
Cell Phone			Work Phone		
Email Address					
Occupation		Work Place			
Father's signature					
Mother	Given Name			Surname	
Solo Parent	YES / NO	At Home	YES / NO	Home Phone	
Address (if different to student's address)					
Cell Phone			Work Phone		
Email Address					
Occupation		Work Place			
Mother's signature					
Guardian or Care-giver or Homestay	Given Name			Surname	
Relationship to student					
Home Phone		Work Phone			
Cell Phone		Email Address			
Occupation		Work Place			
Guardian / Homestay Parent's signature					

Partner	Given Name		Surname	
Emergency Contact (MUST BE COMPLETED IN FULL)				
Emergency Contact	Given Name		Surname	
	Home Phone		Work Phone	
	Cell Phone		Relationship	
Bus run your student will use: (Tick the correct run)				
Otangaroa - Totara North - Waitaruke			Turner Street	
Matauri			Kahoe	
Whangaroa – Wainui- Te Ngaere			Pupuke	
Waire - Huia			Omaunu - Mangaiti	
Walkers				
Medical, Health and Other Information				
Doctor			Dentist	
Allergies			Medication to be kept at school	
Disabilities or health issues				
Are there any current access restrictions imposed by the courts?				
Please note anything else we need to know about your student				

I give permission for the following:

- For the College to contact the previous school of my child for any information considered necessary.
- For my child's name, written work or photograph to be published in school newsletters, school publications, on the school web pages or in any other publication in connection with the promoting of a positive profile for Whangaroa College.
- For my child's name to be on work submitted for external moderation purposes.
- For the Resource Teachers of Learning and Behaviour to assess my child's current learning needs and attainment levels for the purpose of being able to plan and develop specific educational plans should the College have any concerns regarding the progress of my child at this school.
- I understand that students who deliberately damage school property will be required to pay all costs relating to the replacement of any item.
- I will ensure that my child wears the correct school uniform with pride at all times
- I will ensure my child follows the school rules at all times both in the classroom setting and around the school grounds, and also when away from the school representing Whangaroa College.

Signed: _____

Parent/Caregiver

Date: _____

For College use only – Regular Students

Task	Person to complete task	Initialled	Date completed	Comment
Interview with Principal	Principal			
Enrolled by	Office Staff			
Original birth certificate sighted	Office staff			
Birth certificate certified copy filed	Office Staff			
Previous school report copied	Office staff			
Interview with Dean includes the gathering of sensitive medical, mental health, educational or personal information not shared on the enrolment form.	Dean			
Previous school information consulted	Dean			
Enrolment form read for pastoral and educational information noted	Dean			
Enrolment approved / not approved by the Principal following consultation with the Dean.	Principal			
Photo taken	AP			
Subjects set	Dean			
Timetabled	Office staff			
Entered in ENROL on line	Office staff			
Entered in PC School	Office staff			
Student Enrolment Number	Office staff			
AsTTle set up	AP			
School network logon completed	AP			
Student folder made and enrolment documentation filed	Office staff			
Student issued with an orientation package, a tour of the school and introduced to the whanau teacher	Dean			