

APPLICATION PACK

Student Name:

Date Completed:



IN CHRIST

WE EDUCATE, ENCOURAGE AND EMPOWER

POSTAL ADDRESS PO Box 14001,
Longburn 4866,
New Zealand

PHONE +64 (0)6 354 1059
FAX +64 (0)6 355 1350
EMAIL info@lac.school.nz
WEBSITE www.lac.school.nz

ENROLMENT PROCEDURE

- Step 1:** Complete and return this Application Booklet.
- Step 2:** School completes Preference* Selection process and notifies families of decisions made.
- Step 3:** Once accepted, you will receive a **'New Student Registration Booklet'** for you to complete and return to LAC.

APPLICATION INSTRUCTIONS

This Application Booklet is split into 4 sections as detailed below.

- Section A:** Student Application Form
To be completed by the student's legal caregiver.
- Section B:** Academic Pre-Enrolment Form
Please detach these pages. To be completed by the applicant's current school and returned by the referee directly to LAC.
- Section C:** Student Character Reference
Please detach these pages. 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 LAC.
- Section D:** Digital Integrity Agreement
All students are expected to sign this document.
Please return the signed document to LAC.

Please refer to the **'Documentation Checklist'** on the next page for a summary of all that is required to complete the application process.

All documentation is to be sent to:

Longburn Adventist College,
PO Box 14001,
Longburn, 4866,
New Zealand

*What is Preferred Enrolment?

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.

DOCUMENTATION CHECKLIST

All Students

- Student Application Form
- 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. To be forwarded directly to us.)
- Student Character Reference
(To be completed by someone who knows the student well, but is not a family member. To be forwarded directly to us from the referee.)
- Read and sign the Digital Integrity Agreement

Domestic Students

Non-international-fee-paying students, including those born in New Zealand, Australia, Cook Islands, Niue and Tokelau

- Documentation for 'All Students' (see above), **PLUS**
For New Zealand Citizen (please provide ONE of the following):
 - NZ birth certificate (if the child was born before 1 January 2006) **OR**
 - NZ birth certificate with confirmation that the child is a NZ citizen by birth (if child was born on or after 1 Jan 2006) **OR**
 - Passport (NZ, Tokelauan, Cook Island or Niuean), **OR**
 - NZ Citizenship Certificate, **OR**
 - Birth certificate (Tokelauan, Cook Island or Niuean) if the child was born before 1 January 2006, **OR**
 - Birth certificate (Tokelauan, Cook Island or Niuean) with confirmation that the child is a citizen by birth (if the child was born on or after 1 January 2006), **OR**
 - Certificate of naturalisation (Tokelauan, Cook Island or Niuean), **OR**
 - Certificate of registration (Tokelauan, Cook Island or Niuean), **OR**
 - Letter of confirmation (Tokelauan, Cook Island or Niuean).

For New Zealand or Australian Resident:

- Other passport with NZ residence class visa label or stamp.

For Australian Citizen:

- Australian Passport.

Domestic Student 'Time Bound'

Non-international-fee-paying students who are 'time bound' (children born **outside** New Zealand, Australia, Cook Islands, Niue or Tokelau whose parents are granted study or other types of visas for a limited time)

- Documentation for 'All Students' (see above), **PLUS**
- Copies of all visas, permits, etc. relevant to the situation of the family.
If you are not sure, please contact the college for clarification.

Thank you

Your application will be processed as soon as all documentation is received

STUDENT APPLICATION FORM

To be completed by the student's legal caregiver.

SECTION 1: Personal Details

Student's Family Name (surname): _____

First Name(s): _____

Date of Birth: _____ Day _____ Month _____ Year Gender: Male Female

Name of Mother: _____

Name of Father: _____

Parental Status: Married Divorced/Separated Single

Primary Caregiver Details

Name: _____

Relationship to Student: _____ Occupation: _____

Home Address: _____

Postal Address: _____

Home Phone: _____ Work Phone: _____

Mobile: _____ Fax: _____

Email: _____

Secondary Caregiver Details (e.g. non-custodial parent)

Name: _____

Relationship to Student: _____ Occupation: _____

Home Address: _____

Postal Address: _____

Home Phone: _____ Work Phone: _____

Mobile: _____ Fax: _____

Email: _____

Denomination (Religion): _____

Church of membership: _____

Dedicated / Baptised / Christened / Confirmed **(Circle one)**

Church of membership address & phone number: _____

Ethnicity/Nationality: _____ Citizenship: _____

Proportion of Māori 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 _____

If student not born in NZ, please state date first arrived here: _____

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

If so, state year(s) 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 referer) _____

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 and attendance dues, undertake to pay all amounts on or before the due dates.

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) _____ Date: _____

Signed (caregiver): _____

(Print caregiver name) _____ Date: _____

ACADEMIC PRE-ENROLMENT FORM

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: _____ Date of Birth: _____

Gender: Male Female Ethnicity: _____

Current School: _____ Current Year Level: _____

Academic Profile: (Please indicate or tick ✓ the level at which the student is achieving)

<p>Curriculum Level, Yrs 7-10</p> <table style="width: 100%; text-align: center;"> <tr> <td>Reading</td> <td><input type="checkbox"/> 1</td> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 4</td> <td><input type="checkbox"/> 5</td> </tr> <tr> <td>Writing</td> <td><input type="checkbox"/> 1</td> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 4</td> <td><input type="checkbox"/> 5</td> </tr> <tr> <td>Mathematics</td> <td><input type="checkbox"/> 1</td> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 4</td> <td><input type="checkbox"/> 5</td> </tr> <tr> <td>Science</td> <td><input type="checkbox"/> 1</td> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 4</td> <td><input type="checkbox"/> 5</td> </tr> </table>	Reading	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	Writing	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	Mathematics	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	Science	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<p>Current Level</p> <table style="width: 100%; text-align: center;"> <tr> <td></td> <td>Well Below</td> <td>Below</td> <td>At</td> <td>Above</td> </tr> <tr> <td>Reading</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Writing</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mathematics</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Personal Organisation</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Social & Cooperative</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		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"/>
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<p>NUMP Stages</p> <p>Knowledge: <input type="text"/> Multi/Div: <input type="text"/></p> <p>Add/Sub: <input type="text"/> Proportional <input type="text"/></p>																																																							

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)

B

Academic Pre-Enrolment Form

ESOL

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

Student receives funding? Yes No ESOL Number _____

Country of Birth _____

Learning Needs

Has this student had any intervention with outside agencies?
(e.g. CAFS, GSE, ACC, CYF, RTLB) Yes No

Agency: _____

Reason: _____

Current IEP: Yes No RTLB: Yes No

Teacher Aide Hours: Yes No Number of hours: _____

Funded by: SEC GSE ACC ORRS CYF

Any traumatic experiences that may impact on learning? Yes No

Comment: _____

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

Extra-Curricular Activities (e.g. sport, musical, cultural spiritual, other)

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.

Name _____ Signature _____

Phone _____ Date _____

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

Thank you for your assistance.

STUDENT CHARACTER REFERENCE

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: _____ Fax: _____

In what capacity are you acquainted with the applicant? _____

Section 2: Recommendation

Name of student (applicant): _____

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? _____

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: _____

DIGITAL INTEGRITY AGREEMENT

Students are encouraged to bring digital device/s for educational and learning purposes. All devices need to remain in silent mode or switched off, if not in use for a specific educational and learning purposes, as instructed by the classroom teacher.

- The recommended primary device is a Chromebook or better. Minimum specifications are not required, however, in 2018 students will be required to bring a device with a physical keyboard
- Students must have active antivirus software, if using a windows computer, with all the latest operating system patches. Devices may be blocked from accessing LAC network if this is not met. (IT Manager is happy to provide some support in regards to this).
- Devices need to come to school each day fully charged
- Students need to have their own insurance coverage for damages and loss. It is highly recommended that physical protection (bag, impact resistant casing, etc) is used by students.
- For support with Digital Technologies, please contact the IT manager: itmanager@lac.school.nz
- If teachers suspect breaches of policy, they may audit student activity by logging on to their accounts.
- Trying to get around the school's security, ie, hacking, by-passing, using proxies, etc is forbidden.
- All device internet access must be through the LAC wireless. Creating wireless hotspots using personal cellular data and sharing it is forbidden.
- Students may not use cellphones during class time without teacher permission or in an inappropriate manner. They are to be used for educational purposes only.

Part A - for students:

When I use Information Technology (IT), both at school and at home, I have responsibilities and rules to follow. I agree to:

- Be a safe user whenever and wherever I use that technology.
- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write, or participate in, online bullying. This includes forwarding unhelpful messages or supporting others in harmful, inappropriate or hurtful online behaviour.
- Respect LAC's cyber security system. This means that I will not hack, by-pass or use proxies etc.
- Use the LAC wireless only. I will not create wireless hotspots using personal cellular data and will not share these.

When I am online or using any computer, tablet, or any other digital device, for any purpose at school, I agree to:

- Report to an adult if I feel unsafe or uncomfortable online, or see a friend being unsafe or being made to feel uncomfortable by others.

- Behave in the way outlined in this Longburn Adventist College's eLearning and digital citizen agreement when online or using any form of mobile, digital or computer technology.
- Keep my device switched off and in my bag during class, except for specified learning purposes agreed with the teacher of the lesson. I understand that my device may be confiscated and treated as a confiscated cellphone if I do not adhere to this.
- Not give out my own or others' personal details including full names, telephone numbers, addresses, images, mobile numbers and email addresses.
- Protect my password.
- Never post or send derogatory comments about someone else using web-based, social-media or messaging. If I see this happening or if I am invited into any discussion like this, I will inform an adult.
- Use ICT technologies at school for learning, treating the equipment properly and not interfering with it or the work/data of another student.
- Not bring or download unauthorised programs or files.
- Not go looking for inappropriate, rude or offensive sites.
- Get permission if I want to use information or pictures from a website recognising that the content on the web is someone's property.
- Ensure that contributions are my own work and when copied and pasted from an online or other information source, that source will be acknowledged.

Talk to my teacher or another adult if:

1. I need help online
2. I am not sure what I should be doing on the internet
3. I come across sites that are not suitable
4. Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
5. I feel that the welfare of other students at the school is being threatened.

When taking video/images/sound recording using a camera, computer or device I will:

- Only take photos and record sound or video during class when it is part of the learning in that lesson
- Seek permission from individuals involved BEFORE taking photos, recording sound or videoing them (including teachers)
- Seek permission from individuals involved BEFORE publishing or sending photos, recorded sound or video to anyone else or to any online space
- Let my teacher/s or parent/caregiver know before uploading or sending any content

Terms and Conditions of this agreement may change with the latest copy accessible on the LAC Website.

Part B – The school’s support for responsible and ethical use of technology:

Longburn Adventist College uses ICT as a tool to support and enhance learning and teaching. We see the internet and other digital technologies as valuable resources but acknowledge they must be used responsibly.

Your son/daughter has been asked to agree to use ICT responsibly at school. Parents/Caregivers should be aware that the nature of the internet means that full protection from inappropriate content cannot be guaranteed.

At Longburn Adventist College we:

- Have a cybersafe and responsible use programme across the school. We reinforce school values and behaviours when using technology and the internet.
- Encourage communication, collaboration and presentation using established technologies such as Google mail and Google docs. All students at Longburn Adventist College have access to these tools.
- Provide a filtered/monitored internet service.
- Provide supervision and direction in internet activities and when using digital technologies for learning.
- Develop students’ Information Literacy and Digital Literacy through in-class learning activities.
- Utilise mobile technologies for educational purpose, e.g. podcasts, photos from excursions and events.
- Work towards setting tasks that ask your son/daughter open questions to which they need to develop their own answer, so they find they need to discover and learn much more than a simple copied and pasted answer from the internet.
- Provide support to parents/caregivers to understand this agreement (e.g. language support).
- Provide support to parents/caregivers through information evenings.
- Appreciate input from home. You can make an appointment to discuss eLearning and your child. Please contact Reception to be directed to the appropriate person.

Part C – Advice for parents/caregivers:

At school, computers, the internet and other digital and mobile devices are used to support learning and teaching. At home, however, they are often used differently. Not only are they resources for learning, they are increasingly used as a social tool to meet, play and chat. At home we recommend you:

- Make some time to sit with your son/daughter to find out how they are using the internet and who else is involved in any online activities.
- Ask your son/daughter to give you a tour of their work and online spaces. If they are using a site that allows them to chat, publish photos, play games etc. – ask to have a look. Their lac.school.nz Google account allows images to be uploaded and chat to take place.
- Always get your son/daughter to set online spaces to ‘Private’ if they use a social networking site like

Facebook, etc. They are then in control of who contacts them and who can access their information. They can block anyone from seeing their information at any time.

- Have the computer with internet access in a shared place in the house – we would recommend this not be your son/daughter’s bedroom.
- Negotiate appropriate times for online activities and use of mobile phones.

Ask questions when your son/daughter shows you what she/he is doing, e.g.:

1. How does it work and how do you set it up?
2. Can you block out people?
3. Who else is sharing this space or game?
4. Did you know them before or did you ‘meet’ them online?
5. What do you know about them?
6. Why is this so enjoyable? What makes it fun? What are you learning? Can you show me how to do that?
7. Can you see any risks or dangers in the activity?
8. What would you say to warn/inform a younger person who was going to start to use the space?
9. What are you doing to protect yourself or your friends from potential dangers?
10. When and why would you inform an adult about an incident that has happened online that concerns you.

All students are expected to sign this document.

The Longburn Adventist College Digital Integrity Agreement applies to all students while on campus and also during all excursions, camps and co-curricular activities.

Student:

- I have read and agree to follow these rules.
- I understand that my access to computers, the internet, and digital devices at school may be withdrawn if I do not act responsibly.

Name: _____

Signature: _____

Date: _____

Parent/Caregiver:

- I agree to allow my son/daughter to use the internet and other ICT at school.
- I will contact the school if there is anything here that I do not understand.
- If there is a situation that concerns me, I will contact either the school or Netsafe. (www.netsafe.org.nz).

Name: _____

Signature: _____

Date: _____