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Enrolment Application Form

Domestic Student Enrolment Procedure

Domestic Students are NZ Citizens or Students from the Cook Islands, Niue or Tokelau.

- 1. Complete and return this Enrolment Form. *
- 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.
- * Include documentation (if applicable) for Legal Guardianship Order/Authorised Primary Duty of Care (see section D). Legal Guardianship Order/Authorised Primary Duty of Care must be a long-standing arrangement and not created solely for the purpose of gaining entry to the school. If Authorised Primary Duty of Care, written evidence from a NZ Lawyer must be provided and attached, substantiating the legality and existing long-term nature of this relationship.
- * For New Zealand Citizens Birth Certificate or Passport or New Zealand Citizenship Certificate. Please make colour copies of these and hand them in with your Enrolment Form.
- * For Non-New Zealand Citizens Copies of Student's Passport with Residence Permit or Student Passport with Student Visa and Parent Passport with Work Permit.
- * A copy of your son/daughter's latest school report
- * A copy of your son/daughter's immunisation record (available from your GP).

*PLEASE NOTE: Only completed applications with the enclosed documents will be processed.

Note: Students from a non-English speaking background who have lived in New Zealand for less than four years may be required to take an ESOL (English for Speakers of Other Languages) test.

All documentation is to be returned to: Longburn Adventist College,

PO Box 14001, Longburn, 4866, NZ

Or email: pa@lac.school.nz

What is Preferenced 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: Preferenced and Non-Preferenced.

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

Preferenced 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-preferenced students. Non-preferenced places are allocated in line with the school's enrolment policy.

Day Student

Year Level and Enrolment type (circle)

5 Day Boarder

10 11 12 13

7 Day Boarder

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in Term _____, year 20____

This enrolment application is for the student to commence at LAC



Domestic Enrolment Application Form

	If commencement is not to be at the beginning of the school year, s				e school year, state		
	alterative date:						
A: Particulars of St	udent						
Gender	Male	Female					
Legal Surname:							
Legal First Name:							
Middle Name(s):			Preferred First Name:				
Address:							
				P O S 1	CODE		
Student Email Address:							
Student Mobile Phone:			Date of Birth:				
Country of Birth:			Current School:				
Previous Schools Attended in NZ							
New Zealand Citizen (Col	umn 1)		Non-New Zealand Citiz	en (Column 2)		
NZ Birth Certificate Number			Date of Entry into NZ:				
OR NZ Passport Number:			Student Passport Number:				
If Not New Zealand Born:			Residence Permit Number:				
Date of Entry into NZ:			OR Student Visa Number:				
OR NZ Citizenship Number:			Parent Passport Number:				
OR Passport Number:			Parent Visa Number:				
			OR Refugee Status:	Yes	No		



CULT	URAL IDENT	ITY (please tick	your cultural	dentity. If yo	ou have t	two, please place	e 1 and 2 by	each)		
	NZ European		Korean			Fijian		Indian		
	NZ Māori*		Other Asian			Samoan		Middle Eastern		
	Australian		British/Irish			Tongan		Sri Lankan		
	Chinese		Other Europe	ean		Niuean		South African		
	Japanese		Fijian Indian			Other Pacific Peo	oples	Latin American		
Other:										
If you s	elected NZ Māor	i, please state you	ır lwi:							
B: Caregivers – Residence A This is the person legally responsible for the student, living at the same address as the student. Contact with parents and recording of student progress is conducted by email. Please complete the email section clearly. CAREGIVER 1 – RESIDENCE A										
Mr/Mrs	s/Miss/Ms				Single/I Separat	Divorced/				
Surnan	ne:				First Na					
Relatio	nship to Student:	:			Home N	Number:				
Mobile	Number:				Busines	ss Number:				
Addres	s:									
							Р	OSTCODE		
Email A	Address:									
Occupa	ation:									
Employ	ver/Workplace:									
CARE	GIVER 2 – RE	SIDENCE A								
Mr/N	1rs/Miss/Ms				Single/D Separate	oivorced/ ed				
Surnan	ne:				First Na	nme:				
Relatio	nship to Student:				Home N	Number:				
Mobile	Number:				Busines	ss Number:				
Addres	s:									
							P C	STCODE		



Email Address:				
Occupation:				
Employer/Workplace:				
C: Caregivers – Resident Parents or other adults that have reconstructed to the CAREGIVER 1 – RESIDENCE	sponsibility for the student, but do not live at the same addres	SS.		
Mr/Mrs/Miss/Ms	Single/Divorced/ Separated			
Surname:	First Name:			
Relationship to Student:	Occupation:			
Home Number:	Mobile Number:			
Email Address:				
Home Address:				
		Р	оѕтс	D D E
CAREGIVER 2 – RESIDENCE				
Mr/Mrs/Miss/Ms	Single/Divorced/ Separated			
Surname:	First Name:			
Relationship to Student:	Occupation:			
Home Number:	Mobile Number:			
Email Address:				
Are there any specific custody orde	rs that the College should be made aware of?		YES	NO
D: Legal Guardian/*/	Authorised Primary Duty of Care			
Legal Guardian	Authorised Primary Duty of Care			
Surname:	First Name:			
Relationship to Student:	Occupation:			
Home Number:	Mobile Number:			
Email Address:				



Home Address:						
					POS	TCODE
If your son/daughter is in a shared	I custody situation, the secondar	y address is a	as follows	:		
Address:						
					D O S	TCODE
					F 0 3	10001
E: Emergency Conta						_
Contact person (<u>not a parent or</u> Care are not available.	<u>caregiver</u>) in event of an emei	gency if Pai	rent/Lega	al Guardian/Au	thorised Primary	Duty of
The contact person in the event o school should some medical or ot Guardian/Authorised Primary Duty	her unforeseen emergency arise					
Surname:		First Name	:			
Home Number:		Mobile Nu	mber:			
Relationship to student						
F: Sibling Information	on					
Please complete if applicable						
Brother(s)/ sister(s) CURRENTLY at	ttending Longburn Adventist Col	lege:				
Name:		Year:		Whanau:		
Name:		Year:		Whanau:		
Brother(s) / sister(s) who were FOI	RMER students attending Longbo	urn Adventis	t College			
Name:		Year:		House:		
Do you wish your son/daughter to (Once the House has been allocate		oling?			YES	NO
G: Background Info	rmation / Interests					
Hobbies and leisure activities:						



Community involvement:				
Music Drama Dance (places indicate any pa	- wf - w i	ata that was a saw/day abtau wasti siy	antas inte	
Music, Drama, Dance (please indicate any p	eriorming ar	ts that your son/daughter particip	oates inj.	
Sports – what does your son/daughter play	?			
Cultural – what is your son/daughter involve	d in?			
Other personal interests and aspirations:				
Any awards? (Please list awards or certificate	es and other	achievements that your son or da	aughter has received):	
H: Language Ability				
Only complete this section if English is No	OT your firs	t language.		
Is English your second language? YES		What is your first language?		
How long have you lived in New Zealand?				
Has your child participated in an English as	a Second Lar	nguage (ESOL) programme in	VEC	NO
their current school?			YES	NO

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I. Special Circumst	an coc						
1: Special Circumst *Please be assured that any info		eated as strictly private and conf	fidential				
Does the student have a medica Examples would be but are not	l or physical disability or a	a learning difficulty that may aff	ect his/her classroom lea				
My son/daughter has a physical disability: YES NO							
My son/daughter has a learning	difficulty:		YES	NO			
Has your son/daughter been inv had Teacher Aide support at p		d learning programmes or	YES	NO			
My son/daughter has currently of behaviour e.g. ORS, HHN, ICS (ir			YES	NO			
If yes, please provide a brief des	• •	·					
Do you have something you wo of enrolment, with our SENCO (•	YES	NO			
If yes, please provide an Educati	onal Psychologist, Medica		ssment Report(s) with th	is application and give			
a brief description of any of the	above:						
J. Church Informat	tion						
Denomination (Religion):							
(Circle one)	Dedicated	Baptised	Christened	Confirmed			
Church of membership:							
Pastor/minister		Phon	٥٠				
r uscor/minister		FIIOII	C.				
K: Counselling							
Please be assured that any inf	ormation you provide is	treated as strictly private and	d confidential.				
Has your child received support	from Counsellors at his/h	er previous school?	Y	ES NO			
Please indicate if any of the belo	ow agencies or services ha	ave been involved:					

Whirinaki (or other child adolescents mental health service)?

Child Youth and Family/Oranga Tamariki?

NO

NO

YES

YES

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Private Practitioner/Psychologist/Psychiatrist/Private Counsellor?	YES	NO
Other?	YES	NO
Or, would you prefer a confidential discussion with our Counsellor?	YES	NO

L: Medical Details

To assist us in providing the best possible care for your child in any illness or emergency, please complete the following questionnaire with as much detail as possible.

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 office. The School realises that family circumstances and a student's health may change during their schooling. It would be very much appreciated if the School is notified as soon as possible by contacting the School on **06 354 1059**.

PLEASE NOTE IF YOU HAVE NOT ADVISED LONGBURN ADVENTIST COLLEGE OF A CONDITION OR ILLNESS FOR WHICH YOUR SON/DAUGHTER MAY REQUIRE MEDICAL TREATMENT, WE MAY NOT BE ABLE TO PROVIDE APPROPRIATE MEDICAL SUPPORT OR ASSISTANCE.

FOR ASTHMA SUFFERERS ONLY

Does your child have an ASTHMA ACTION PLAN?	YES	NO
Does your child have an ASTHMA ACTION PLAN?	YES	NO

If YES, please hand a copy to the School Nurse. If using preventers, the Asthma Society recommends having an Action Plan which requires updating 6 to 12 months. See your Doctor or Practice Nurse.

MEDICATIONS

Regular medication(s):

For those students who have a medical condition and require regular medication, it is advisable to leave a supply of their labelled medication with the School Nurse e.g. Epi-Pen, antihistamines for allergies, medication for migraines, insulin for diabetes or an inhaler for asthma etc. Furthermore, please contact the School Nurse to discuss these requirements, and to obtain a copy of the Parental Consent Form which will allow the School Nurse to administer the prescribed medication.

HEARING

Does your child have any hearing loss?	YES	NO
Is the hearing loss significant enough to affect their learning?	YES	NO
Does your child wear a hearing aid?	YES	NO
EYESIGHT		
Does your child have any vision impairment or concern?	YES	NO

boes your child have any vision impairment or concern:	ILS	INO
Is the vision impairment significant enough to affect their learning?	YES	NO
Does your child wear glasses?	YES	NO
Does your child wear contact lenses?	YES	NO



M. Medical For	m							
Student Name:								
Allowed Panadol (Paracetamol)?	YES	NO	Allowed Ib	ouprofen?	?		YES	NO
Do you consent to your ch	nild seeing the	onsite appointed de	ental service p	provider?			YES	NO
Family Doctor Name:			F	Phone Nu	ımber:			
Family Dentist			F	Phone Nu	ımber:			
Name:								
PERMISSION FOR A								
(e.g. Mylanta, topical crear cuts, indigestion, and cold		p). In some circums	tances, medic	ation mu	st be given for suc	h things a	s stings/bite	es, abrasions,
I give permission for the S	chool to admir	nister this treatment	if necessary.					
Parent/Guardian/Auth	orised							
Primary Duty of Care Signature:					С	Pate:		
IN CASE OF ACCIDE	NT OR EMI	RGENCY						
In case of an accident or e	emergency and	the School cannot	contact you, c	or if the a	ccident is serious,	the Schoo	l may:	
 Transport my son/dat Call an ambulance if It Administer Epi-Pen, Astudent (together with Use our Ventolin Inhatous Our Defibrillator it 	nospitalisation Antihistamine, on the Consent Aler in an asthm	is required or any prescription r Form). Clinic Epi-Pe na emergency if owi	medication yo n/antihistamin n medicine is	ou have la ne may b unavailab	belled and supplie e administered if o			
I give permission for Long accident or emergency, fo	burn Adventist	College to make s	uch arrangem	ents as a		ling those	listed, in th	e case of an
Parent/Guardian/Author Primary Duty of Care Signature:	rised					Date:		
HEALTH NOTES								
Example: Medication requishould be made aware of:		y loss, factors that r	nay affect the	student'	s behaviour, or any	other cor	nditions tha	t the School
MEDICAL CONDITION								
	ase clearly spec		als Dualettere		Cooling		D'	hatas
Asthma			ck Problems		Coeliac disease Heart Condition		Dia	betes
Epilepsy Other (specify):		пеацасп	es/Migraines		Heart Condition			
Other (specify):								



REACTI	ONS							
	Bee or wasp stings		Hay fever		Insect bites			Latex/plasters
	Medications		Sulphur Dioxide		Sunlight			
Other (spe	ecify):							
VACCIN	IATIONS							
•	Has your child completed their childhood immunisation programme? (If unsure, please contact your GP or Practice Nurse) YES NO							
Please sup	oply a copy of your child's vacci	nation re	ecord.					
	Diphtheria		Hepatitis B		HIB			HPV
	Measles		Mumps		Pertussis (Whooping cough)			Polio
	Rubella		Tetanus		Varicella (Chickenpo	ox)		Rotavirus
	Pneumococcal		Meningococcal B		COVID			
Other (spe	ecify):							
	f a serious accident or em ways ensure that the scho					rdian w	vill als	so be called so
N· FIN	IANCIAL ARRANG	FMFN	NTS					
Person Re	sponsible for School Fees:							
Relationsh	ip to Student:							
Postal Add	dress:							
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: _					
O: The	O: The Purpose of the Privacy Act, 193							
I hereby a	acknowledge:							
	nformation in this enrolment ap				nformation relating to	n the fut	tura ed	lucation

- The LAC School Board is collecting the information to provide a database of information relating to the future education, guidance, monitoring and reporting of students' progress and pastoral care. In an emergency, at the discretion of the Principal, information from the file could be given to an agency such as the police or a doctor.
- The information collected may be used for a variety of statistical and research purposes, while ensuring that no individual can be identified.

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P: College Donation

The College donation helps cover shortfalls in government funding to cover such items as class materials, computer technology, library books, sports, and cultural equipment, or any such purpose as may be approved by the LAC School Board

Donation tax credits can be claimed from the Inland Revenue Department. You can find out more about this, and apply, by visiting the page about donations on the IRD's website.

The School is very appreciative of the support from families who pay the School donation.
Q: Student Undertaking
I request that I be admitted to Longburn Adventist College.
I agree to abide by the Longburn Adventist College's Digital Integrity Agreement, outlining the student's rights and responsibilities regarding the use of IT.
I have read the Digital Integrity Agreement and Behavioural Expectations as set out in the Student Handbook and I will always abide by these.
Student Signature: Date:
R. Parent/Guardian/Authorised Primary Duty of Care Undertaking
I/We hereby undertake with the Longburn Adventist College Board of Trustees to observe the conditions and expectations as outlined in the enrolment documentation, so far as they affect me, and the student enrolled.
I/We agree to uphold and abide by the School standards and behavioural expectations as set out in the Student Handbook.
I/We agree to abide by the Longburn Adventist College's responsible use of the Digital Integrity Agreement, outlining the students' rights and responsibilities regarding the use of IT. A copy of this agreement Is included in the Enrolment Information booklet and must be read by students/caregivers.
I/We agree to pay contributions towards activities, trips, sports, subject consumables where appropriate, co-curricular activities and other events.
I/We consent to my son/daughter's photograph or schoolwork being used for publicity material (e.g., on our prospectus, or website, or in displays).
I/We agree to use (including disclosure) of the above information by the staff of the college for any purpose related to the education and well-being of the student concerned.
I/We give permission for you to contact previous school(s) for further information required.
I/We declare that the information provided on this enrolment application is true and correct.
Parent/Guardian/Authorised Primary Duty of Care Signature: Date:

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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, 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 <u>fully</u> 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: <u>itmanager@lac.school.nz</u>
- 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.

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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 cyber safe 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.
 - 1. Ask questions when your son/daughter shows you what she/he is doing, e.g.: 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?

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