



application booklet

Enrolment Procedure

- Step 1: Information pack sent to family.
- Step 2: Complete and return Application Booklet.
- Step 3: School completes Preference Selection process and notifies families of decisions made.
- Step 4: Once accepted, complete and return New Student Enrolment Booklet.



Longburn
Adventist
College

To be completed by the student's legal caregiver.

SECTION 1: Personal Details

Student's Family Name (surname): _____

Date of Birth: Day Month Year

Name of Mother: _____

Parental Status: Married Divorced/Separated Single

First Name(s): _____

Gender: Male Female

Name of Father: _____

Primary Caregiver Details

Name: _____

Relationship to Student: _____

Occupation: _____

Home Address: _____

Postal Address: _____

Home Phone: _____

Work Phone: _____

Fax: _____

Mobile: _____

Email: _____

Secondary Caregiver Details

Name: _____

Relationship to Student: _____

Occupation: _____

Home Address: _____

Postal Address: _____

Home Phone: _____

Work Phone: _____

Fax: _____

Mobile: _____

Email: _____

Denomination (Religion): _____

Church of membership: _____ Dedicated / Baptised / Christened / Confirmed (Circle one)

Church of membership address & phone number: _____

Ethnicity/Nationality: _____ Citizenship: _____

Proportion of Maori Descent (Statistical Use): _____ % Iwi: _____

Is English your first language? Yes No

If 'No', please indicate here the experience you have had with the English language _____

STUDENT APPLICATION FORM

Has the applicant previously been a student at Longburn Adventist College? Yes No

If so, state years attended and reason for leaving _____

Names of other family members currently attending LAC _____

Names of family members who have previously attended LAC _____

How were you referred to LAC? Website Local PN Church SDA Church Parent / Student (Name of referrer) _____

Other: _____

SECTION 2: Health Details

Please provide details of any health concerns.

Please provide details of any special education needs.

SECTION 3: Academic Details

This enrolment application is for the student to commence at LAC in the year 20 _____

If commencement is not to be at the beginning of the school year, state alternative date: _____

Year level for which you are enrolling: 7 8 9 10 11 12 13
 Day student 5-Day Boarder 7-Day Boarder

Current School (please write in full): _____

Current School Telephone Number: _____ Current Year Level: _____

SECTION 4: Financial Arrangements

Name of person responsible for the payment of school fees: _____

Relationship to student: _____ Postal Address: _____

Guarantee: I, the person/organisational officer responsible for payment of school fees, undertake to pay all amounts owing on or before the due dates.

I understand that a student may not complete academic registration until financial registration has been completed.

Signed: _____ Date: _____

SECTION 5: Personal Declaration

By presenting this signed application for admission to Longburn Adventist College, we recognise our responsibility to abide by the ideals and regulations of the College and to co-operate in all aspects of the College programme.

Signed (student): _____ (print student name) _____

Signed (parent): _____ (print parent name) _____

Date: _____

To be completed by the applicant's current school and returned by the referee directly to Longburn Adventist College, PO Box 14001, Longburn 4866, New Zealand

Student Information:

Name: _____ Gender: Male Female Ethnicity: _____

Current School: _____ Current Year Level: _____

Academic Profile: - (Please indicate the level at which the student is achieving)

Curriculum Level

| | | | | | |
|-------------|---|---|---|---|---|
| Reading | 1 | 2 | 3 | 4 | 5 |
| Writing | 1 | 2 | 3 | 4 | 5 |
| Mathematics | 1 | 2 | 3 | 4 | 5 |
| Science | 1 | 2 | 3 | 4 | 5 |

Current National Standards Level

| | Well Below | Below | At | Above |
|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Reading | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Writing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mathematics | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal Organisation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Social & Cooperative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NUMP Stages

Knowledge:

Add/Sub:

Multi/Div:

Proportional:

PAT Scores Stannie

Vocabulary _____

Comprehension _____

Listening _____

Mathematics _____

Reading Age _____

Spelling Age _____

ASTTle Reading Level _____

ASTTle Maths Level _____

Personal Characteristics - (Circle all that are applicable)

| | | | | | | | |
|------------------------|--------------|----------------|------------------|---------------------------|-----|------------------|------------|
| Attendance | Satisfactory | Unsatisfactory | Frequent Illness | Truancy | | | |
| Personality | Stable | Outgoing | Co-operative | Confident, | Shy | Aggressive | Disruptive |
| Social Skills | Mature | Immature | Leader | Poor peer relationships | | Bully | Victim |
| Attitude/Effort | Enthusiastic | Conscientious | Responsible | Needs constant monitoring | | Hard to motivate | |

General Comments *(Academic, behaviour, social)*

Discipline: *Has this student had behaviour concerns, been stood down or suspended to the Board of Trustees? If so, briefly explain.*

Health: *Please provide details of any health concerns.*

ACADEMIC PRE-ENROLMENT FORM

ESOL

Student has arrived from a non-English speaking country in the last four years? Yes No

Student receives funding? Yes No

Country of Birth _____

ESOL Number _____

Learning Needs

Has this student had any intervention with outside agencies? Y / N
(e.g. CYFS, CAFS, GSE, ACC, RTLB)

Agency: _____

Reason: _____

Current IEP Y / N RTLB Y / N Teacher Aide Hours Y / N

Number of hours: _____

Funded by: SEG / GSE / ACC / ORRS / CYF

Any traumatic experiences that may impact on learning? Y / N

Please explain _____

Special Abilities

Please note any exceptional abilities in the areas of academic excellence, sport, leadership, cultural activities, creative and performing arts.

Extra-Curricular Activities

Sport _____

Musical _____

Cultural _____

Spiritual _____

Other (e.g. Student Rep, Chess) _____

General Comments

Please include any extra comments which may be helpful in class placement or meeting the student's needs, e.g. learning needs, type of teacher the child works best with, other pupils to be separated from.

If there are matters that need further discussion please tick the box and a staff member from LAC will contact you.

Name: _____ Phone: _____

Thank you for your assistance.

To be completed by someone who knows the student well, but is NOT (a) a family member or (b) the same person from the current school who is to complete the Academic Pre-Enrolment form. Character referee is to complete and send directly to Longburn Adventist College. PO Box 14001, Longburn 4866, New Zealand.

SECTION 1: Details of person giving recommendation

Mr/Mrs/Ms/Miss/Pr/Dr (title): _____

Address: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

In what capacity are you acquainted with the applicant? _____

SECTION 2: Recommendation

Name of student (applicant) (please print clearly): _____

Please tick the appropriate boxes AND make brief but frank comments about the applicant under the following headings:

Moral Values and Attitudes Excellent Good Developing Other

Relationship to Authority Excellent Good Developing Other

Standard of Conduct Excellent Good Developing Other

Social Adjustment Excellent Good Developing Other

Health Excellent Good Developing Other

Is there anything else we should know about this student? *(Continue overleaf if necessary)*

SECTION 3: Declaration

I am pleased to provide the recommendation for the above-named person, understanding that my comments will be kept in confidence.

Signed: _____

Date: _____

SECTION 1: Personal Details

Student's Family Name (surname): _____

First Name(s): _____

Date of Birth: Day Month Year

Gender: Male Female

5-Day Boarder 7-Day Boarder Homestay (advise details below)

Intended length of stay: _____

Passport Number: _____

Homestay Carer's Details

Name: _____

Relationship to Homestay: _____

Occupation: _____

Home Address: _____

Postal Address: _____

Home Phone: _____

Work Phone: _____

Fax: _____

Mobile: _____

Email: _____

Agent Details

Name: _____

Relationship to Agent: _____

Occupation: _____

Home Address: _____

Postal Address: _____

Home Phone: _____

Work Phone: _____

Fax: _____

Mobile: _____

Email: _____

SECTION 3: Academic Details

Year level for which you are enrolling: 7 8 9 10 11 12 13

Subject preferences (eg, English, Economics, Maths Stats): _____

Write down your three best subjects: (1) _____ (2) _____ (3) _____

What languages do you speak: _____

Explain why you would like to come to LAC: _____

Please include a copy of your latest school report with this application form. Highlight on this report the results of the subject which teaches your native language.

SECTION 4: Financial Arrangements

International students are required by New Zealand Immigration Services (NZIS) to pay the total fees as listed in the College Invoice before NZIS will issue a student visa. NZIS will issue a student visa when they receive a valid receipt and acceptance letter by the College. Payment can be made by Telegraphic Bank Transfer to the College bank account. Refer to fees schedule for more detail on costs involved.

Who is responsible for the payment of school fees?

Name: _____ Relationship to student: _____

Address: _____

Fax: _____ Phone: _____

Email: _____

Guarantee: I, the person/organisational officer responsible for payment of school fees, undertake to pay all amounts owing on or before the due dates.

I understand that a student may not complete academic registration until financial registration has been completed.

Signed: _____ Date: _____

Thank you - your application will be processed as soon as all documentation is received

Documentation Checklist

As a state integrated school Longburn Adventist College has a Preference of Enrolment. The College, in its Integration Agreement with the Government, has two categories of enrolment; Preferred and Non-Preferred

Preferred enrolment is given to those students whose parents have established a particular or general connection with the Special Character of the school. Preferential status is determined through the local pastor or minister identifying the family as active and committed Christians within their congregation.

LAC has a limited number of places for non-preferred students. Non-preferred places are allocated at the discretion of the Principal.

SECTION 6: Notes on required documentation

All Students

- Application Form
- Character Reference
(To be completed by someone who knows the student well, but is not a family member. Is to be forwarded directly to us from the referee.)
- Academic Pre-Enrolment Form
(To be completed by the student's current teacher. This is not to be the same person who completes the Character Reference. Is to be forwarded directly to us.)
- NZ Birth Certificate (certified copy)

NZ Fee Paying Students - *Born outside NZ, Australia, Cook Islands, Niue, Tokelau*

- Documentation for 'All Students' (see above).
- Certified copy of Student's Passport, showing residency status.
- Current Work Permit (Students classed as domestic students based on their parent's work permit)
- Current Student Permit (Students classed as domestic students based on their parent's work permit)

International Students

- Documentation for 'All Students' (see above).
- International Student Forms completed from Application Booklet
- Certified copy of Passport (photo/name page)
- Certified copy of Student Visa/Permit
- Certified copy of last school report (highlighted native language grade)

For more details on the requirements for International Students, please refer to www.lac.school.nz

Thank you - your application will be processed as soon as all documentation is received



Longburn
Adventist
College

www.lac.school.nz

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