

# Application For Enrolment

## A. ABOUT YOUR CHILD

Legal SURNAME		Legal FIRST NAMES	
Preferred Surname		Preferred First Name	
Date of Birth		Male/Female	
Current School/Preschool		Current Year Level	
Year Level Enrolling For		Starting Date	
Names and Ages of Brothers and Sisters			

## B. ABOUT YOURSELVES

<b>Father:</b> Surname		Name		Occupation	
Phone: Home		Work		Mobile	
Email Address <b>Use block letters</b>				Electronic Newsletter: Yes / No	
Marital Status (tick)	<input type="checkbox"/> not married	<input type="checkbox"/> first marriage	<input type="checkbox"/> widowed	<input type="checkbox"/> separated	<input type="checkbox"/> divorced <input type="checkbox"/> remarried
<b>Mother:</b> Surname		Name		Occupation	
Phone: Home		Work		Mobile	
Email Address <b>Use block letters</b>				Electronic Newsletter: Yes / No	
Marital Status (tick)	<input type="checkbox"/> not married	<input type="checkbox"/> first marriage	<input type="checkbox"/> widowed	<input type="checkbox"/> separated	<input type="checkbox"/> divorced <input type="checkbox"/> remarried
<b>Physical Address</b>					Post Code
<b>Postal Address</b> (If different from above)					Post Code

Name(s) of Legal Guardian(s) Any guardianship notes			
What Church do you regularly attend?		Pastor's Name	

### EMERGENCY CONTACT NAMES (excluding mother and father)

Name	Relationship to Child		Mobile Number
1.			
2.			

Please include the names of Friends/Family who recommended the school and/or specify additional information that may assist with your application:

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## C. STATEMENTS

Why do you want your child to attend Manukau Christian School?

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A statement on your Christian faith and experience. If you are not a Christian, then only a statement on why you wish to enrol your child in a Christian school.

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Please include a brief letter of support from your church pastor (if applicable) **or**  
Please provide your pastor's contact details

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Yes  N/A

Email: \_\_\_\_\_

## D. MEDICAL AND GENERAL INFORMATION

Details of any allergies or health problems that may affect schooling or need attention during school hours

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Details of any special learning difficulties your child may have, or details of any tests, psychological reports or tutoring

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Any other information about your child i.e. social, emotional or behavioural that may affect their progress in class

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Are there any special religious reasons that prevent your child from taking part in any school activities or abiding by any of our rules (Please ensure you have read the rules carefully)

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Is your child to be listed with the Dental Clinic: Yes / No  
(If Yes, contact details will be provided to the Dental Services)

And the Public Health Nurse?: Yes / No  
(If Yes, contact details will be provided to the PHN)

Family Doctor

Doctor's Phone Number

Ethnicity of child (the group or groups that you identify with)

Iwi:

Citizenship/Nationality (Country of which your child holds a passport)

Home Language:

My child's verbal communication in English and understanding of English is (circle one):

POOR    FAIR    GOOD    VERY GOOD    EXCELLENT

I understand that should my child require ESOL assistance, there will be a surcharge of \$600 per term. (This will be discussed with you and confirmed prior to commencement).

Yes / No

School activities are posted on the school website/facebook. I give permission for my child's work/photo to be posted.

Yes / No

How did you hear about Manukau Christian School

- School website   
  Facebook   
  Existing MCS student   
  Letterbox mail drop   
  School Newsletter  
 Other website   
  Advertisement   
  Friends/Family   
  Agent   
  Other .....

(please specify)

## E. PRESCHOOL (Year One Enrolments Only)

To be completed if your child is enrolling at school for the first time

**EARLY CHILDHOOD EDUCATION (ECE)** The following information is required by the Ministry of Education

Did your child regularly attend Early Childhood Education? (i.e. booked into a service for sessions each week/fortnight unless sick, on holiday etc)

Yes, for the last \_\_\_\_ year(s).       Not regularly, only occasionally with no on-going schedule.       No, did not attend ECE.

If your child attended an Early Childhood Education service(s) in the six months prior to starting school, please complete the table below.

1. If your child was attending more than one service *at the same time*, please enter the hours per week for up to three services.
2. If your child attended one service, but changed to a different service within six months prior to starting school, please complete the table for *the last service only*.
3. If your child's attendance hours varied, or you are uncertain, please enter an approximate or average number of **hours per week**.

Hours per week for up to three services	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
a. Kohanga Reo			
b. Playcentre			
c. Kindergarten or Education and Care centre			
d. Home based service			
e. Playgroup			
f. The Correspondence School			

Or

Please tick appropriate box	
g. Attended, but only outside NZ	
h. Attended, but don't know what type	
i. Did not attend	
j. Unable to establish if attended	

## F. DECLARATION OF COMMITMENT

Do you have any concerns or questions you need to ask, or are there any parts of the prospectus unclear to you? Yes / No

I/We hereby make application for the aforementioned child to be enrolled at Manukau Christian School. In making this application, I/we agree to:

- support the aims of the school and accept the Conditions of Enrolment as stated in the Prospectus.
- understand that on-going enrolment is subject to an acceptable standard of behaviour and a positive attitude to learning, with Manukau Christian School having the right to terminate an enrolment if insufficient progress is made.
- help our child to abide by the school rules and support the policies of Manukau Christian School, including ensuring that our child completes all homework each night, arrives on time to school and where health permits, achieves a minimum attendance of 90%.
- understand that the school is undertaking to support us as parents and this includes helping us to keep developing as parents. We are agreeable to attend **at least one** presentation per year that outlines the aims of Christian education, provides a biblical view on parenting or promotes a biblical Christian worldview. In signing this we agree to attend such events annually.
- a \$150 non-refundable application fee is to accompany this form. Submission of this enrolment form does not guarantee a place. Payment may be made directly to account 12-3615-0014533-00 with your child's name as the reference.
- a \$500 non-refundable enrolment fee per family to be paid **on acceptance** of your son/daughter. This fee must be paid **within 7 days** to confirm enrolment. Members of Covenant Presbyterian Church are exempt from this fee.
- all fees are payable in full, and in advance of tuition received. New enrolments must pay the full term's fees prior to enrolment. The remainder of the year's fees will be due monthly. Non-payment of fees may result in your child being asked to remain at home until fees are paid. I have read and accept the Financial Information and Schedule of Fees as detailed in the Prospectus.
- give the greater of 10 calendar weeks or **one school term's notice** in writing of our intention to withdraw our child from Manukau Christian School. We understand that **failure to give this notice** will incur a *Term Notice Fee* being payable within 7 days of our child's withdrawal from school.
- pay overdue interest on all outstanding account balances, calculated using the current daily overdraft rate of BNZ Bank against the outstanding account balance of our account, payment of collection and other costs associated with recovery of any monies owing under this agreement.

Signed \_\_\_\_\_ (Father)      Signed \_\_\_\_\_ (Mother)      Date \_\_\_\_\_

### PLEASE NOTE:

- **ALL** enrolments must include a birth certificate or passport and a copy of the most recent school report (if applicable).
- Post this form to: **Manukau Christian School, PO Box 75-623, Manurewa** or email [admin@manukauchristian.school.nz](mailto:admin@manukauchristian.school.nz)
- Parents must sign a **Medications Advice** if their child/ren require/s medications to be administered at school.
- An acceptance of an enrolment application into Years 1 to 8 at Manukau Christian School does not guarantee acceptance into the high school (Years 9 to 13). A separate enrolment application is required for entry into the high school.
- Address, phone number and email 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. The personal information on this form is collected for the purpose of assessing your application for MOE approval for enrolment as a domestic student living in NZ. The information collected may be used and disclosed for this purpose and for statistical and research purposes. The information will be held by the MOE and you have the right under the Privacy Act to access and request correction of this information. If an application is made to enrol your child at another school, MCS will pass on information about assessment, attendance and other related matters unless instructed not to do so by you as the parent.
- Due to on-line teaching and teacher professional development, lessons may be recorded and uploaded to YouTube (or similar). Your child's results, birthday information and photographs/video may be used for informational or marketing purposes unless instructed otherwise in writing.

## G. ENROLMENT COVENANT

### Philosophical Commitment

#### Final Authority for Matters of Belief and Conduct

The School's Statement of Faith does not exhaust the extent of the school's beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of MCS's faith, doctrine, practice, policy and discipline, our Trustboard is MCS's final interpretive authority on the Bible's meaning and application.

#### Spiritual

I desire Christian schooling for my child because I recognise that a biblical perspective views me as being responsible for my child's education.

I understand that the Statement of Faith in the Prospectus will be the foundational basis of the school's doctrinal biblical position.

#### Moral

I respect and abide by the school rules, particularly those of moral standards involving dress, discipline and social relationships. Further, I will endeavour to maintain an atmosphere in the home that is overtly respectful of school values.

I understand that the Biblical method of discipline involves both internal attitude correction as well as external correction. I desire that my child be confronted for attitude problems, realising that these cause behavioural problems, often of a moral nature. For serious behaviour problems, discipline is by way of suspension and/or expulsion.

#### Educational

I understand that the school's philosophy of Christian education requires a formal time of participating with my child in school tasks at home, and I will commit to do this.

### Practical Commitment

I understand and accept that it is my responsibility to regularly plan and budget so that school fees are paid by the required dates. I understand that there will be times when a school trip involves travel from the school and I give the school authorities permission to include my child(ren) as is necessary.

I accept the school authorities undertake all matters with the care and welfare of my child(ren) foremost in their organisation and operation. I authorise school authorities to take any immediate medical action necessary should an emergency occur involving accident or injury to my child(ren). I indemnify the school of all liability with respect to my child(ren) should any accident, sickness or misfortune occur.

I have read this enrolment covenant and the school prospectus. I/We accept the conditions and statements of belief detailed in both these documents.

I understand that in the event of any breach by me/us or in the event of serious breach of conduct by the student or parent, the school may terminate this agreement.

**Father:** Name and Surname: \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**Mother:** Name and Surname: \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

## H. FrieMCS (Friends of Manukau Christian School)

As a parent you will automatically become a 'Friend of the School'. Do you have relatives or friends who would like to be kept in touch with happenings at the school? e.g. grandparents, aunts and uncles etc.

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

## I. Check

I have included the following:

- NZ Birth Certificate or Passport
- Most recent school report that includes attendance (Y2 and up)
- Paid the application fee

Office Use:  \_\_\_\_\_