



YEAR 10 / 11 / 12 / 13 *Please circle appropriate year level*

ENROLMENT APPLICATION FORM 2018

Name of Student (*Please use names as stated on Birth Certificate*)

.....
First Name

.....
Surname

Manurewa High School has an approved scheme to avoid overcrowding. It is important to read the enclosed leaflet ("Notes re In Zone Enrolments") to ensure that you are well aware of the conditions of our enrolment process and the documentation that is required.

The following documents **must be attached** when submitting this application. **An incomplete application will NOT be processed.**

- Full **Birth Certificate** - *photocopy only*
- Proof of Place of Residence** – ie current telephone or electricity account OR Government department document - *photocopy only*
- Enrolment Application Living Arrangements Declaration** form
- Proof of Residency** (*non NZ born*) and **Passport Evidence**
Resident Visa / Student Visa / Work Visa
- Medical Form** (*blue*) completed and signed by parent/guardian
- NCEA results and NZQA number** (*for Year 11/12/13*)
- Option Selection Form/s**
- Latest School Report** – *photocopy only*

ENROLMENT ZONE REGULATIONS

Out of Zone Application Closing Date

Wednesday 6 September 2017

Ballot drawn on Wednesday 13 September 2017

Note: A change of address to an out of zone address before the start of school year can make an in zone enrolment invalid.

An enrolment can be refused/cancelled by Manurewa High School if incorrect information regarding the student is given on this enrolment application.

The information on this form is collected and used by the school in educating your child, and for associated school activities. It is available to all staff of the school and to members of the Board of Trustees. Please advise the school if you have any concerns about disclosure of any of the information within the school.

*You have the right to request access and to request correction of information held about you by the school. We would be grateful if you could contact the school office if any details need to be changed, **especially contact details, in particular address and email.***

For Office Use Only

- In Zone
- Out of Zone

Sections 1-6 to be completed by Parent/Guardian/Caregiver

Student No.

SECTION 1 (A) Student Details		Male/Female <i>(please circle)</i>	
Family Name		Last School Attended	
First Names			
Name Used		Birth Date	
Ethnic Group		Country of Birth	
If Maori please indicate Iwi Group <i>(up to three)</i> <input type="checkbox"/> Maori Vertical Whanau <i>(please tick)</i>		Preferred Spoken Language	
What is the language you first learned to speak?		Student Mobile Phone No.	
Has the student been excluded / suspended / stood down (Circle) <input type="checkbox"/> Yes <input type="checkbox"/> No			
New Zealand Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION 1 (B) To be completed only if the student was NOT born in New Zealand			
Passport Status: Permanent NZ Resident <input type="checkbox"/> Work Visa <input type="checkbox"/> Student Visa <input type="checkbox"/> Visa No.			
Date arrived in New Zealand		Expiry Date	

SECTION 2 Home Details		Email Address	
Home Address		Home Phone	
		Postal Code	Eldest Child Yes / No
Siblings currently at Manurewa High School <i>(brothers and sisters - please list)</i>			
Siblings previous at Manurewa High School <i>(brothers and sisters - please list)</i>			
Child of former student <i>(parent - please list)</i>			

SECTION 3 Parental Details			
PART 1			
The student lives with Parent(s) <input type="checkbox"/> Guardian(s) <input type="checkbox"/> Caregiver(s) <input type="checkbox"/>			
Mother/Caregiver/Guardian <i>(please circle)</i>		Father/Caregiver/Guardian <i>(please circle)</i>	
Full Name (Mrs/Ms/Miss)		Full Name	
Work Phone No		Work Phone No	
Mobile Phone No		Mobile Phone No	
Work Place		Work Place	
Occupation		Occupation	
Email address <i>(compulsory)</i>		Email address <i>(compulsory)</i>	
PART 2 Parents not living at the same address as student			
A natural mother or father not living with a child is entitled to vote in Board of Trustees elections. Please name here any such person you wish the school to recognise. Please note school reports may be sent via email if an email address is supplied.			
Mother's Full Name		Father's Full Name	
Home Address		Home Address	
Home Phone No		Home Phone No	
Mobile No		Mobile No	
Workplace Phone No		Workplace Phone No	
Email address		Email address	
Custody/access arrangements about which the school should be aware			

SECTION 4 Emergency Contacts	
Could you please nominate another contact person in case we cannot get in touch with any of the caregivers listed in Section 3 on the previous page.	
Mr / Mrs / Ms / Miss	
Relationship to student	Home Phone
	Mobile
Family Doctor	Family Dentist

Does the student have any special Learning needs (Circle) **Yes No**

If **yes** please specify

Whanau Tutor Class (Limited Spaces)

Maaori Whaanau Class <input type="checkbox"/>	<p>The Maaori Whaanau class is an opportunity for Maaori students to come together, build their skills in Te Ao Maaori and advocate for Maaori within the school and community. It is a place where "it's cool to koorero" Te Reo Maaori and they meet together in the mornings during the normal 20 minute whaanau time. The class is a Vertical Whaanau which means it has students from all year levels from year 9 to 13 encouraging the natural Tuakana Teina Maaori approach. The class is also built on Kauapapa Maaori Principles such as Tino Rangatiratanga, Manaakitanga, Whaanau and incorporates cultural aspirations of students their whanau and/or iwi. Currently there are 2 classes who are joined together in the mornings and are located in the whare. Junior students still attend core classes with their core year group and where possible are paired with another student from the Maaori Whanau Class. Students in the Maaori Whaanau group are from all different whaanau - Ahi, Kotuku, Pounamu and Te Ao Marama and attend a different whaanau assembly per term to stay connect to their own whaanau but also to support other Maaori students to stay connected to theirs. The Maaori Whanau group has been an initiative in our school for the last 3 years successfully supporting our Maaori students and whaanau.</p>
--	---

SECTION 5 Commitment

Parents/Guardians/Caregivers/Student Guarantee

If accepted, I guarantee to attend regularly and abide by the school rules and regulations. I understand that my educational progress will be discussed with, and revealed to, my parent/guardian/caregiver who will support the school in their endeavours to ensure my success at school. I agree that any images of me and/or my work can be used by the school for internal and external purposes, eg school LMS, school yearbook, school promotional material.

Signed Student Date

Signed Parent Date

Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. These contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.

Manurewa High School STUDENT CYBERSAFETY USE AGREEMENT FORM

Technology plays a large role in our students' lives. ICT can enhance and enrich learning opportunities both at home and at school. Manurewa High School is committed to allowing responsible use of electronic devices at school to provide as many pathways to understanding as possible for our students.

To the student, and the parent/legal guardian/caregiver

- Please read this page carefully, to check you understand your responsibilities under this agreement
- Sign the appropriate section on this form
- Keep the information document for future reference, as well as a copy of this signed page.

We understand that Manurewa High School will:

- Do its best to keep the school cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety regulations and responsibilities detailed in use agreements
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreements
- Provide members of the school community with cybersafety education designed to complement and support the use agreement initiative
- Welcome enquiries from students or parents about cybersafety issues.

We understand that Manurewa High School is in no way responsible for:

- Personal digital devices that are broken while at school or during school-sponsored activities.
- Personal digital devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any personal device (e.g. keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

STUDENT'S SECTION

My responsibilities include:

- **I will read** the Secondary Student Cybersafety Use Agreement document carefully
- **I will follow** the cybersafety rules and instructions whenever I use the school's computer network, Internet access facilities, computers and other school ICT equipment/devices
- **I will also follow** the cybersafety rules whenever I am involved with privately-owned ICT devices/equipment on the school site or at any school-related activity, regardless of its location
- **I will avoid** any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- **I will take proper care** of school owned ICT equipment/devices. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- **I understand that** using my digital device in class is at the discretion of the teacher.
- **I will** make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- **I will not** distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting images or video online)
- **I will ask** the relevant staff member if I am not sure about anything to do with this agreement.

I have read and understand my responsibilities and agree to abide by this Cybersafety Use Agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student:

Signature:

Date:

SECTION FOR PARENT/LEGAL GUARDIAN/CAREGIVER

I have read the Cybersafety Use Agreement form above and am aware of the school's initiatives to maintain a cybersafe learning environment, including the responsibilities involved.

Parent/Legal Guardian/Caregiver *(Please circle which term is applicable)*

Name:

Signature:

Date:



HIGH PERFORMANCE SPORT APPLICATION FORM

Details

Name: Date:

Year Level: Current School:

Male Female

Sporting Achievements

Please list your Regional and/or National achievements:

.....
.....
.....

Please list other sports you participate in:

.....
.....
.....

Are you a club athlete? If yes, please list the club teams you have played for.

.....
.....
.....

Coaching Endorsement

Name of Coach: Phone: Email:

Please comment on attitude, resilience, character & work ethic.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

What is your Greatest Sporting Moment?

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....



Manurewa High School

Athletics Department

Miss M Martene, Head of Sport Miss M Silva, Sports Coordinator

Sports available:

Adventure	Athletics	Dragon Boat	Netball	Squash	Touch
Racing	Badminton	Football	Orienteering	Swimming	Trampoline
<i>*Get 2 Go</i>	Basketball	Golf	Rugby League	Table Tennis	Ultimate
<i>*Hillary</i>	Cross Country	Gymnastics	Rugby Union	Taekwondo	Frisbee
<i>Challenge</i>	Disability Sports	Kilikiti	Rugby 7s	Tag	Volleyball
<i>*Nav Quest</i>	Distance Running	Multi Sport	Softball	Tennis	Waka Ama
		<i>*Triathlon</i>			
		<i>*Duathlon</i>			
		<i>*Aquathon</i>			

Sports Information Form:

Name: **Year Level:**

Last School Attended:

Male **Female**

Do you or have you played sport for the following organisations:

School **Club** *tick box*

What sports do you play competitively?

List school teams you have played for:

List club teams you have played for:

Have you competed at a Regional or National level? **Yes** **No** *tick box*

If you answered **YES**, which sport, level, region?

Are your parents/guardians interested in either coaching or managing teams in our School? **Yes** **No**

Which Sport?



Manurewa High School

**ENROLMENT APPLICATION
LIVING ARRANGEMENTS DECLARATION**

The Education Act gives a guarantee of enrolment to students who live in the home zone specified in the School's enrolment scheme. The Board of Trustees needs to be sure that an in-zone address is genuine because the Board is required to manage the school for the benefit of local students.

In addition to specific documents showing proof of residence, it is a requirement for you to complete the following declaration as part of your application to enrol at Manurewa High School. The questions in this declaration follow the guidelines as specified by the Ministry of Education.

First Name: **Last Name:**

Details of the last school which the student attended:

Name of School:

Country:

Home address of student while at their last school:

.....

THE FOLLOWING QUESTIONS REFER TO THE STUDENT'S LIVING ARRANGEMENTS AS PROVIDED ON THE ENROLMENT APPLICATION:

Complete this section if the student WILL be living with their parent(s):

How long have you lived at the address stated on the Enrolment Application?

What family members (and other people) live at your address?

.....

Address Ownership: Own Rent Board

How long do you intend to stay at this address?

Will the student be staying at any other address on a regular basis?

NO YES If **YES**, please provide details below:

Staying with (*name*)

Relationship to Student

At (*address*)

please turn over to complete and sign

Complete this section if the student will NOT be living with their parent(s):

How long has the student been living at the address shown on the enrolment application?.....

What reasons are there for this living arrangement?.....

.....

Who should the School contact in case of serious emergency or serious discipline matters?

Name:

Phone: Home: Work:..... Mobile:

Will the student be staying at any other address on a regular basis?

NO YES If **YES**, please provide details below:

Staying with (*name*)

Relationship to Student

At (*address*)

If any issues arise from the above information, the Board of Trustees may wish to interview you to ensure the genuineness of the application.

If your application for enrolment is declined, you may appeal the Board of Trustees' decision by asking the Ministry of Education to direct the Board to enrol the student. Application forms are available from the Ministry's local office.

<p>INFORMATION PRIVACY</p> <p>The personal information provided in this application will be used for School management purposes and for appropriate statistical returns. The information will not be published in any identifying manner without the specific permission of those named. Those named will have rights of access to, and correction of the information held by the School. The School will keep relevant records on all students but no information concerning an unsuccessful applicant will be retained. The School will take reasonable steps to check that the information held is up to date.</p>
--

Signed:

Name:

Date:



Manurewa High School

MEDICAL FORM

To assist our School Health Centre in providing the best possible care for your son/daughter in any illness/emergency situation, please answer the following. While this information is strictly confidential, it may be necessary for the safety of your child and others to inform relevant staff of medical conditions. This medical form will be filed in the School Health Centre.

STUDENT'S NAME: **Year Level:**

1 Family Doctor: Phone No:

Dentist: Phone No:

2 MEDICAL CONDITIONS

My child has or has had the following disabilities, allergies or medical problems which may affect his/her performance or activities at school:

Medical Conditions	✓ Yes	Medication Required (see below), Other Details
Asthma (see Section 10)		
Diabetes		
Epilepsy		
Rheumatic Fever		
Hepatitis A or B / HIV		
Glandular Fever		
Headache		
Migraines		
Sinus		
Hay Fever		
Heart Conditions		
Tuberculosis		
Nose Bleeds		
Recurring Abdominal Pain		
Back / Neck Problems		
Past Illness or Operations		
Other		
Nil		

3 ALLERGIES

Allergic Reaction To	✓ Yes	Specify Type
Bee Stings		
Medication		
Food		
Other		
Nil Known		

4 MEDICATION

Please send **labelled** medication to the School Nurse if it is required for regular use or for emergencies (ie antihistamines for bee stings).

5 Does your SON/DAUGHTER have on a regular basis:

(a) Any medication not mentioned above?

(b) A course of treatment / counselling?

If **YES**, please detail

.....

6 IMMUNISATION

Has your son / daughter had tetanus immunisation? (please circle answer)

YES / NO

If **YES**, list date of last tetanus injection

7 SENSORY LOSS YES / NO (please circle)

If **YES**, specify type and degree below:

Problem Area	Right	Left	Bilateral	Amount (eg mild, 100%)
Visual (Eyesight)				
Hearing				
Device Used (eg Glasses, Hearing Aid)				

8 OTHER RELEVANT CONDITIONS (eg cardiac murmur – limited PE, Cystic Fibrosis, etc)

If **NO**, write N/A and go to Section 10.

If **YES**, please detail:
.....

9 SPECIAL HOME CIRCUMSTANCES

Are there any factors that may affect the student’s behaviour or emotional stability?

If **NO**, write N/A and go to Section 11.

If **YES**, please detail:
.....

10 ASTHMA SUFFERERS ONLY

Does the student have an “Asthma Action Plan”? **YES / NO**

If **YES**, please give a copy to the School Nurse.

If using preventers, the Asthma Society recommends having an Action Plan (which requires updating every 6-12 months). See your GP/Practice Nurse.

11 PERMISSION FOR ADMINISTERING MEDICATION (eg Panadol, Antihistamine, Mylanta, topical creams, Cough Syrup)

In some circumstances it is necessary for medication to be administered for such things as headaches, period cramps, hay fever, sinus, colds.

I give permission for the School Nurse to administer this treatment if necessary

Parent/Guardian Signature

In case of a serious accident or emergency, an ambulance will be called. A parent/guardian will also be called, so please ensure that the School has your most current contact details.

The School realises that family circumstances and a student’s health may change in the course of a year. It would be very much appreciated if the School is notified as soon as possible by either:

- (a) A phone call to the Health Centre
- (b) A phone call to the Main Office
- (c) A note to the Whanau tutor

Note This information is for School purposes. The School reserves the right to pass on this information to other agencies it sees fit to hold and store the information.



Manurewa High School

eLearning 2018

Our eLearning vision

“Successfully integrating collaborative technologies with appropriate pedagogies to challenge, support and inspire learning in Manurewa High School classrooms, so that students can embrace the digital culture and access future-focussed career pathways.”

Manurewa High School has successfully embarked on implementing BYOD for all Year 9 students in 2017. Digital devices are a critical learning tool, utilised by students on a global scale. Teachers are shifting their learning programmes to meet the needs of the 21st century digital citizen. Manurewa High School's eLearning programme, requires all Year 9 students to have a laptop in 2018. The device will be used every day at school and at home to assist with learning and achievement.

After much research and robust discussions with parents, students, teachers and IT specialists, we have selected the best device for purchase: Laptop (4GB, 500GB Model TBC). This device is lightweight and versatile while providing maximum performance for students of all year levels. The device also comes with Microsoft Windows 10, Wireless capability, Webcam, Microphone and a 5-hour battery life. Antivirus and web-filtering software will also be installed.

We have teamed up with a reputable computing company to put together a complete package, which includes the device, carry case, 3-year total warranty and 3-year damage and loss insurance. The overall cost is yet to be decided, as we are trying to get the best price for our students. There will be several payment options available, including buying outright, finance with 1-3 payment terms, and financial hardship grants.

You have the choice to go with our preferred company or you are welcome to purchase your own device from another supplier. However, it must meet the minimum requirements stated above.

While we have limited details about the actual cost, you can keep up to date with all of our eLearning news on the School website, Facebook page and information coming via the email address on your enrolment form.

If you have any questions about the programme, device or payment then please contact me.

Nga Mihi Nui

Craig Render
eLearning Co-ordinator
Microsoft Innovative Educator Expert (MIE Expert)
rd@manurewa.school.nz
rd@manurewa.school.nz
(09) 269 0690 Ext. 242

Lawrence Naicker
Deputy Principal
nr@manurewa.school.nz
(09) 269 0690 Ext. 299



MANUREWA HIGH SCHOOL

In Zone Enrolments

The following is a summary of the Enrolment Scheme conditions and procedures for **In Zone** Enrolments at Manurewa High School.

Eligibility to Enrol

If a student's legal place of residence is within Manurewa High School's designated home zone (*refer to map on reverse of this sheet*), then that student is eligible to enrol at the School, subject to the following:

Manurewa High School Zone

NB For all the boundary streets, the school zone area includes the houses on the side of the street nearest the School.

<u>Northern Boundary</u>	Redoubt Road (west of Hilltop Road), Wiri Station Road to Roscommon Road (<i>Manurewa High School side</i>)
<u>Western Boundary</u>	Cnr Wiri Station Road along Roscommon Road to Browns Road, Manukau Harbour Coastline from Browns Road to Burundi Avenue (<i>Manurewa High School side</i>)
<u>Southern Boundary</u>	Burundi Ave, Wordsworth Road to Swallow Drive (<i>odd numbers 1-23</i>), Russell Road to Weymouth Road east along Weymouth Road to the motorway (<i>Manurewa High School side</i>), Rowandale Ave from Wordsworth Road to Browns Road (<i>numbers 68-165</i>)
<u>Eastern Boundary</u>	Motorway to Orams Road and streets west of Totara Park and south of Redoubt Road (<i>Manurewa High School side</i>)

The Enrolment Process

Students who are **In Zone** are able to enrol at any stage during term 3, but to ensure that students are placed in an appropriate class and that they are able to take the subjects of their choice, enrolment applications for the year 2018 should be completed by **Wednesday 6 September 2017**.

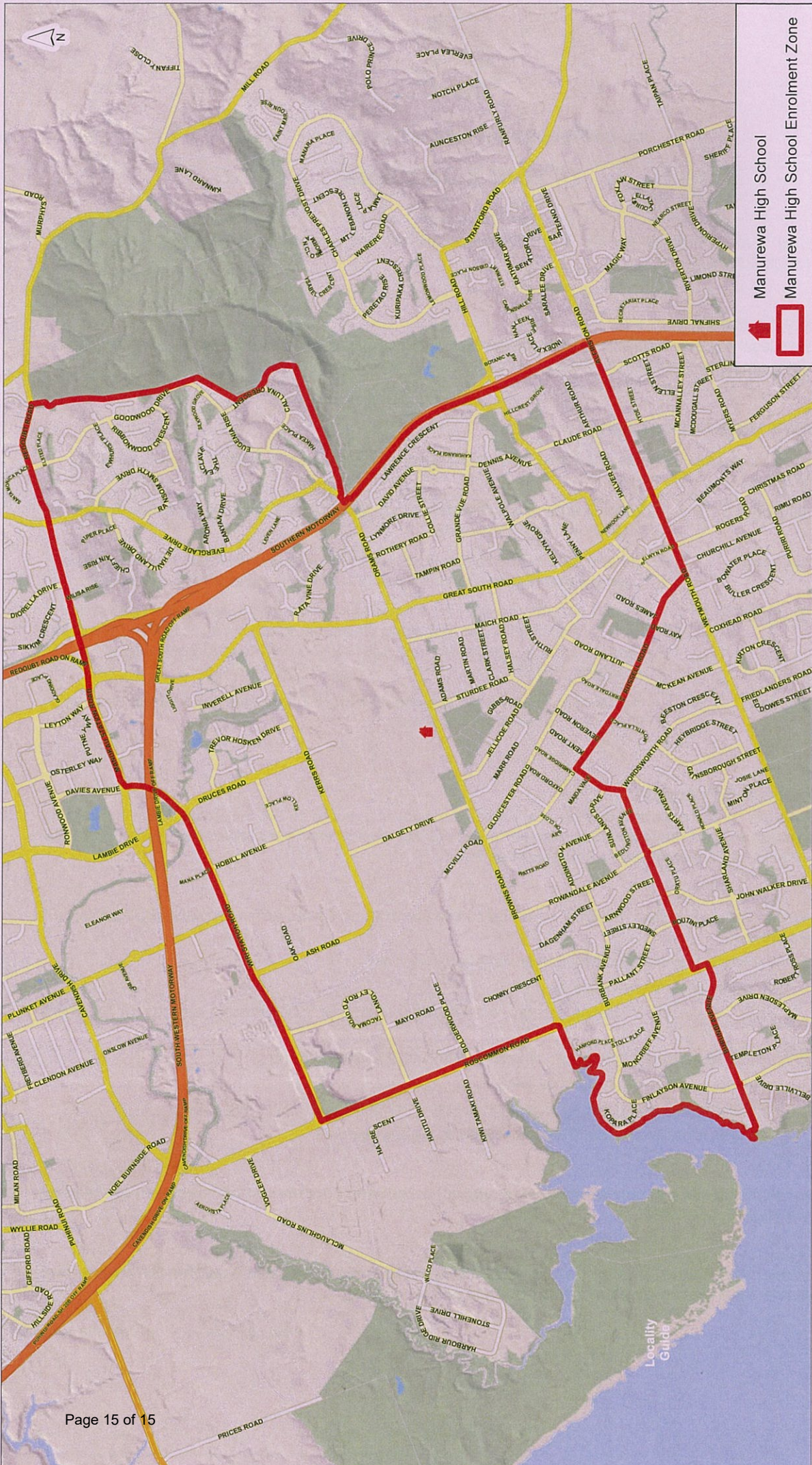
The following documentation must be attached to the application form. An incomplete application will not be processed:

- 1 The latest school report/NZQA results (photocopy only)
- 2 Proof of place of residence, ie:
 - A current telephone account, or electricity account, or a Government department document (original only).
 - Enrolment Application Living Arrangements Declaration Form
- 3 Full birth certificate (photocopy only)
- 4 Proof of residence (if not NZ born) and passport evidence
- 5 Medical form (blue) completed and signed by parent/guardian

Enrolment applications will only be confirmed once all details and documentation have been checked by Manurewa High School staff.

To be considered as being "in zone", a student's confirmed address must also be within the school zone on enrolment date (ie the first day of attendance at the school).

Map of School Zone on reverse of sheet



Manurewa High School
 Manurewa High School Enrolment Zone

0 240 480 720
 Meters
 Scale @ A3
 = 1:22,500
 Date Printed:
 17/05/2016



Manurewa High School Enrolment Zone

DISCLAIMER:
 This map/plan is illustrative only and all information should be independently verified on site before taking any action. Copyright Auckland Council. Land Parcel Boundary information from LINZ (Crown Copyright Reserved). Whilst due care has been taken, Auckland Council gives no warranty as to the accuracy and plan completeness of any information on this map/plan and accepts no liability for any error, omission or use of the information. Height datum: Auckland 1946.