

Please complete all sections.

An incomplete application will result in a delay in processing and your form may be returned to you to complete. Please use the checklist at the back of this form to ensure you have completed the application for enrolment correctly.

To be considered for enrolment in Te Aho o Te Kura Pounamu (Te Kura) as a full-time secondary student, the student must fit into one of the categories below. You must also be able to provide the stated documentation required for the category ticked. The student must be a New Zealand citizen, permanent resident or verified domestic student and unable to attend a local school because:

Access

- The student is unable to attend a reasonably convenient school because of its distance or inaccessibility from their home (i.e. the family lives more than 4.8 km from the nearest school or bus route, or they are located behind a geographic barrier).
When you have submitted the form, we will contact the Ministry of Education School Transport Service Agent to confirm you meet this eligibility.
- The student would otherwise need to change school each term because their caregivers are itinerant, the minimum period of itinerancy being six months.
To verify that this criteria is being met, we ask that you complete the itinerary in section 2 showing the times and locality of your movements over the next six months. We need details of locations to be visited, dates and duration of stay.
- The student is pregnant, or has the primary care responsibility for a child.
A medical or midwife's certificate (on letterhead) stating the estimated due date of birth, or a copy of the baby's birth certificate.
- The student is an elite athlete, dancer, musician, sports person or an outstanding actor or performer and their development programme precludes attendance at a reasonably convenient school. Please attach a letter of attestation from the formally constituted and recognised national body for the sport or art:
**(a) attesting that the student's exceptional attributes mean that they are likely to either represent New Zealand or develop to the top of the field for their age-group; and
(b) confirming that the programme planned for their development is appropriate and precludes attendance at a regular school; and
(c) advising the likely duration of enrolment; and
(d) providing an educational profile from the student's previous school.**

Referral

- The student is in the custody and/or guardianship of Child, Youth and Family.
**Please include a letter signed by the CYF manager that:
(a) clearly states the supervision arrangements for the student's study with Te Kura
(b) provides an educational profile, and the name of the previous school, and
(c) sets a review period for ascertaining whether a face-to-face schooling option is available and appropriate.**

- The student is in the custody of the Department of Corrections.
**Please include a referral from a department manager specifying the:
(a) duration of the enrolment
(b) arrangements for the supervision of study.**
- The student cannot attend a local school on assessed psychological or psycho-social grounds.
- The student is a non-enrolled student (e.g. one whom local schools are unwilling to enrol or who is unwilling to attend the local schools).
- The student has been excluded or expelled from school.
The three gateways above; Psychological/Psycho-social, Non-enrolled and Exclusion/Expulsion all require a letter of referral from the Ministry of Education. Contact your local Ministry of Education office to check if you are eligible under these criteria before completing this form.

Contact Enrolment Services on 0800 65 99 88 if you require more information.

What happens next?

If the enrolment is accepted, you will receive written confirmation. This enrolment can be filled out online at www.tekura.school.nz.

Please note:

At the time of publication the programmes described on our website (www.tekura.school.nz) are all available. Please note that Ministry of Education funding arrangements and enrolment criteria for Te Kura may change. Accordingly, the courses that you select may not be available to you. Te Kura may be required to withdraw or restrict enrolment to programmes at any time. If you enrol in a programme that is subsequently withdrawn or restricted in terms of enrolment, we will contact you.

1. Academic Record

Te Kura needs to confirm the student's academic record to date with their previous school. The Principal or class teacher from the previous school must complete a student educational profile if requested. If the student has been home-schooled, the family must provide details. The privacy statement below explains who will have access to this information. If you have any concerns please contact us.

2. Privacy

Te Kura is required to collect personal information from students in order to comply with obligations laid down by the Ministry of Education and the Education Act 1989. This information will be used to provide for the educational and general advancement of the student and for the purpose of carrying out the activities of the school.

The school may also provide this information to other third parties, including the New Zealand Qualifications Authority and other relevant agencies, where it relates to the education, health, welfare or safety of the student.

Under the Education Act 1989 and the National Administration Guidelines, parents and guardians have the right to access information directly relating to matters concerning the education of their child/student.

Under the Privacy Act 1993, any other personal information about a student held by Te Kura can only be released to the student. Personal information about a student will only be released to another party, including parents and guardians, with the student's written permission or where the Privacy Act provides for an exception to be made.

You have the right to access and request corrections to personal information held by the school. Please put your request in writing to the school's Privacy Officer.

Any requests for personal information about a student not directly related to their education should also be put in writing to the school's Privacy Officer.

Please advise the school if you have any concerns about the information held by us relating to this enrolment.

3. Copyright

By signing this Application for enrolment, you authorise Te Kura to copy and transmit the student's copyright material in the course of their education.

4. Authentication

Te Kura has to ensure that work presented for assessment is the student's own work. The parent/caregiver of a student enrolling in courses that lead to New Zealand national qualifications must ensure that the student understands that work sent in for assessment must be their own. Your agreement to the declaration statement in your student's enrolment application is confirmation of this understanding.

This means:

- The student undertakes to present their own work for assessment and signs the authentication statement on the cover sheet of all assessment activities as a guarantee of this.
- In courses that lead to NZ national qualifications, assessment activities may require supervision. These will be supplied in sealed packs and must be done with a supervisor and under test conditions. The student and their supervisor must sign the authentication statement on the cover sheet. The same procedure applies to examinations.

5. Complaints

Supervisors and their students are able to discuss the student's learning needs and concerns with Te Kura staff. In the event that the concern cannot be resolved, Te Kura has formal complaints procedures. Te Kura recognises that any student making a complaint should feel safe and supported and that by making a complaint they will not be academically disadvantaged.

6. Information Communications Technology

The following Te Kura Information Communications Technology (ICT) Student Use Agreement is for the protection and safety of students enrolled at Te Kura. By agreeing to the declaration statement in your enrolment application, you agree to comply with the terms of this agreement.

When using ICTs it may not always be possible for Te Kura to filter or screen all inappropriate material. For a guide to the range of material that Te Kura would regard as inappropriate, go to the Netsafe website (www.netsafe.org.nz). It is therefore your responsibility to:

- not deliberately access such material
- not distribute such material by copying, printing, emailing, posting on the Internet or any other method and
- not have any involvement with such material.

You should only use Te Kura ICTs for purposes relating to school work.

Te Kura computer facilities must not be used for any purpose or in any way that harms or might harm other people.

If you become aware of or accidentally access any inappropriate material on Te Kura ICTs, you must immediately report this to your teacher.

Te Kura reserves the right to monitor your communication, work or data relating to communication technologies.

Kura also has a Cyber Safety policy for the protection and safety of its students.

7. Course availability

Te Kura may be required to withdraw or restrict enrolment to courses at any time. If you enrol in a course that is subsequently withdrawn or restricted in terms of enrolment, we will contact you to discuss other study options. Refer to our website for the latest information on available courses and eligibility.

8. Items to be provided by students

Some courses may require you to provide your own materials, and/or audio/video equipment and/or textbooks. Refer to our website for the latest list of materials, equipment and books required for such courses. Go to Subjects and Courses/What you can study for a list of subjects, or contact us on 0800 65 99 88.

In order to utilise audio/video resources, you will need access to the equipment required to play or receive them.

9. Fees and the school's refund policy

Tuition fees (fee paying students only):

Tuition fees are set for the year the study is undertaken regardless of when the enrolment is accepted. A fee is payable per course. This must be paid in full at the time of enrolment and cannot be paid in installments.

Refund of the course fee in the event of enrolment withdrawal

Eighty per cent of the course fee(s) paid by a fee-paying student will be refunded provided the withdrawal application is received before the expiry of one month after the enrolment has been completed.

Refunds for any withdrawal applications received outside of this one month period will be at the discretion of the Enrolment Services Manager and may only be considered where exceptional circumstances are demonstrated.

Refunds will not be made for any materials (including items of equipment) returned to Te Kura.

Administration fees (adult students only):

All adult enrolments are charged an administration fee set for the year the study is undertaken regardless of when the enrolment is accepted. A fee is payable per course. This must be paid in full at the time of enrolment and cannot be paid in installments.

The administration fee is non refundable after the enrolment process is completed. Refunds will not be made for any materials (including items of equipment) returned to the school.

10. Duration of enrolment (adults and fee-payers)

The duration of enrolment is until all relevant subject level assessments for your programme of learning are complete, or for 12 calendar months from the enrolment date, whichever is the sooner.

If you do not return work on a regular basis you will be removed from the roll (adults only).

A further course fee is required if you wish to re-enrol to complete a course or enrol in a new course.

Section 2 Student's personal details

Has the student been enrolled with Te Kura before?

No

Yes Te Kura student ID number (if known)

National Student Number (if known)

What is the student's name?

The student's full legal name as shown on their birth certificate or passport. (You need to provide a copy of your child's citizenship, permanent residence or domestic student status as proof of their eligibility to enrol.)

First name(s)
Family name
Preferred name (if different from the first name)

What is the student's date of birth and age?

Day	Month	Year
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Age

Student is: Male Female

What is the student's first language?

English

Māori

Other (please specify)

Student is a

New Zealand Citizen Permanent Resident of New Zealand

Domestic Student* (please send in copies of proof of domestic student status)

If the student is not a New Zealand Citizen, please state their country of citizenship

Ethnicity

This information is required to fulfill Ministry of Education regulations. Tick the ethnic group(s) the student identifies with – you may tick up to three groups.

NZ Māori

To which iwi does the student belong?

NZ European/Pākehā

Tongan

Southeast Asian

other European

Cook Island

Niuean

Chinese

other Pacific Island

Samoan

Tokelauan

Indian

other Asian

Fijian

other (please specify)

Level of schooling

Please indicate what level of schooling the student is enrolling for (tick box).

Secondary

Year 9

Year 10

Year 11

Year 12

Year 13

*If you are unsure whether the student qualifies as a domestic student, please call Enrolment Services on 0800 65 99 88 and one of our advisors will be able to help you verify their eligibility.

Section 2 Student's personal details

Does the student have any siblings studying with Te Kura?

No

Yes Please list the names of brothers/sisters studying with Te Kura and their year level.

Sibling name	Year level	Student ID number

Itinerancy – if you applying under this category, please answer the following:

The minimum period of enrolment is six months. A new itinerancy must be completed after six months for continued enrolment.

Declaration of Itinerancy

If applying under the itinerancy category, tick the box if the following statement is true: Family will change location at least once each term and each change would require a change of school.

Please complete the itinerancy below. (Use a separate sheet of paper if necessary.)

Proposed location/address	Date of move	Duration of stay	Phone number
Riverton, C/- Riverton Caravan Park	Example: 04/03/08	5 weeks	

Geographical isolation/inaccessibility – if you applying under this category, please answer the following:

Distance from the nearest bus route/school: kms

Please describe the geographic barrier(s) which prevent regular access to a reasonably convenient school:

Section 3 Contact information

Details of parent(s)/caregiver(s) who is/are authorised to deal with any matters relating to this student

First parent/caregiver

First name(s)

Family name

Relationship to student

Occupation or beneficiary status

Email

Home phone

<input type="text"/>	<input type="text"/>
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Work phone

<input type="text"/>	<input type="text"/>
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Mobile phone

<input type="text"/>	<input type="text"/>
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Street address

<input type="text"/>
<input type="text"/>
<input type="text"/>

Rapid number (if rural)

Postcode

<input type="text"/>	<input type="text"/>
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Postal address (if different)

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Second parent/caregiver

First name(s)

Family name

Relationship to student

Occupation or beneficiary status

Email

Home phone

<input type="text"/>	<input type="text"/>
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Work phone

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Mobile phone

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Street address

<input type="text"/>
<input type="text"/>
<input type="text"/>

Rapid number (if rural)

Postcode

<input type="text"/>	<input type="text"/>
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Postal address (if different)

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

I agree that my contact details may be passed on to The Correspondence School Parents' and Supervisors' Association. The Correspondence School Parents' and Supervisors' Association is a support organisation for families of Te Kura students.



Section 4 Student education background

Last school attended	Date of last attendance	Year/level/form at that time
Last New Zealand school attended (if different)		

Previous school record (subjects taken at previous school in last year of attendance)

Subject	Level	Subject	Level

School achievements (academic, sporting, musical or other achievements)

Student's interests, hobbies and sports

Career plans

Educational needs

Does the student have any special abilities, needs or disabilities we need to be aware of? Yes No

If yes, please outline below:

Section 4 Student education background

Formal Qualifications

Please enclose a copy of the certificate(s) and a photocopy of qualifications relevant to the student's studies, for example Record of Learning and any additional Achievement or Unit Standards achieved this year.

Is the student currently studying at another institution?

No Yes

If yes, name the institution the student is studying with:

Year 9/10 students

All year 9/10 students will have a programme based on the learning areas in the New Zealand curriculum. These are, English, mathematics, the arts, health and physical education, languages, science, social sciences and technology.

In addition students can choose up to two other areas of study, for example, agriculture or Chinese.

Please indicate your additional choices below.

1.

2.

Year 11 students

Student must do English and/or Te Reo Māori and mathematics. Please indicate your subject choices below.

1.	2.	3.
4.	5.	6.

Year 12 students

Please indicate your subject choices below.

1.	2.	3.
4.	5.	6.

Year 13 students

Please indicate your subject choices below.

1.	2.	3.
4.	5.	6.

Publication of student images and schoolwork

From time to time, we publish in school newsletters or on the school's website material that has been produced by students or is about students, for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and photographs or images of students or groups of students taking part in school activities.

It is the school's policy that:

- any photos for publication are positive representations of the students
- student work will not be published that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties.

Parents and students should be aware that Te Kura cannot control who accesses the information published on our school website. In recognition of this, Te Kura takes steps to safeguard the privacy of our students and to comply with the Privacy Act 1993.

Te Kura has a designated Privacy Officer who is available to answer any enquiries from parents or students about the online publication of student images and schoolwork.

Permission to publish student photographs or images

I give permission for any photographs or images taken of myself/ my student while enrolled with Te Kura to be used in teaching and promotional materials produced or published by Te Kura.

Permission to publish student schoolwork

I give permission for student schoolwork created by my student while enrolled with Te Kura to be used in teaching and promotional materials produced or published by Te Kura.

You have the right to withdraw your permission at any time. To do so, contact your learning advisor or teacher.

Read and sign the following

As parent/caregiver of a student of Te Kura, I understand that:

- all materials supplied must be returned to Te Kura when requested
- the student must return assignments regularly (every two or three weeks) in order to stay on the roll
- the student will spend the usual school time studying an approved programme
- I am required to permit a Te Kura teacher to visit and discuss schoolwork
- I must inform Te Kura immediately of any change in address or circumstances.

The information I have given on this form is accurate and I have read, understood and will adhere to the Terms and Conditions contained in section 1 of the Application for Enrolment.

Parent/caregiver name
(please print)

Parent/caregiver signature

Checklist

Before submitting your application use this checklist to ensure you have completed the application for enrolment. Make sure you have:

- Entered all the student's personal and contact details
- Provided an itinerary that covers six months of travel, where required
- Signed the declaration
- Completed the payment form if you are making a donation
- Included any additional documentation that is required to support the application (detailed on front page of application)
- Included a copy of the student's proof of New Zealand citizenship, permanent residency or domestic student status
- Included a completed Student Education Profile (completed by the student's last school).

Once the application is complete, please post it to:

Enrolment Services
Te Aho o Te Kura Pounamu
Private Bag 39992
Wellington Mail Centre
Lower Hutt 5054

Please contact us on 0800 65 99 88 or enrolment@tekura.school.nz if you require any further information.

Date

Day	Month	Year
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Section 6 Payment form

Donation

Parents/caregivers are asked to donate \$90 per student or \$125 per family to provide additional support which directly benefits students. The money is used to subsidise items like library books, equipment and resources to support special events, the school magazine and prizes. The school donation may qualify for an income tax rebate and is a voluntary payment.

Enrolment request ID

Donation (included with this enrolment application)

\$

THIS IS NOT AN NZQA FEE

(office use only)

If you are making a donation, please complete the payment form below.

Te Kura student ID number (if known)
First name(s)
Family name

Payment method (complete for the one payment method that you will be using)

Credit card	Credit card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Visa <input type="radio"/>								expiry date	<input type="text"/>	<input type="text"/>
MasterCard <input type="radio"/>										
	Cardholder name	<input type="text"/>								
	Signature	<input type="text"/>								

Internet banking Enter Te Aho o Te Kura Pounamu bank details:

Bank: Westpac
Account No: 03-0518-0134660-25

Make the reference the student's name and/or their Te Kura student ID number

Reference entered

Date payment made

Cheque/bank draft NZ cheque Bank draft
Make your cheque/bank draft payable to: Te Aho o Te Kura Pounamu

Money order Make your money order payable to: Te Aho o Te Kura Pounamu

Training incentive allowance **Adult students only**
Remember to include your training incentive allowance application form with your payment form

An organisation is paying the fees (For example: a Defence Force, your workplace, or a social service provider)

Donation

\$

this amount is copied from the donation box above

Total payment

\$

Tick if you require a receipt for payment

Section 7 Student education profile

National Student Number (NSN) if known:

To be completed and signed by the principal of the student's previous school. If the student has been home-schooled, the family must provide the details. Return this form with the enrolment application.

Student's full name

Date of birth

Day	Month	Year
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Year level (circle one)

9 10 11 12 13

School Information

Completed by		Principal's signature	
Position		Date	
School name			
School telephone		School fax	
School email			

Did the student attend school regularly?

Yes

No

Date of last attendance

Day	Month	Year
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Year level

Student profile

Comment	
Attitude and behaviour	
Academic progress	
Health factors	

English

Oral language: listening and speaking	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Visual language: viewing and presenting	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Written language: writing (including spelling)	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Written language: reading	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>

Instructional reading age

Comprehension %

Colour wheel level

Reading recovery level

Test results (PAT, Prose inventory)

Skills and attitudes

Mathematics – please indicate the student's Numeracy Stages for:

Addition and subtraction

Multiplication and division

Proportion and ratio

Basic facts

Place value

If level one

Can count up to

Can add up to

Can subtract to

Can order & compare sets and/or number to

Can read and write numbers to

Measurement	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comment								
Geometry	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comment								

Section 7 Student education profile

Algebra	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
Statistics	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
Problem solving								
Logic and reasoning								
Basic facts								
Social Studies	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
Science	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
The Arts	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
Health and PE	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
Technology	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								

Educational needs

Does the student have any special abilities, needs or disabilities we need to be aware of?

If yes, please outline below:

Other comments relevant to the student's enrolment with Te Kura

(including subjects previously studied at current year level)

NB: If you wish to provide more information regarding the student's educational background please attach to the back of this enrolment form.

Please attach information on the following numeracy/literacy indicators:

e.g. AsTTle PROBE NUMPA STAR PAT etc.

Special Education support

This information assists in developing a learning programme suited to the student's needs.

Funding assistance categories:

- ORRS Ongoing Renewable Resourcing Scheme provides resources to New Zealand students with special teaching needs. Application for this scheme must be approved in writing by the Ministry of Education's chief verifier for high or very high needs.
- RTLB Resource Teacher of Learning and Behaviour working in New Zealand schools.
- BST Behaviour Support Team in your area run by Ministry of Education Group Special Education.
- SEG Special Education Grant paid to schools to provide special education to help students who do not qualify for ORRS funding (above).

Has the student been verified as an ORRS student? (tick applicable box)

Very high High Decide on application

Has the student ever been supported by? (tick the applicable funding assistance category)

RTLB BST SEG

Does the student have teacher aide assistance? Yes No

Reader/writer Yes No

If yes state the number of hours per day:

Other type of assistance – please state: