



## Application for Enrolment

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Date of Application (dd/mm/yyyy):

Student's legal surname:

Student's legal first name:

## Application Process

Each child in New Zealand has at least one adult who is legally responsible for their care. Those who have this responsibility are most often, but not always, the parents of the child. Other than parents, other legal caregivers could include foster parents, legal guardians, etc.

For the purposes of this application and our internal data systems, we require one caregiver who is legally responsible for the student to complete this application form. This caregiver who completes this application will be the caregiver who is most readily able to be contacted during school hours and will be the caregiver with whom the school will primarily communicate via email, land line and cell phone. Throughout this application form, this caregiver will be referred to as Caregiver A.

A second caregiver is referred to in this application as Caregiver B.

For the purposes of this application

1. Complete ALL sections of the application form.
2. Email the completed application form to [office@crs.school.nz](mailto:office@crs.school.nz)
3. For Preferential applications, email the Preferential Enrolment Form to your church Pastor/Minister/Church Leader and request them to complete it and email it to [office@crs.school.nz](mailto:office@crs.school.nz)
4. You will be contacted to arrange an interview with the Principal or his delegate. At this interview you will be shown around the school and have opportunity to ask questions.

Please bring the following documents to the interview:

Original or verified copy of NZ Birth Certificate, Passport or another student identification document.

Most recent school report if the student has attended another school.

Documents showing current NZ residency status if not a NZ citizen.

A completed automatic payment form for monthly or fortnightly attendance dues payments.

## Application Form Sections

Section 1: Student and Applicant details

Section 2: Previous Schooling and Education – Early Childhood Education

Section 3: Previous Schooling and Education – Primary, Intermediate or Secondary School Education

Section 4: Enrolment Type

Section 5: Caregiver A Details

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Updated June 2018

## Student Details

Student's legal surname:

Student's legal first name:

Student's middle name(s):

Preferred first name:

Date of birth (dd/mm/yyyy):

Gender:

If the student is 18 years old or older, do they receive the Independent Student Allowance?

Current school year level (Enter 0 for 5 or 6 year old student starting school for the first time):

Your preferred start date at this school (dd/mm/yyyy):

## Student Ethnicity Details

A student can identify with up to three different ethnicities.

Ethnicity 1: If Other is selected, please complete:

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If a student identifies one ethnicity as Māori above, then at least one iwi must be listed.

Iwi 1:

Iwi 2:

Iwi 3:

Main language spoken in the student's home:

If Other has been selected, please enter main language:

Country of citizenship:

If Other has been selected, please country of citizenship:

## Identification Documents

An original or verified copy of at least one student identification document needs to be shown to the school. This could be a birth certificate, passport or other document that identifies the student.

Student identification document:

If Other has been selected, please enter document type:

Document expiry date (where one exists) (dd/mm/yyyy):

Document serial number:

## Previous Schooling and Education

### Early Childhood Education

If the student has already been enrolled at a primary, intermediate or secondary school for at least 6 months, leave this section blank.

Did the student attend one or more Early Childhood Education service(s) in the six months prior to starting school?

If the student DID NOT attend in New Zealand, leave the rest of this section blank:

“Regularly attend” means the child was booked in to a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

Did the student regularly attend the Early Childhood Education service(s)?

If the student attended an Early Childhood Education service in New Zealand, follow the instructions below and complete the table for the last service(s) attended. Otherwise, leave the table blank.

Instructions:

1. If the student was attending more than one service at the same time, please enter hours per week for up to three services.
2. If the student attended one service, but changed to a different service within the six months prior to starting school, please complete the table for the last service only, not both.
3. If the student’s attendance hours varied, please enter an approximate or average number of hours per week.

Please enter the number of hours per week for up to three services:	Service 1 (hrs/week)	Service 1 (hrs/week)	Service 1 (hrs/week)
Kōhanga Reo			
Playcentre			
Kindergarten <i>or</i> Education and Care Centre			
Home based service			
Playgroup			
The Correspondence School – Te Aho o Te Kura Pounamu			

## Previous Schooling and Education

### Primary School or Intermediate School or Secondary School Education

Previous schooling:

If Other NZ school was selected, please enter the name of the previous school:

If School in another country was selected, please enter the name and country of the previous school:

Please describe any particular strengths and/or weaknesses the student has which may impact their learning:

Please select whether any of these specialised learning involvements apply to the student.

Select as many as apply:

Gifted and talented involvement

Group Special Education assistance

ORRS funding

Teacher aide support

RTLB assistance

Other specialised learning involvements:

## Enrolment Type

Preferential enrolments are those where the parents/caregivers are members of the Body of Christ and demonstrate an on-going commitment to Jesus. All other enrolments are non-preferential.

If this application is non-preferential, leave the rest of this section blank.

Preferential enrolments require a Preference Enrolment Form to be sent to the church attended by the student's parents/caregivers. This will be returned to Christian Renewal School.

Enrolment Type:

If the Enrolment Type selected is Preferential then complete :

Church name:

Pastor/Minister/Church Leader name:

## Caregiver A Details

Surname:

First name:

Relationship to student:

If Other has been selected, please complete:

Landline phone:

Cell phone:

Email (the email address the school will communicate with):

Home address: number and street name:

suburb or area with RD number:

post code:

Does the student most frequently live at this address?

Postal address. Please complete if the postal address is different from the home address above:

number and street name:

suburb or area with RD number:

post code:

Current marital status:

Occupation:

Work phone:

## Caregiver B Details

This section may be left blank where there is no other caregiver legally responsible for the student.

Surname:

First name:

Relationship to student:

If Other has been selected, please complete:

Landline phone:

Cell phone:

Home address (Enter an address if different from the address of Caregiver A):

number and street name:

suburb or area and RD number:

post code:

Postal address. Please complete if the postal address is different from the home address above:

number and street name:

suburb or area and RD number:

post code:

Occupation:

Work phone:



## Student's Weekday Living Situation

Complete this section ONLY if the student typically DOES NOT live at Caregiver A's address as shown above during the week.

Describe the student's usual weekday living situation:

If Other has been selected for relationship, please complete:

### Weekday Carer Details

Surname:

First name:

Relationship to Student:

If Other has been selected, please complete:

Student's weekday address:

number and street name:

suburb or area and RD number:

post code:

## Emergency Contact Details

This person is someone, other than the Caregiver(s) of the student, that the school could contact in case of emergency if the Caregiver(s) are not able to be contacted.

Surname:

First name:

Relationship to Student:

If Other has been selected, please complete:

Landline phone:

Cell phone:

Work phone:

Home address: number and street name:

suburb or area and RD number:

post code:

## Student Medical Details

### Doctor

Medical Practice where student is registered:

Doctor's Name:

Practice address: number and street name:

suburb:

post code:

Practice phone number:

### Dentist

Dentist/Dental Clinic:

Dentist's Name:

Practice address: number and street name:

suburb:

post code:

Practice phone number:

## Medical History and Consents

To ensure we provide the best care we can in a medical emergency, we need to maintain current records of your student's state of health.

We may share appropriate aspects of this data with paramedics if an accident or medical emergency should occur. It is therefore vital that this information is complete and accurate.

Has the student suffered any injury(ies) that have resulted in ongoing issues?

If ãe/Yes, describe the injury:

Does the student suffer from any medical condition(s) of an ongoing or recurring nature?

If ãe/Yes, describe the condition:

Is the student required to take any medication for ongoing issues?

If ãe/Yes, complete:

Condition 1 being treated:

Medication name(s):

Medication strength(s):

Medication dosage(s)

Condition 2 being treated:

Medication name(s):

Medication strength(s):

Medication dosage(s)

## Medical History

Tick if the student suffers (or has ever suffered), from any of the following:

- Dizzy spells
- Black outs
- Migraine
- Asthma
- Diabetes
- Fits of any kind
- Heart condition
- Chronic nose bleeds
- Colour blindness
- Travel sickness
- Other

Describe any other medical issues that the school should be aware of:

## Allergies

Tick if your child has an allergy to any of the following:

- Food
  - If Food is selected:  
Name the food(s):
  - Select severity:
- Sprays, plants, dust etc.
  - If Sprays etc. is selected:  
Name the allergen(s):
  - Select severity:
- Insect bites or stings
  - If Bites or Stings is selected:  
Name the insect(s):
  - Select severity:
- Medication
  - If Medication is selected:  
Name the medication(s):
  - Select severity:
- Other allergies
  - If Other allergy is selected:  
Describe the allergy:
  - Select severity:
  - Describe any special care/treatment that is required or recommended:

## Immunisation

Is the student's immunisation up-to-date?

## Medical Consents

Give the date of the last tetanus immunisation:

Do you give permission for your child to receive a tetanus injection if a doctor recommends it?

Do you consent for the school to administer pain relief (Paracetamol - liquid or tablet)?

Do you give permission for urgent medical, dental or surgical treatment to be performed as deemed fit by medical authorities present?

## Attendance Dues

Attendance Dues are a compulsory charge made by the Proprietor (Property owner) of an Integrated School, in agreement with the Ministry of Education, to cover the costs of Capital Development. This money is used to pay for land and building purchase, and repayment of loans used to develop the buildings used by the school. This funding is only used for the development of the facilities which the school uses. The Proprietor of Christian Renewal School is **Christian Renewal Trust**.

## Terms

Attendance Dues are incurred for every day of your child's enrolment. Minimum charges of one week apply at \$15.38. Invoices are generated on the 1st of every month and fall due on the 20th of the same month. Annual amounts are spread over twelve months. Please see below for payment plans. New enrolments require an advance payment of one month. Your payment plan should then commence the following month. On leaving Christian Renewal School a final adjusted amount will be incurred.

## Attendance Due Rates as of 1st January 2018

Children	Discount	Attendance Dues Total	12 Monthly Payments	26 Fortnightly Payments
		Per Family	Per Family	Per Family
1		\$800	\$66.67	\$30.77
2	5%	\$1,520	\$126.67	\$58.47
3	10%	\$2,160	\$180.00	\$83.08
4	15%	\$2,720	\$226.67	\$104.62

## Payment

Attendance Dues can be paid in advance at reception, if desired. Preferred payment is by automatic payment, however EFTPOS and cash are also accepted. Automatic payment forms are available at reception and should be submitted 10 days before your child's start date. If at any time you have difficulty with payments, please contact Reception. Statements and Invoices are available *upon request*.

## Payment Amount and Method of Payment

The annual attendance dues total to pay:

Select the frequency of payment:

A signed Automatic Payment form will need to be submitted if Monthly or Fortnightly has been selected.

## Outstanding Debt Collection

Please be aware that unreasonably outstanding attendance dues may be referred to a debt collection agency.

Our debt collection agency is Baycorp. All outstanding debts and collection fees will be on-charged to the debtor. All personal details we hold will be provided for to them for collection purposes Unless prior agreement is made, debts older than 3 months will be referred to Baycorp.

## Bank Account for Attendance Dues

06-0493-0084037-002 or 02

Terms and conditions are subject to amendments. Notification of this will be provided in writing.

## School Related Trips

During the school year; classes, year levels or the whole school may be doing activities off school premises during the school day.

Examples of this are: athletics day, cross country, winter sports, PE classes going to Jubilee Park or other venues, swimming lessons; and other local class/subject trips.

Previously we used to request permission slips for every event. The problem with this is that it takes up a lot of administration time to get them all back before the event; and if any student does not return a slip in time, they could miss out on the activity if we cannot contact caregivers.

As a result, we have made it a condition of enrolment that a student who attends CRS be granted permission by their caregiver(s) to be taken off the school premises to attend school activities.

Prior to any off-site event, a letter will still be sent home informing caregivers of the trip, explaining the purpose for the trip, describing transportation arrangements (possibly including a request for help with transport), and alerting caregivers of any associated fees. Caregivers will not be required to return permission slips for these activities.

If you do not want your student to participate in an activity for some reason, you can still contact the school or the event organiser to make alternative arrangements for your student.

To this end, enrolment of a student at CRS carries the understanding that caregivers have granted this permission.

Do you grant permission for the student to be transported to and from school activities that are off the school premises?

## Internet Usage at School

The use of the Internet at Christian Renewal School a privilege not a right.

### General Statement

- The Internet is provided for the education of and the improved delivery of curriculum material. Students are encouraged to make use of the services to this end.
- School management and the Board of Trustees reserve the right to make random audits of the history files that record which web sites that students have visited. Students accessing inappropriate sites will be dealt with through the school discipline policy.

Students shall be able to use the Internet under the following conditions:

- An application to use the Internet shall be sent home and returned signed by the relevant caregivers. The policy statement and a code of conduct will form the basis of the documentation that the caregiver and the students agree to.
- This application enables the student to receive instruction in the use of the Internet including E mail and World Wide Web access.
- The following code of conduct will be adhered to by all students who use the Internet within the school

### Code of Conduct

- No profanity, obscenities, or any other language that could be construed as such is to be used in any E mail messages.
- No private information is to be distributed to other parties at any time. This includes reposting of information sent by another party.
- The network is not to be used by any student for personal gain or illegal activity.
- Deliberate attempts to gain access to www, FTP, Gopher or Telnet sites containing material of pornographic, racially or religiously offensive, illegal or offensive material will be dealt with as a serious breach of school rules.
- Downloading of material must be scanned for viruses at all times and any deliberate attempt to spread viruses through the network will be dealt with by the management of the school.
- Downloading of software and MP3 files, music files, video files or any other multimedia not expressly asked for by the teacher in charge of the lesson is not permissible.
- All copyright, privacy and international laws are to be abided by at all times.

### Email

- E mail is provided for students to make contact with others for the purpose of education.
- All mail will make use of customary greetings and salutations.

Information sent via E mail shall be constructive, informative or inquiring in the interest of both the sender and receiver. All content sent must be in keeping with the Special Christian Character of the School.

### Accounts

- At no time are students to place orders for goods or services over the Internet using the school name, title or funds.
- Email accounts are set up for the intended user only. Use of other students accounts to send and receive email is unacceptable.

### Liability

- Christian Renewal School is not, and cannot be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.
- Christian Renewal School has taken all possible precautions to maintain safety of all users and these guidelines are written and enforced in the interest of all users' safety and effective use of the Internet.

## Student Abuse of the Internet Usage Policy

Students who make minor infringement of the guidelines will be dealt with by Teacher in Charge of the lesson, or the class teacher of that student. The consequence may involve being banned from the use of the network for a given period of time.

For serious offences matters will be referred to the Principal and they will deal with the issues as directed by the school discipline policy.

Applicant to complete:

I have read the Internet Usage Policy relating to the use of the Internet in the school and I understand that the intention of the use of the Internet within the school is for educational purposes.

I understand that Christian Renewal School has taken all possible precautions to make the Internet as safe as possible for all users.

I also agree to support the school in any action it may take to ensure that the code of conduct as described in the policy statement is enforced.

Students 13 or more years old to complete:

Student surname:

Student first name:

I have read the Christian Renewal School Internet Usage Policy on the Internet and agree to abide by the rules as laid out in this document.

I agree to abide by the decisions made by School Management and by the teacher that is in charge at the time I am using the room.



## Declarations:

Please read through the following and tick, recognising these are commitments you are making as requirements for enrolment at Christian Renewal School.

I/We have read the Prospectus, Enrolment Information and the information on the website.

I/We am/are committed to the Special Character and the distinctives of the Christian School and have read and accept the Belief Statement of Christian Renewal Trust.

I/We acknowledge that the Belief Statement of Christian Renewal Trust will be taught as an integrated part of the whole curriculum.

I/We will work with the school to develop my child/children in all areas – spiritual, social, academic and physical.

I/We are committed to the school rules and dress code and will support these.

I/We commit to attending all parent meetings and interviews.

I/We have limits regarding inappropriate media being used/accessible in our home.

I/We are committed to paying the Attendance Dues and other accounts on time.

I/We give permission for the school to seek and/or pass on information that will assist in the student's education, both at CRS and/or other learning institutions

I/We accept that this child's behaviour outside of school should be consistent with the Special Character and the distinctives of the Christian School.

I/We accept that this child's continued enrolment is subject to the influence they may have on other students at school.

The information I/we have provided, to the best of my/our knowledge is accurate and true.

Ticking the boxes above and entering your name(s) below with the date(s) will constitute signing this application by the applicant(s) and the student (where appropriate).

Students from Year 9 up are expected to sign this form which demonstrates their commitment to the special character of the Christian School and the boundaries expected from them.

Caregiver A first name:

Caregiver A surname:

Date:

Caregiver B first name:

Caregiver B surname:

Date:

Student first name:

Student surname:

Date: