

2018 ENROLMENTS

Enrolment Categories

In-Zone

Out-of-Zone Category 2-5 (Current Sibling / Past Sibling / Child of a Former Student /Child of Staff)

Out-of-Zone Category 6 (Other – 1 page document)

In-Zone | Applications are to be sent to Macleans College by Friday 25 August 2017.

In-zone applications remain open after this date, however for administration purposes we would ask that you return the application form by Friday 25 August 2017.

In-zone interviews will be held on Wednesday 20 and Thursday 21 September 2017.

Applicants will be advised by email of their interview time.

Out-of-Zone | Applications must be received by 3:30 pm on Wednesday 30 August 2017.

Selection is by ballot only. The ballot will be held on Wednesday 6 September 2017.

Results of the ballot will be emailed to applicants by Friday 8 September 2017.

Out-of-zone interviews will be held in late October. Successful applicants will be advised by email of the date and time of their interview.

Parent Only Information Evening | Wednesday 26 July 2017.

This information evening is for families new to Macleans College and it will be held in Upham House at 7:00 pm.

Open Day | Parent and Student Open Day – Saturday 12 August 2017

Tours will start from the Main Office.

The first tour starts at 9:00 am and then on the half hour.

The last tour starts at noon. The duration of the tour will be approximately 30 minutes.

**PLEASE COMPLETE THE CHECKLIST AT THE BACK OF
THE ENROLMENT FORM
BEFORE SUBMITTING YOUR APPLICATION**



2018

Application for Enrolment at Macleans College

DON \$ _____

RCT _____

Date Received

PART ONE – General information

Office use only

IN-ZONE ENROLMENT

Yr9 Yr10 Yr11 Yr12 Yr13

Entered

Completed

Enrol

House

Students are entitled to enrol at the school at any time. Student(s) must reside with their parent(s) or their Legal Guardian or the person holding Authorised Primary Duty of Care (See Section C) in the Macleans College home zone and must provide evidence of an in-zone address. Please refer to the checklist at the back of this form for the documents required. All fields must be completed. If not applicable please write: N/A

A: Details of Student

Male Female

*Legal Last Name

*Legal First Name

2nd Name

Preferred First Name

Address

Post Code

Student Email Address

Home Phone

Country of Birth

Date of Birth

1st Language

Other Languages

ESOL Test Required

YES NO

Student Mobile Phone Number

Ethnicity

Iwi

NZ Citizen Permanent Resident Student Visa Other

Visa Expiry Date

Date of Entry into NZ

(must be entered for students who do not have English as a first language)

Last School Attended

Last School Attended in NZ (at any stage)

* Names must correspond to those on the Passport or the NZ Birth Certificate/NZ Citizenship Certificate/Overseas Birth Certificate - must be in English.

B: Details of Parents

It is Macleans College's expectation that all students will reside permanently with their natural parent(s) or Legal Guardian, or with the person holding Authorised Primary Duty of Care, for the duration of the student's attendance at Macleans College.

Please record the details of the student's natural parents below.

Legal Guardian/Step-Parents/Authorised Primary Duty of Care/Shared Custody must be recorded in Section C.

Contact with parents and record of the student's progress is conducted by e-mail. Please write the email address *clearly*.

Mother's Last Name

Title

First Name

Mrs/Miss/Ms/Dr

Address

Post Code

Home Phone

Work Phone

Mobile

Email

NZ Citizen

Permanent Resident

Work Visa

Other

Visa Expiry Date

If the student has lived overseas a copy of the parents' passports must also be sent with the enrolment form

Father's Last Name

Title

First Name

Mr/Dr

Address

Post Code

Home Phone

Work Phone

Mobile

Email

NZ Citizen

Permanent Resident

Work Visa

Other

Visa Expiry Date

If the student has lived overseas a copy of the parents' passports must also be sent with the enrolment form

Family's previous residential address
(NZ Residents only)

Owned

Rented

Date moved to the current address

C: *Legal Guardian/Step-Parents/SharedCustody/** Authorised Primary Duty of Care Details

*Legal Guardian (i.e. Permanent Legal Guardianship Order: *S47 Parenting Order, Care of Children Act 2004 – obtained through the NZ Family Court – must be attached*). If **Authorised Primary Duty of Care, written evidence from a NZ Lawyer must be provided and attached, substantiating the legality and existing long-term nature of this relationship.

Please tick category: Legal Guardian Shared Custody Step-Father/Step-Mother Authorised Primary Duty of Care

Family Name	<input type="text"/>	Title	<input type="text"/>	Home Phone	<input type="text"/>
First Name	<input type="text"/>			Work Phone	<input type="text"/>
Address (incl. Post Code)	<input type="text"/>			Mobile Phone	<input type="text"/>
	<input type="text"/>			Fax	<input type="text"/>
Relationship to Student	<input type="text"/>			Email	<input type="text"/>

If your son/daughter is in a shared custody situation, the secondary address is as follows:

D: Sibling Information

Please complete if applicable:

Brother(s) / Sisters(s) **CURRENTLY** attending Macleans College:

Name	<input type="text"/>	Year	<input type="text"/>	House	<input type="text"/>
Name	<input type="text"/>	Year	<input type="text"/>	House	<input type="text"/>

Brother(s) / Sister(s) who **FORMERLY** attended Macleans College:

Name	<input type="text"/>	Year	<input type="text"/>	House	<input type="text"/>
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Do you wish your son / daughter to be in the same House as a sibling? Yes No House
(Houses once allocated cannot be changed)

E: Child of a Former Student

Please complete if applicable:

Parent Name / Mother's Maiden Name:

Name	<input type="text"/>	Year	<input type="text"/>	House	<input type="text"/>
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Do you wish your son / daughter to be in the same House as the parent? Yes No House
(Houses once allocated cannot be changed)

F: Contact Person in event of an emergency if Parent/Legal Guardian/Authorised Primary Duty of Care are not available NOT PARENT OR CAREGIVER

The contact person in the event of an emergency should be a relative or neighbour who can be contacted during the day by the school should some medical or other unforeseen emergency arise. The contact person will be contacted *only* if neither parent / Legal Guardian / Authorised Primary Duty of Care can be contacted.

First Name	<input type="text"/>	Home Phone	<input type="text"/>
Family Name	<input type="text"/>	Work Phone	<input type="text"/>
Relationship to Student	<input type="text"/>	Mobile	<input type="text"/>

G: Medical Details

Name of Doctor	<input type="text"/>	Phone No	<input type="text"/>
Address of Doctor	<input type="text"/>		

Please tick the boxes below if your son / daughter suffers from any of the following medical conditions (allergies, disabilities, special conditions):

<input type="checkbox"/> Asthma	<input type="checkbox"/> Back/neck problems	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Glandular Fever	<input type="checkbox"/> Heart condition
<input type="checkbox"/> Hepatitis A or B	<input type="checkbox"/> Migraines	<input type="checkbox"/> Bee/Wasp stings	<input type="checkbox"/> Food allergies	<input type="checkbox"/> Rheumatic Fever	<input type="checkbox"/> Medicine reaction

Regular medication as listed _____

For those students who have a medical condition and require regular medication, it is advisable to leave a supply of their medication with the School Nurse, e.g. Epipen, antihistamines for allergies / medication for migraines / insulin for diabetes and inhaler for asthma etc...

Allowed Panadol

YES No

Allowed Ibuprofen

Yes No

Allowed Antihistamine

YES No

Vaccination History (tick the appropriate box below)

All students should have completed their childhood immunisation programme before commencing secondary school. Has your son/daughter had the following vaccinations?

<input type="checkbox"/>	Diphtheria
<input type="checkbox"/>	Hepatitis B
<input type="checkbox"/>	HIB
<input type="checkbox"/>	Measles
<input type="checkbox"/>	Meningococcal B
<input type="checkbox"/>	Mumps
<input type="checkbox"/>	Pertussis
<input type="checkbox"/>	Polio
<input type="checkbox"/>	Rubella
<input type="checkbox"/>	Tetanus
<input type="checkbox"/>	Tuberculosis (BC6)
<input type="checkbox"/>	Whooping Cough

Allergy Reactions (tick the appropriate box below)

Does your son/daughter have any of the following allergic reactions?

<input type="checkbox"/>	Anaesthetics
<input type="checkbox"/>	Aspirin
<input type="checkbox"/>	Asthma
<input type="checkbox"/>	Bee Stings
<input type="checkbox"/>	Codeine
<input type="checkbox"/>	Food Allergy (e.g. Peanuts...)
<input type="checkbox"/>	Insect Bites
<input type="checkbox"/>	Penicillin
<input type="checkbox"/>	Sulpha
<input type="checkbox"/>	Sunlight
<input type="checkbox"/>	Wasp stings
<input type="checkbox"/>	Other

G: Medical Details

Continued...

Does the student have either a medical, learning or physical condition that may affect the classroom learning, for example: Autism, Aspergers, Dyslexia, Dyspraxia, Epilepsy, etc?

Please tick the appropriate box:

YES NO

If YES, please provide an Educational Psychologist, Medical or Occupational Therapy Assessment Report(s) with this application.

H: Health Statement

IN CASE OF AN ACCIDENT OR EMERGENCY or when the school cannot contact parents / caregivers or the illness is serious, the School Nurse, or in the Nurse's absence, other school staff may:

- Transport your son/daughter to an Accident and Emergency Clinic for treatment
- Call an ambulance if hospitalisation is required
- Administer Epipen, Panadol, Ibuprofen and/or Antihistamine
- Use our Ventolin inhaler in an asthma emergency, if the students' medicine is unavailable
- Use our Defibrillator in the event of a student suffering cardiac arrest

I give permission for Macleans College to make such arrangements as are necessary, including those listed above in the case of an accident or emergency, for the treatment of my son/daughter and agree to meet any costs incurred.

Signed: _____
Parent / Legal Guardian / Authorised Primary Duty of Care

Date: _____

Medical information is only required for emergency or welfare purposes by the school. It will form no part of the consideration of your application. The information is also required by the Physical Education, Outdoor Education and Sports Departments and may be referred to if a doctor is required.

I: Academic Information

- | | | | |
|--|--|------------------------------|-----------------------------|
| 1 | Copy of student's latest school report enclosed. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | Copies of other certificates of academic achievement enclosed (<i>optional</i>) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | Is your child currently in an "Extension Studies Programme"? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NOTE: All students are tested in Year 8 for "Extension Studies". | | | |
| 4 | Do you wish to accept a place in an Extension Class for your child, if offered?
(<i>These classes are for students with significantly above average academic ability</i>) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

J: Extra-Curricular / Other Interests and Personal Aspirations

All students are expected to participate in:

- College activities, before participating in outside groups or clubs
- Auckland Secondary Schools' or inter-house competitions
- Extra-curricular Code of Conduct

"One of the guiding principles of the school is the active participation of all students in extra-curricular activities" and parents / guardians are asked to specify the sport and / or cultural and / or service activity their son / daughter will participate in (specify one major activity only as listed on the website).

- 1 Sport and/or cultural and/or service activity in which my son/daughter **will** participate: *(specify one major activity only as listed in the Prospectus or the website)*

- 2 Sport and/or cultural and/or service activity in which my child **also** wishes to participate: *(you may specify as many as you like from the Prospectus or the website)*

- 3 Other personal interests and personal aspirations: *(list)*

- 4 Copies of certificates of personal achievement enclosed: *(optional)*

Yes

No

K: School Donation

The school charges each student a school donation. The donation is payable between enrolment in August and the start of the new school year. The donation will help pay for shortfalls in government funding to cover such items as class materials, curriculum related class trips, computer technology, library books, the school magazine, sports and cultural equipment, or any such purpose as may be approved by the Board of Trustees. The Board will take good care that the money paid by parents will be properly administered and be used for the purposes approved by the Board under its statutory authority, as determined by the Education Act. The donation amount for 2018 is \$590.00 per student. Receipts will be issued on payment of donations. The donation is tax deductible.

PART TWO – Declarations and Agreements

Declaration and Agreement 1 - Privacy of Information

I agree to Macleans College collecting personal information on:

Full Name of Student

Macleans College has advised me that the information I provide will be used for:

Student records for the Ministry of Education; purposes of the Macleans College Board of Trustees, Macleans College Alumni, NZ Qualifications Authority (NZQA), Cambridge International Examinations (CIE) and Special Education Services (SES).

I accept that this information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify me or the individual concerned. I understand that the information that I provide will be held at the offices of Macleans College at 2 Macleans Road, Bucklands Beach, Auckland, New Zealand. I am aware of the rights of access to and the correction of this information.

I accept that my son/daughter's photograph or college work may be used for publicity material (ie website or other displays)

Declaration and Agreement 2 - 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. The address must be a Council approved, rateable dwelling whether owner occupied or rented and your family are the sole occupants. The Ministry of Education has advised that parents should 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, for example:

- Residing in-zone on a short term basis
(Students must reside in-zone for a minimum of 12 months from the first day the student commences school at Macleans College);
- 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 ongoing basis.

If the Macleans College Board of Trustees 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 will review the enrolment. Unless the parents can provide a satisfactory explanation within 10 days, the Board will annul the enrolment. This course of action is provided under Section 110 (A) of the Education Act 1989. *Macleans College may actively collect information to ensure that enrolment data provided is accurate.*

I confirm that the address which I have provided to Macleans College 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. In the event of that change of address from in-zone to out-of-zone, I undertake to make application to the school for the student to continue as a student of Macleans College and acknowledge that prior to the proposed changing of address from in-zone to out-of-zone I am entitled to make such application for the student to continue as a student of the school. I further acknowledge that such a change of address from in-zone to out-of-zone may result in the student ceasing to be eligible to remain enrolled as a student of Macleans College.

Declaration and Agreement 3 – Residing Permanently with Natural Parent or Legal Guardian or Authorised Primary Duty of Care.

I confirm that my son / daughter will reside permanently with their parent/s or Legal Guardian or Authorised Primary Duty of Care for the duration of their attendance at Macleans College.

PART TWO – Declarations and Agreements

Continued....

Declaration and Agreement 4 – Policies and Directives of the School

I have read the Introduction to Macleans College - www.macleans.school.nz / About Us / Introduction to Macleans College - and agree to abide by and uphold the guiding principles, rules, values, policies and directives and general terms and conditions as set out on the website, including the following:

- Policies and directives governing student work and assessment at Macleans College and where applicable the requirements governing candidates for NCEA and CIE - www.macleans.school.nz/About Us/Policies and Directives/Student Routine
- Payment of examination fees – www.macleans.school.nz/ Students / Cambridge International Exam Fee Information
- Student transport – www.macleans.school.nz / Students / Driving to School
 - a) Transport of students by parents, community members
It is the expectation of the Board of Trustees that parents and community members will transport students safely, will hold a valid licence, only drive a vehicle that is both registered and warranted and will abide by all of the requirements of NZ Road User Rules and Laws.
 - b) Transport of students by students
The Board of Trustees have no expectation that students will need to, or have to, transport other students involved in school curricular or extra-curricular activities.
- Responsible Use Policy and use of personal IT devices BYOD Information for parents and students - www.macleans.school.nz / Spotlight / Bring Your Own Device (BYOD)
Macleans College has an enhanced BYOD programme which has operated since the start of 2013. All year 9 and 10 students will be expected to bring a personal IT device to school. Comprehensive information about the BYOD programme, the Responsible Use Policy and recommended devices, is available on the Macleans College Website.
- Extra-Curricular Code of Conduct – www.macleans.school.nz / About Us / Policies and Directives / Extra- Curricular Policies

Declaration 5 – Information provided in this Enrolment Application

I do declare that the information contained in this application is true and correct in every respect and acknowledge that I have accepted the Declarations and Agreements contained within this document.

Declared On: _____ / _____ / _____
Day Month Year

Signed: _____ (Parent or Legal Guardian or Authorised Primary Duty of Care)

Signed: _____ (Student)

Further information about the school can be found on the Macleans College website www.macleans.school.nz

Notes relating to the completion of the application form

CHECKLIST

Please check that you have included with your application the following documents:

(Please note that the school office staff cannot photocopy documents for you)

Application Forms that are incomplete will be returned



OWN HOME (Originals and copies - originals will be handed back at interview)

A current land rates Invoice; **OR** An Agreement for Sale & Purchase if the purchase has been within the last 3 months

AND a current electricity account; **OR** a verification from an electrical supplier **OR** welcome letter (in this instance a request may be made at a later date for the current electricity account if you are unable to provide one at the time of application)

Confirmation from an electricity supplier must show both your name and address



RENTAL (Originals and copies - originals will be handed back at interview)

A Tenancy Agreement (must be for a 12 month fixed term **and** it must be a Council approved ratable dwelling of which your family are the sole occupants).

AND a current electricity account (both sides showing previous usage); **OR** a verification from an electrical supplier **OR** welcome letter (in this instance a request may be made at a later date for the current electricity account if you are unable to provide one at the time of application)

Confirmation from an electricity supplier must show both your name and address

AND the bond lodgment receipt from the Department of Building & Housing

AND a copy of one other utility account e.g. phone bill, insurance receipt, car registration that is current with name and address



ADDITIONAL ADDRESS VERIFICATION (where applicable) (copy)

Mail Re-Direction Notice/Receipt from Post Office (if you have moved house within 1 month of application)

Final reading power account from previous address (NZ only) if moved in the last 3 months prior to application

Shipping Receipt for personal & household Items from overseas or other NZ cities
OR receipts for essential household Items purchased in NZ



OTHER INFORMATION – please check that you have:

Completed all the details in Part One and signed the Health Statement (H) and included assessment/medical report(s)

Completed all the details in Part Two (Declarations and Agreements) and signed the statement

*Included documentation (if applicable) for Legal Guardianship Order/Authorised Primary Duty of Care (See Section C) **Legal Guardian/Authorised Primary Duty of Care must be a long-standing arrangement and not created solely for the purpose of gaining entry to the school.***

Included a copy of the latest school report

PROOF OF IDENTITY

All students must provide a copy of their Birth Certificate (in English)

If not born in New Zealand you must also include the following:

Copies of passport (picture page) and Residency Visa or Student Visa, together with parents' Passports (picture page) and Residency Visa or Work Visa

Entry stamp showing date of first arrival in New Zealand

OR

NZ Passport / Certificate of NZ Citizenship

Macleans College may actively collect information and make all enquiries necessary in its opinion to ensure that enrolment details contained in this application are accurate.

Completed forms should be sent to:

Postal Address: The Enrolment Administrator, MACLEANS COLLEGE, Private Bag 94 201, MANUKAU 2145

Or forms can be delivered to the school office during school hours – Monday to Friday 08.00 am to 03.45 pm – Term time only

STAFF ONLY

Enrolled by (code)

Date