

# Enrolment Information

## ENROLMENT SCHEME

### IN ZONE (HOME) AUTOMATIC ENTRY

All students who live within the **in zone** (home) area described below and shown on the attached map shall be entitled to enrol at the College. From where Browns Bay Road meets the coastline, travel south along the coastline to Campbell's Bay Reserve and Huntly Road. Travel south west along Huntly and south on Beach Road (285 - 759, 186 - 756 included) to Centennial Park. The southern boundary of Centennial Park to East Coast Road (235 - 745, 242 - 852 included). Travel north along East Coast Road to Sunset Road. Travel west along Sunset Road (286, 285 and above included) to Juniper Road (excluded). Regency Place, Lavery Place, Mandica Place, Delamere Court, Stoneleigh Court and Belle Verde Drive are all included. Cross north to and follow Sanders Reserve west to the Northern Busway and the motorway. Follow the motorway north to Oteha Valley Road. Travel east along the the centre of Oteha Valley Road to Oteha Valley School. Travel south along Medallion Drive, east along Ferry Hill Way and north east along Fields parade (55, 50 and above included). Travel east across Bay City Park to the intersection of Andersons Road East (excluded) and East Coast Road. Travel south along East Coast Road then east along Oaktree Avenue and Glencoe Road (90, 145 and below included) to Beach Road. Travel south along Beach Road and north east along Browns Bay Road, back to the starting point.

### PROOF OF RESIDENCE WITHIN THE IN ZONE (HOME) AREA WILL BE REQUIRED.

Each year, applications for enrolment in the following year from **in zone** students will be sought by a date which will be published in a daily or community newspaper circulating in the area served by the College. This will enable the Board to assess the number of places which can be made available to students who live outside the **in zone** (home) area.

### OUT OF ZONE SELECTIVE BALLOT ENROLMENTS

Each year the Board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the automatic entry **in zone** (home) area. The Board will publish this information by notice in a community newspaper circulating in the area served by the College. The notice will indicate the method of application and specify a date by which applications must be received.

### APPLICATIONS FOR ENROLMENT WILL BE PROCESSED IN THE FOLLOWING ORDER OF PRIORITY:

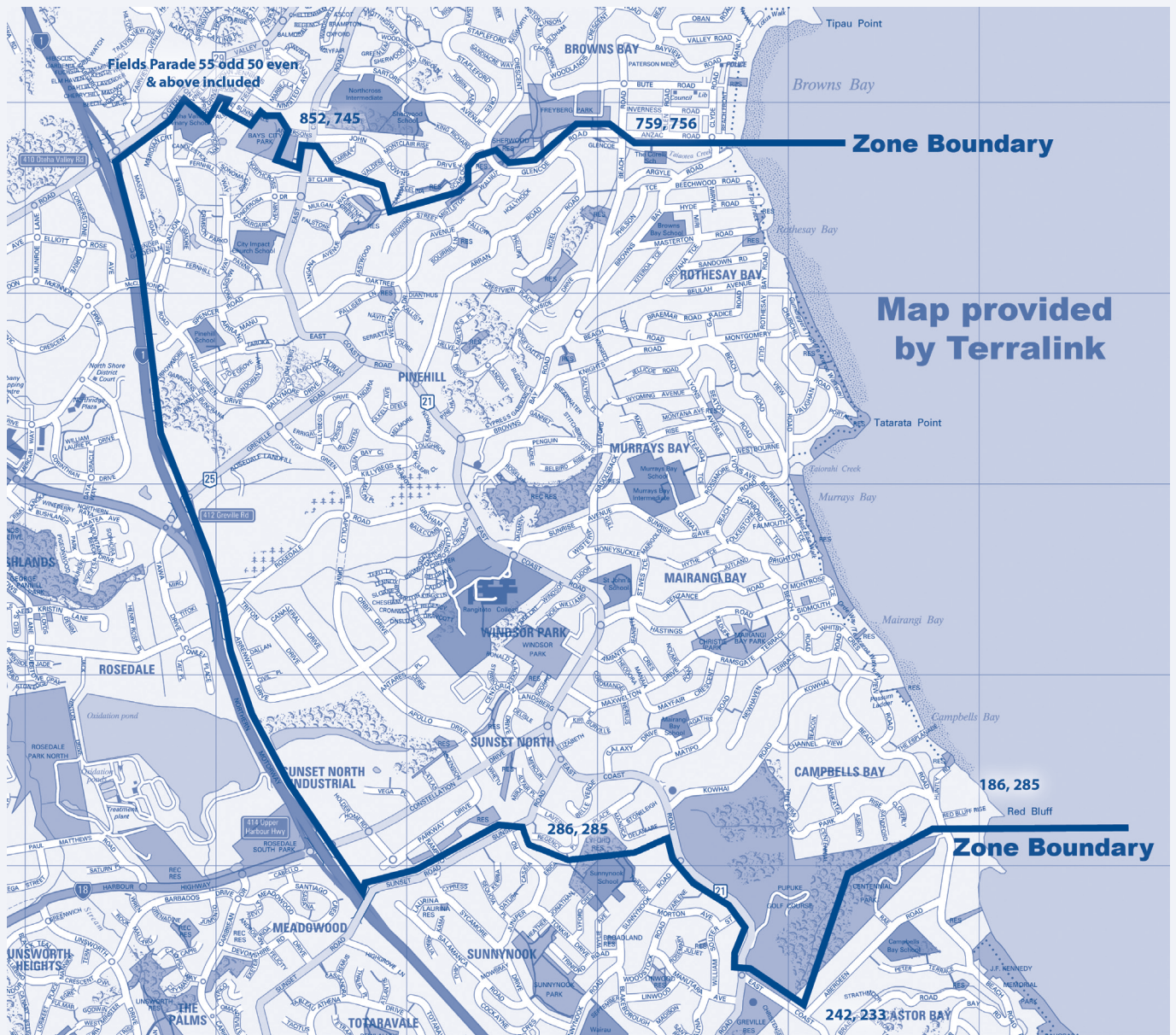
- First Priority** will be given to applicants who are siblings of current students
- Second Priority** will be given to applicants who are siblings of former students
- Third Priority** will be given to applicants who are children of a former student of the school
- Fourth Priority** will be given to applicants who are children of a Board employee
- Fifth Priority** will be given to all other applicants

If there are more applicants in the second, third, fourth or fifth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the College.

Applicants seeking first, second or third priority status may be required to give proof of a sibling relationship.

### WE LOOK FORWARD TO RECEIVING YOUR APPLICATION.

# RANGITOTO COLLEGE ZONE



This map should be used as a **guide only**. Where the boundary crosses a street the **house numbers for in zone** houses are written on the map. Please ring the school office if you wish to check on a particular address

# Automatic Enrolment Application



Rangitoto  
College

## AUTOMATIC IN ZONE (HOME) PRE-ENROLMENT APPLICATION

Enrolment for **in zone** (home) Students is a two-stage process to ensure that the College complies with all requirements of the Education Act 1989, and we have the time to thoroughly check the entitlement of students to attend the College.

The first stage for **in zone** (home) applications is the filling in of the Application to Enrol form. The completed forms, together with the requested documentation, need to be returned to the college as soon as possible. To assist the College with planning and course selection for next year, applications need to be in by **Monday 31st July 2017**. A checklist of requirements is included with this pack.

The Board will carefully check the criteria under which you are applying. Once they are satisfied all criteria have been met, a pre-enrolment pack will be posted to parents together with an invitation to come to the College to meet senior staff and complete the pre-enrolment process. The Board is bound by the Education Act to ensure that the selection of students in enrolment is fair and transparent. The legislation addresses any attempt by parents to subvert the intent of the legislation to gain unfair access to the College. The Board will conduct checks (once attendance has begun) to confirm genuineness of the living arrangements at the time of application and to ensure that residence within the **in zone** (home) area is maintained.

**It is important that parents advise the College in writing when a change of address occurs.**

# INFORMATION SHEET AND CHECKLIST FOR STUDENTS WISHING TO APPLY FOR ENTRY TO RANGITOTO COLLEGE UNDER THE IN ZONE HOME CRITERIA

Your  
Checklist ✓

If you currently have children enrolled at Rangitoto College then you are <b>NOT</b> required to complete sections (1) and (2)				
1.	Statutory Declaration signed by a Solicitor or Justice of the Peace (Page 8)			
2.	<p><b>Certified*</b> documents to support the <b>in zone</b> home residential address of student.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>OWNER OCCUPIED PROPERTY</b></p> <p>(ALL OF THE FOLLOWING)</p> <ol style="list-style-type: none"> <li>1. Recent Power account (both pages)</li> <li>2. Recent Telephone/Broadband account</li> <li>3. Rates/valuation notice or Sale and Purchase agreement</li> <li>4. Water Rates Notice</li> </ol> <p><b>Only certified*</b> copies will be accepted.</p> </td> <td style="vertical-align: top;"> <p><b>RENTAL PROPERTY</b></p> <p>(ALL OF THE FOLLOWING - required for 1-4)</p> <ol style="list-style-type: none"> <li>1. Recent Power account (both pages)</li> <li>2. Recent Telephone/Broadband account</li> <li>3. Fixed-term rental agreement</li> <li>4. Confirmation of receipt of bond from Tenancy Services</li> <li>5. Contents Insurance Policy (May be required if some documents from 1-4 cannot be provided)</li> </ol> </td> </tr> </table>	<p><b>OWNER OCCUPIED PROPERTY</b></p> <p>(ALL OF THE FOLLOWING)</p> <ol style="list-style-type: none"> <li>1. Recent Power account (both pages)</li> <li>2. Recent Telephone/Broadband account</li> <li>3. Rates/valuation notice or Sale and Purchase agreement</li> <li>4. Water Rates Notice</li> </ol> <p><b>Only certified*</b> copies will be accepted.</p>	<p><b>RENTAL PROPERTY</b></p> <p>(ALL OF THE FOLLOWING - required for 1-4)</p> <ol style="list-style-type: none"> <li>1. Recent Power account (both pages)</li> <li>2. Recent Telephone/Broadband account</li> <li>3. Fixed-term rental agreement</li> <li>4. Confirmation of receipt of bond from Tenancy Services</li> <li>5. Contents Insurance Policy (May be required if some documents from 1-4 cannot be provided)</li> </ol>	
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<b>All applicants are required to complete the following</b>				
3.	Application Form (Page 7)			
4.	In Zone (home) Enrolment Questionnaire (Page 9)			
5.	Copy of most recent school report (Profiles and CVs are <u>not</u> required)			
6.	<b>Certified*</b> copy of <b>FULL</b> birth certificate for all students.			
7.	<p>For students born outside of New Zealand, one of the following:</p> <p><b>Certified*</b> copy of</p> <ol style="list-style-type: none"> <li>(i) N.Z. Passport,</li> <li>(ii) Other Passport showing personal details and:             <ol style="list-style-type: none"> <li>(a) Permanent residence permit and entry stamp, or</li> <li>(b) Student permit and entry stamp together with passport of parent showing work permit and entry stamp</li> <li>(c) Entry stamp showing date of first arrival in New Zealand</li> <li>(d) Certificate of Citizenship</li> </ol> </li> </ol>			
8.	Signed and dated Privacy Statement (Page 10)			

**\*Certified** means that a copy of this document **and** its original is to be shown to the person signing your statutory declaration.

If you currently have children enrolled at Rangitoto College (no statutory declaration is required) it will be necessary for you to bring the original document to the interview at a later date. We will remind you of this.

- FURTHER DOCUMENTATION MAY BE REQUESTED
- APPLICATIONS WILL BE PROCESSED ONCE **ALL** DOCUMENTATION IS RECEIVED
- PHOTOCOPYING **CAN NOT** BE DONE AT THE RANGITOTO COLLEGE OFFICE

If your application for enrolment is declined you may appeal the Board's decision by asking the Ministry of Education to direct the Board to enrol the student. Application forms are available from the Ministry's local office.

When the application form has been completed please either deliver to the school office or post to:

**Enrolment Officer**

Rangitoto College  
Private Bag 93-601  
Browns Bay, Auckland 0753



**Rangitoto  
College**

**Rangitoto College**

Mairangi Bay, Auckland  
Principal: P G J Gale B.A(Hons), MEdL  
Private Bag 93-601, Browns Bay  
Auckland 0753, New Zealand  
Telephone (09) 477-0150 Facsimile (09) 477-0077

**APPLICATION FORM FOR IN ZONE HOME AUTOMATIC ENROLMENT 2018**

**STUDENT'S DETAILS**

Family Name	Given Name(s)	
Name Usually Called	M/F (Gender)	Year 2018
Home Address	Students Mobile	
Date of Birth / /	Passport or Birth Certificate No.	
Country of Birth	First Language(s)	
Date of Arrival in NZ (if not NZ born)		
Permit (type)	Expiry Date	
Current School		

**FATHER'S DETAILS**

Family Name	Given Name	Title
Home Address	Email Address	
Phone (home)	Former Student? Yes / No (Circle one only)	
Mobile	Dates of Attendance	
Phone (work)		
If not NZ Resident: Permit (type)	Student lives with you? Yes / No (Circle one)	
Expiry Date		

**MOTHER'S DETAILS**

Family Name	Given Name	Title
Home Address	Email Address	
Phone (home)	Former Student? Yes / No (Circle one only)	
Mobile	Dates of Attendance	
Phone (work)		
If not NZ Resident: Permit (type)	Student lives with you? Yes / No (Circle one)	
Expiry Date		

**SIBLINGS**

Sibling(s) currently enrolled at Rangitoto College	Name	Year level
	Name	Year level
Sibling(s) previously enrolled at Rangitoto College	Name	Final Year
	Name	Final Year

**CONTACT DETAILS ON THIS FORM ARE REQUIRED BY LAW TO BE FORWARDED TO THE MINISTRY OF EDUCATION AND THE MINISTRY OF SOCIAL DEVELOPMENT. THIS IS SO AT RISK YOUNG PEOPLE CAN BE IDENTIFIED AND OFFERED SUPPORT BY ORGANISATIONS CONTRACTED TO HELP RE-ENGAGE YOUNG PEOPLE IN EDUCATION OR TRAINING WHEN THEY LEAVE SCHOOL. THE INFORMATION WILL NOT BE USED FOR ANY OTHER PURPOSE.**

PROCESSED BY:

APPOINTMENT DATE:

APPLICATION COMPLETE:

RENTAL DATE:

OWN:

PERMIT EXPIRY:

DATE RECEIVED:



## STATUTORY DECLARATION FOR IN ZONE (HOME) APPLICANTS

I, \_\_\_\_\_ do solemnly declare as follows:

Full name of Parent/Guardian (IN BLOCK LETTERS)

1. That the information contained in this application is true and correct in every respect.
2. That the applicant's full residential address(es) and school(s) attended over the last five years is(are) correctly set out hereunder:

2013	School
2014	School
2015	School
2016	School
2017	School

3. My daughter's/son's current and usual address is: \_\_\_\_\_
4. I authorise Rangitoto College to contact my son's/daughter's previous schools to obtain information that will assist enrolment procedures at the College.
5. I understand that students accepted under the in zone (home) criteria **will be expected to remain within the in zone (home) area while attending the College.**
6. I understand that I must notify the College of any change of address.

**And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957**

Dated at Auckland this \_\_\_\_\_ day of \_\_\_\_\_ 2017 / 2018

Signed: \_\_\_\_\_ (Parent or Guardian)

Signed: \_\_\_\_\_ (Justice of the Peace, OR Solicitor)

Details of the above person authorised to take a Statutory Declaration

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

Address: \_\_\_\_\_

**Note: Any alterations made to this Statutory Declaration must also be signed by the Justice of the Peace or Solicitor.**

The Ministry of Education has advised that parents should be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in zone living arrangement which they intend to be only temporary. For example:

- renting accommodation in-zone on a short-term basis
- arranging temporary board in-zone with a relative or family friend
- using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis

If the College learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the Board of Trustees may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the Board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

**Please note that enrolment in the College is deemed to have been completed when:**

- all pre-enrolment procedures have been completed, formally acknowledged and accepted by the College, and
- the student begins attending the school

**Enrolment is dependent on:**

- any changes to personal details provided at pre-enrolment having been notified to the College in writing and
- any changes to personal details having been acknowledged in writing by the school as conforming with the provisions of this Enrolment Scheme i.e. Students accepted as in zone (home) students at the time of pre-enrolment **must still be residing** in the in zone (home) area when the student begins attending the school and
- personal details provided at the time of pre-enrolment being accurate.

**THE COLLEGE RETAINS THE RIGHT TO MAKE ALL INQUIRIES NECESSARY IN ITS OPINION TO OBTAIN INFORMATION THAT MAY ASSIST IT TO REACH A DECISION IN ANY PARTICULAR CASE.**

**NOTE: TO MAKE A FALSE DECLARATION IS A CRIMINAL OFFENCE.**

## ENROLMENT QUESTIONNAIRE FOR IN ZONE (HOME) AREA APPLICANTS

The Education Act gives a guarantee of enrolment to students who live in the **in zone** (home) area specified in the School's enrolment scheme. The Board needs to be sure that an in zone address is genuine, because it is required to manage the enrolment scheme for the benefit of local students.

In addition to specific documents showing proof of residence, it will assist the Board if you complete the following questionnaire.

### STUDENT'S NAME

1. What school is your daughter/son currently attending?  
\_\_\_\_\_
2. Where will be your daughter's/son's usual place of residence when the school is open for instruction?  
\_\_\_\_\_
3. Have you previously made an application for your daughter/son to attend Rangitoto College? Yes/No  
\_\_\_\_\_  
If Yes, when?  
\_\_\_\_\_
4. Which schools do your other school age children attend?  
\_\_\_\_\_  
Student name \_\_\_\_\_ School \_\_\_\_\_  
Student name \_\_\_\_\_ School \_\_\_\_\_

### IF THE STUDENT IS LIVING WITH THE PARENT(S)

5. Have you lived at this address for more than one year?  
\_\_\_\_\_
6. If you answered 'yes' to question 5 above, is this:  
a) your only residential address  
\_\_\_\_\_
   
b) your main residential address  
\_\_\_\_\_
   
If b), state your other address  
\_\_\_\_\_
7. If you answered 'No' to Question 5 above, do you own the property?  
\_\_\_\_\_  
If 'No', do you intend to stay at this address during the period of time the student is attending Rangitoto College?  
\_\_\_\_\_

### IF THE STUDENT IS NOT LIVING WITH THE PARENT(S)

8. With whom is your son/daughter living?  
\_\_\_\_\_
9. How long has this living arrangement been in place?  
\_\_\_\_\_
10. What are the reasons for this living arrangement?  
\_\_\_\_\_
11. Who will be responsible for the day to day care of your daughter/son while she/he attends school?  
\_\_\_\_\_  
\_\_\_\_\_
12. Who will be the first point of contact for the school on educational and discipline matters?  
\_\_\_\_\_

### I/WE CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION FORM IS CORRECT.

Signature of Parent(s) or Guardian(s): \_\_\_\_\_  
 Signature of Student: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Guardian/Caregiver Details:** (To be completed **ONLY** if the applicant does not normally reside with either parent.)  
 Please record the details of the guardian/caregiver with whom the applicant is living.

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Title \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_  
 Mobile No \_\_\_\_\_  
 Email Address \_\_\_\_\_

## PRIVACY ACT 1993

The information which has been requested by the College is held at the offices in East Coast Road and will be used for the following purposes:

- To facilitate the operation and administration of the College
- To maintain contact with parents
- To provide information to the Ministry of Education, NZ Qualifications Authority, Special Education Services
- To inform the Ministry of Education and Ministry of Social Development of any students being 'at risk' so that support can be offered by these organisations.

I agree to the information being used for these purposes. I understand that I may access this information provided reasonable notice is given and that I may request the correction of any inaccurate information.

**Signature of Parent(s) or Guardian(s):**

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**Date:**

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