



Application Pack

Student Name:

Date Completed:

Enrolment Procedure

- 1: Complete and return this Application Booklet.
- 2: School completes Preference Enrolment* process and notifies families of decisions made.
- 3: Once accepted, you will receive an 'acceptance letter' and a 'commitment to pay attendance dues' form.

Application Instructions

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

A: Student Application Form

To be completed by the student's legal caregiver.

When signing the form, the student and their caregiver are accepting to comply with LAC's Digital Integrity Agreement (section D).

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 either by email or post.

C: Student Character Reference

To be completed preferably by a church pastor / church youth leader or 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.

The character referee is to complete and post or email directly to LAC.

D: Digital Integrity Agreement

Please read and keep for your records.

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 returned to: Longburn Adventist College,
PO Box 14001, Longburn, 4866, NZ
Or email: info@lac.school.nz

****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; Preference and Non-Preference.

Preferential status is assessed by the school chaplain using the proprietor's preference determination process. Preferred enrolment

is given to those students whose parents have established a particular or general connection with the Special Character of the school.

LAC has a limited number of places for non-preference students. Non-preference places are allocated in line with the school's enrolment policy.

Documentation Checklist

All Students

- Student Application Form (including acceptance of LAC's Digital Integrity Agreement, Section D)
- 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 LAC.
- Student Character Reference
To be completed by church pastor/church youth leader or someone who knows the student well, but is not a family member. To be forwarded directly to LAC from the referee.

*Non-international-fee-paying students, including those born in New Zealand, Australia, Cook Islands, Niue and Tokelau and have previously attended a school in New Zealand do not need to provide any other documentation than those listed above.

Domestic Students*

Non-international-fee-paying students, including those born in New Zealand, Australia, Cook Islands, Niue and Tokelau and have **NOT** previously attended a school in NZ; please provide documentation for 'All Students' plus **ONE** of the following:

- NZ birth certificate (if the child was born before 1 January 2006)
- NZ birth certificate with confirmation that the child is an NZ citizen by birth (if the child was born on or after 1 Jan 2006)
- Passport (New Zealand, Australia, Cook Island, Niue or Tokelau)
- New Zealand Citizenship Certificate
- Birth Certificate (Cook Island, Niue or Tokelau) if the child was born before 1 January 2006
- Birth Certificate (Cook Island, Niue or Tokelau) with confirmation that the child is a citizen by birth (if the child was born on or after 1 January 2006)
- Certificate of Naturalisation (Cook Island, Niue or Tokelau)
- Certificate of Registration (Cook Island, Niue or Tokelau)
- Letter of Confirmation (Cook Island, Niue or Tokelau)

Domestic Time Bound Students

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**
- Copy of the student's passport with relevant visa, permits etc. included

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

Thank you

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 *(Legal Guardian)*

Title (*circle*): Mr / Mrs / Ms / Miss / Pr / Dr / Other: _____

Name: _____

Relationship to Student: _____ Occupation: _____

Home Address: _____

_____ Post Code: _____

Postal Address: _____

_____ Post Code: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

To receive a copy of the student's report (*via email and available on student portal, post by request only*)

To receive a copy of the LAC Newsletter (*via email*)

Secondary Caregiver Details (e.g. non-custodial parent)Title (*circle*): Mr / Mrs / Ms / Miss / Pr / Dr / Other: _____

Name: _____

Relationship to Student: _____ Occupation: _____

Home Address: _____

_____ Post Code: _____

Postal Address: _____

_____ Post Code: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

 To receive a copy of the student's report (*via email and available on student portal, post by request only*) To receive a copy of the LAC Newsletter (*via email*)**Emergency Contact** (other than listed above)

An emergency contact is used if LAC cannot make contact with person(s) identified as the primary or secondary caregiver

Name _____

Relationship to student: _____

Daytime Tel: _____

Mobile Tel: _____

Church Information

Denomination (Religion): _____

(Circle one) Dedicated / Baptised / Christened / Confirmed

Church of membership: _____

Church pastor/minister: _____

Church of Membership Address: _____

Church of Membership Phone Number: _____

Other Information

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 is 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 family members currently attending LAC: _____

Names of family members who have previously attended LAC: _____

Do you have any family members in a particular LAC sporting house?

 Not Applicable Luther Tyndale WesleyHow were you referred to LAC? Website Local PN Church SDA Church Parent / Student: _____ Other: _____

SECTION 2: Academic Details

This enrolment application is for the student to commence at LAC in Term _____, 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 3: Medical Information Details

Information provided below will be treated with confidentiality. It will be used for the purpose of planning safe activities, or in the event of a medical situation arising at school or whilst away on a trip. Please note it is your responsibility to keep the school advised of any changes to these details.

Name of family doctor: _____ Doctor's Tel: _____

Name of family dentist: _____ Dentist's Tel: _____

Please state any medical concerns the student may have?

Please provide us with as much detail as possible, include extra notes on last page (8) if necessary.

Please state any physical or intellectual disabilities the student may have:

Is the student currently taking any medication? Yes No

If 'Yes', state name and type of medication: _____

Dosage: _____

Does the student smoke? Yes No

(Please note that the school property, including dormitories, is 100% smoke free).

Immunisations up-to-date? Yes No

Consent for Medical Intervention

Yes No I give permission for my child to be given Paracetamol during school hours, at the discretion of LAC staff.

Yes No As Parent/Caregiver, I authorise the obtaining on my behalf of any medical assistance for my child if, in the opinion of LAC staff or medical personnel, such treatment is necessary, and I agree to meet any costs incurred.

Declaration

I understand that as the student's parent/caregiver it is my responsibility to keep the school aware of any updates/changes regarding my student's health.

Parent/Caregiver Signature: _____ Date: _____

SECTION 4: General Consent Form

Where necessary, specify details in the space at the end of this form.

Please Note: If the boxes are left unticked, it will be assumed that the answer is 'Yes'. Place extra comments or clarifications in the 'Extra Details' section at the foot of the page.

1. I give permission for LAC and the PTA to reproduce the name and/or photograph of the above student in:

Photos		Name		
Yes	No	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Promotional literature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On the school's website
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School magazine (HARI). If you choose 'No' for this option, your child cannot be in school photos as they are published in the HARI.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School newsletter (published on LAC's website www.lac.school.nz/newsletters)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Promotional school videos

Yes No

2. I give permission for information (relating only to school matters) required by the Proprietors to be forwarded to them.
3. I give permission for the student named in this application to attend school trips within Palmerston North only, and all other trips for educational purposes will require a parent/ caregiver signature on a trip permission slip.
4. Should the student named in this application to be involved in a serious disciplinary problem whilst on any school excursion, I accept that he/she may be sent home (or home/dormitory for boarding students) at my expense, after initial consultation with you if practically possible.
5. I understand that Longburn Adventist College will not accept any responsibility for loss of or damage to the student's personal property. The school will, however, take all reasonable care to recover the article or find the person responsible for the loss or damage.
6. I agree that the student named in this application should take part in school activities and necessary duties as may be required by the staff.
7. I agree that the student named in this application will observe the requirements as set out in the Longburn Adventist College student handbook (available from the website - www.lac.school.nz) and LAC House Boarding manual (for boarding students only - www.lac.school.nz/boarding)

Extra Details _____

Parent/Caregiver Signature: _____ Date: _____

SECTION 5: Financial Arrangements

Name of person responsible for the payment of school fees:

Relationship to student: _____

Postal Address: _____

_____ Post Code: _____

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 6: Personal Declarations

Student:

- By presenting this signed application for admission to Longburn Adventist College, I recognise my responsibility to abide by the ideals and regulations of the College and to co-operate in all aspects of the College programme.
- I have read and agree to follow Digital Integrity Agreement (see section D).
- I understand that my access to computers, the internet, and digital devices at school may be withdrawn if I do not act responsibly.

Print student name: _____

Student signature: _____ Date: _____

Parent/Caregiver:

- By presenting this signed application for admission to Longburn Adventist College, I recognise my responsibility to abide by the ideals and regulations of the College and to co-operate in all aspects of the College programme.
- 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 in the Digital Integrity Agreement that I do not understand.
- If there is a situation that concerns me regarding digital technologies, I will contact either the school or Netsafe (www.netsafe.org.nz).

Print caregiver name: _____

Caregiver signature: _____ Date: _____

Academic Pre-Enrolment Form

To be completed by the applicant's current school and returned by post or email directly to:
Post: Longburn Adventist College, PO Box 14001, Longburn 4866, NZ **Email:** info@lac.school.nz

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> <p>Reading <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p> <p>Writing <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p> <p>Mathematics <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p>	<p>PAT Scores, Yrs 7-10 Stanine</p> <p>Vocabulary _____</p> <p>Comprehension _____</p> <p>Listening _____</p> <p>Mathematics _____</p>	<p>Years 7-10</p> <p>Reading Age _____</p> <p>Spelling Age _____</p> <p>e-aSTTle Reading Level _____</p> <p>e-aSTTle Maths Level _____</p> <p>e-aSTTle Writing Level _____</p>
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NUMP Stages

Knowledge: Multi/Div:

Add/Sub: Proportional:

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)*

ESOL *(English as a second or foreign language)*

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? Yes No
(e.g. CAFS, ACC, OT, RTLB, LS or Special Ed.)

Agency: _____

Reason: _____

Current IEP: Yes No RTLB: Yes No

Teacher Aide Hours: Yes No Number of hours: _____

Funded by: SEG ACC ORRS LS (Learning Support) OT (Oranga Tamariki)

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)*

Extra 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 _____ Signature _____

Phone _____ Date _____

Thank you for your assistance

Student Character Reference

To be completed by a church pastor / church youth leader or 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 post or email directly to:

Post: Longburn Adventist College, PO Box 14001, Longburn 4866, NZ **Email:** info@lac.school.nz

SECTION 1: Details of person giving recommendation

Title (*circle*): Mr / Mrs / Ms / Miss / Pr / Dr

Name: _____

Address: _____

Daytime Phone: _____ Mobile: _____

Relationship to the student? _____

Section 2: Recommendation

Name of student (applicant): _____

Please tick ✓ the appropriate boxes AND make brief but frank comments about the applicant

Moral Values & 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

Any additional comments?

SECTION 3: Declaration

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

Print Name: _____

Signed: _____

Date: _____

Thank you for your assistance

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 purpose, 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 the LAC network if this is not met (IT Manager is happy to provide some support in regard 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, i.e., 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 mobile phones during class time without teacher permission or in an inappropriate manner. They are to be used for educational purposes only.

Part 1: For Students

When I use Information Computer Technology (ICT), 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 cybersecurity system. This means that I will not hack, by-pass or use proxies.
- 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 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
- Keep my device switched off and in my bag during class, except for specified learning purposes agreed to by the teacher of the lesson
- 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 another 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

Part 2: The school's support for the 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 during 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, i.e. not simply copying and pasting.
- 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 3: Advice for parents / caregivers:

At school, digital technology is used to support learning and teaching. At home, however, they are often used differently. Not only are they resources

for learning, but they are also 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 and Caregivers are expected to comply with this agreement while enrolled at Longburn Adventist College

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

Terms and Conditions of this agreement may change with the latest copy accessible on the school website:
https://www.lac.school.nz/digital_integrity_agreement