



# Mission Heights Junior College Application for Enrolment

This form is to be completed by the parents or caregivers of the student applying for enrolment and must be returned to MHJC reception together with the student's full Birth Certificate and/or verification of NZ Residency/Citizenship (students passport) and evidence of permanent in zone residence **(Current Electricity Bill and Tenancy Agreement or Sales & Purchase Agreement)**.

Assigned Class

Options

A.

B.

## Student Details

Surname:		First Name (Legal):		Middle Name:		Preferred Name:	
Gender:	M    F	Date of Birth:	/    /	Ethnicity:		Year Level Enrolling in:	
Language spoken by family at home		First Attendance:		Māori Students Please State Iwi:		School: (entry here denotes permission to contact school for transition purposes)	
Student's Country of Birth:		Date Arrived in New Zealand:		Years Spent at NZ School:		Siblings at MHJC:	
Student Cell Phone Number:		NSN (Office Use)		Asthma Inhaler required		Type of Inhaler (eg Ventolin, Respigen)	
				Yes / No			
Is the student currently under suspension or has been excluded/expelled from another school? <b>Yes</b> / <b>No</b>							
<b>Physical Address:</b>				<b>Postal Address:</b> (If different from physical address)			

**Sensitive information:** The following information will remain confidential within the school. Please inform us of anything that the school should be aware of for the wellbeing of this student e.g. Who may have access to the student while at school, where reports should be sent, who is responsible for fees.

**Is there a legal custody parenting order in place (or other confidential family information)**    **Yes** /    **No**    please provide paperwork.

**Family Information** (Appears on all siblings records):

**Student Information** (Appears on Individual record):

**Parent/Caregiver details:**

Legal Guardian	Details	Legal Guardian	Details
First Name:		First Name:	
Surname:		Surname:	
Living with student : <b>Yes / No</b>	Legal Access to student : <b>Yes / No</b>	Living with student : <b>Yes / No</b>	Legal Access to student : <b>Yes / No</b>
Occupation:		Occupation:	
Address:		Address:	
Home Phone Number:		Home Phone Number:	
Work Phone Number:		Work Phone Number:	
Mobile Phone Number:		Mobile Phone Number:	
Email Address:		Email Address:	

**Natural Parents details (If Not Caregiver)**

Caregiver	Details	Caregiver	Details
First Name:		First Name:	
Surname:		Surname:	
Living with student : <b>Yes / No</b>	Legal Access to student : <b>Yes / No</b>	Living with student : <b>Yes / No</b>	Legal Access to student : <b>Yes / No</b>
Address:		Address:	
Home Phone Number:		Home Phone Number:	
Work Phone Number:		Work Phone Number:	
Mobile Phone Number:		Mobile Phone Number:	
Email Address:		Email Address:	

<b>Emergency Contact Details:</b> <i>For use if we are unable to reach you or if temporary custody arrangement (in writing if applicable)</i>			
First Name:		Home Phone Number:	
Surname:		Work Phone Number:	
Relationship to Student:		Mobile Phone Number:	

**Health Information:**

Family Doctor / Medical Centre:		Doctor's Name:
Phone Number:		

<b>Health Questions:</b>	<b>Yes / No</b> Please circle one	<b>Further Information:</b> (NB: An inhaler to be kept in school bag at all times if applicable)
Does your child have any medical conditions, allergies or treatments that the school should be aware of? Asthma, Diabetes, etc?	Yes / No	<b>If asthmatic, do you keep your inhaler with you at all times? Yes / No</b>
Is your child immunised? Please provide a copy of the immunisation certificate/s.	Yes / No	
Is there any reason why this student should not take part in games or sport?	Yes / No	
Do you authorise the responsible Staff member to seek medical assistance in the case of accident or emergency both locally and abroad?	Yes / No	
Do you authorise the responsible staff member to provide medication if required, e.g. 1 X Panadol Tablet.	Yes / No	

**Special Learning Needs:** *Where applicable, please complete this section to assist us in meeting your child's learning needs.*

- My child attended **ESOL** classes at his/her previous school. **Yes / No**
- **Special Needs:** e.g. Reading recovery, Special Learning Assistance received. Please provide details below... **Yes / No**
- **GATE (Gifted and Talented Education):** Including sports, academic, cultural and leadership. Please provide details below... **Yes / No**



**This is a smoke free school - thank you for not smoking**

**Declaration:**

I/we have read the Mission Heights Junior College Prospectus and agree to abide by the following conditions of enrolment

Regarding:

- The wearing of the official school uniform
- The attendance of my child at Year 7 camp;
- Compliance with the school expectations regarding behaviour;
- Compliance with the rules of attendance by every student. The Ministry of Education does not approve of students going **overseas** on holiday during term time. In exceptional circumstances the principal may justify a student's absence, if a request is made in advance.

**Parent's Initials:** \_\_\_\_\_

**Privacy Act:**

• I/we agree to the school collecting and using appropriate educational information and data regarding this student. That information and achievements relating to this student can be used for school promotional purposes.

**Parent's Initials:** \_\_\_\_\_

**Education Outside the Classroom:**

• I/we give permission for this student to participate in all Low Risk EOTC activities at Mission Heights Junior College. Detailed information will be sent home for higher risk and overnight activities. Low risk activities include those where students are not traveling in a vehicle to local destinations eg. cross country, Tāne Bush, Barry Curtis Park, Buddhist Temple.

**Parent's Initials:** \_\_\_\_\_

**Appointments:**

• If the student must attend appointments outside the school during school hours, such as dentist, doctor or counselling, the school must be notified by the parent and the school will not be legally responsible for the student while they are out of school to attend the appointment.

**Parent's Initials:** \_\_\_\_\_

**Acceptable use of ICT:**

• We have read, understand and agree to acceptable use of ICT at MHJC.

**Parent's Initials:** \_\_\_\_\_ **Student's initials** \_\_\_\_\_

**I have read and agree to all of the above expectations.**

\_\_\_\_\_  
**Parent's Signature:**

\_\_\_\_\_  
**Student's Signature:**

**Checklist: Have you attached the following documents?**

- Supporting evidence for a permanent in zone address, this must be a **current Electricity Bill and Tenancy Agreement or Sales & Purchase Agreement** in the parents names.
- Copy of the student's immunisation certificate.
- Copy of the student's Birth Certificate.
- Copy of the student's Passport, and if they are not born in New Zealand please provide a copy of the residency visa.
- School report if your previous school was not BOS or MHJC.

- **I/we confirm that all the information provided on this application is correct.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_