

Student name:

Te Kura accepts online enrolments, if you prefer to complete an online application, please check our website at www.tekura.school.nz

Please complete all sections.

An incomplete application will result in a delay in processing. Please use the checklist at the back of this form to ensure you have completed the application correctly.

You must provide a copy of the student's birth certificate or equivalent documentation.

To be considered for enrolment in Te Aho o Te Kura Pounamu (Te Kura) as an Early Childhood student, the student must be a New Zealand Citizen, Permanent Resident, or other verified Domestic Student, residing in New Zealand (excluding the overseas gateway), and be unable to attend a local Early Childhood Education (ECE) service, due to one of the categories below. Please provide the stated documentation required for the category.

Access

- The student is unable to attend a reasonably convenient licensed and/or chartered English language medium ECE service because of its distance or inaccessibility from their home.**

(i.e. the student lives more than 6.0 km from the nearest licensed and/or chartered English language medium ECE, are located behind a geographic barrier, or residing overseas.)

Please complete the geographic details in Section 1.

- The student would otherwise need to change ECE each term because their caregivers are itinerant, the minimum period of itinerancy being six months.**

Please complete the itinerary in section 1. We need locations, dates, and duration of stay.

- The student has a long-term illness or medical condition that prevents their attendance at a licensed and/or chartered English language medium ECE service.**

Caregivers must provide, each year, a medical certificate from a medical practitioner specialising in the condition preventing attendance, or a referral letter from a G.P. to a specialist.

- The student does not meet criteria for Early Childhood gateways, however special circumstances prevent attendance at a licensed and/or chartered English language medium ECE service. All applications under this criteria are considered at the discretion of Te Kura.**

(i.e. the student has a sibling or caregiver who has a medical condition preventing, for risk of cross infection, the child attending a licensed and/or chartered English language medium ECE service.)

For medical reasons, caregivers must provide, each year, a medical certificate from a medical practitioner specialising in the condition preventing attendance, or a referral letter from a G.P. to a specialist.

- The student is temporarily travelling or residing overseas and cannot access a local ECE service.**

Enrolments through this gateway are at the discretion of Te Kura.

Referral

- The Ministry of Education is referring the student as they have learning support needs that no licensed and/or chartered English language medium ECE service within a reasonable distance are able to meet.**

Please attach a Ministry of Education – Learning Support Report verifying that no local service is able to meet the child's needs.

- The Ministry of Education is referring the student who does not fit any ECE gateway, and is not enrolled at any licensed, chartered or certificated ECE service for more than two six-hour sessions per week.**

Please attach a copy of the referral from the Ministry of Education.

Contact your local Ministry of Education office to check if you are eligible under this criteria before completing this form.

Submitting an application

Once the application is complete, please save and email to:

enrolment@tekura.school.nz

or post to: **Student and Whānau Support
Te Aho o Te Kura Pounamu
Private Bag 39992
Wellington Mail Centre
Lower Hutt 5045**

For further information please:

Phone **0800 65 99 88 option 1**

Email **enrolment@tekura.school.nz**

Itinerancy

Parents, caregivers, or guardians must provide, prior to initial and continued enrolment, an itinerary showing a change in location at least once each term, that would require a change of ECE service.

If applying under Itinerancy, please complete the itinerary below.

If your circumstances require further information, please describe with as much details as possible (use a separate sheet of paper if necessary).

Proposed location/address	Date of move	Duration of stay	Phone number

Geographical isolation/inaccessibility

Distance from nearest ECE service:

or

Please describe the geographic barrier(s) which prevent regular access to a reasonably convenient ECE service in as much detail as possible (use a separate sheet of paper if necessary).

Educational needs

Are there any special needs or disabilities we need to be aware of.

No Yes

Type of assistance needed.

Previous Te Kura student?

No National Student Number
 Yes Te Kura Student ID number

Names

Full legal name as shown on birth certificate or passport.

First name(s)	<input type="text"/>
Family name	<input type="text"/>
Preferred name (if different from first name)	<input type="text"/>

Date of birth and age

Date of birth Age Male Female
Day Month Year

Year level Diverse Undisclosed

First language

English Māori Other (please specify)

New Zealand Citizen, Resident or Domestic Student

New Zealand Citizen Permanent resident of New Zealand
 Domestic Student* (please send in copies of proof of domestic student status)

If not a New Zealand Citizen, please state country of citizenship

*If you are unsure who qualifies as a domestic student, please call Student and Whānau Support on 0800 65 99 88 option 1 and one of our advisors will be able to help you verify eligibility.

Ethnicity

Tick the ethnic group(s) the student identifies with.

NZ Māori Even if you have not identified NZ Maori as one of your ethnicities, you can still identify an affiliation to an iwi.
 Iwi (if known)

NZ European/Pakeha Tongan Cook Island Niuean Samoan Tokelauan
 Fijian Chinese Indian Australian Southeast Asian
 Other

Student

It is essential that we have up-to-date contact details for each student and their support people.

Resources to support your programme of learning may occasionally be sent to your postal address. We will send important information such as My Te Kura access and NCEA registration details by email, so please provide the address of an email account that you access regularly.

Permanent address

Street address

Postcode

Rapid number (if rural)

Postal address (if different)

Postal address

Postcode

Rapid number (if rural)

Phone numbers

Home

Work

Mobile

Email

An email address is essential for access to online courses.

Siblings with Te Kura?

No Yes Previous

Sibling name	Student ID number

Details of supporting people who are authorised to deal with any matters relating to this student

A single person can be identified as the primary Supervisor, this is who Te Kura will contact in matters relating to the student.

The Supervisor and confirmed support people can contact Te Kura to discuss matters relating to the student.

Supervisor

First name(s)	<input type="text"/>
Family name	<input type="text"/>
Date of birth	<input type="text"/>
	Day Month Year
Relationship to student	<input type="text"/>

Permanent address

Street address	<input type="text"/>
Postcode	<input type="text"/>
Rapid number (if rural)	<input type="text"/>

Postal address (if different)

Postal address	<input type="text"/>
Postcode	<input type="text"/>
Rapid number (if rural)	<input type="text"/>

Phone numbers

Home	<input type="text"/>
Work	<input type="text"/>
Mobile	<input type="text"/>

Email

Details of supporting people who are authorised to deal with any matters relating to this student

A single person can be identified as the primary Supervisor, this is who Te Kura will contact in matters relating to the student.

The Supervisor and confirmed support people can contact Te Kura to discuss matters relating to the student.

If residing overseas, please ensure you provide a New Zealand based support person.

Parent/Caregiver/Guardian

First name(s)	<input type="text"/>
Family name	<input type="text"/>
Date of birth	<input type="text"/> <small>Day Month Year</small>
Relationship to student	<input type="text"/>

Permanent address

Street address	<input type="text"/>
Postcode	<input type="text"/>
Rapid number (if rural)	<input type="text"/>

Postal address (if different)

Postal address	<input type="text"/>
Postcode	<input type="text"/>
Rapid number (if rural)	<input type="text"/>

Phone numbers

Home	<input type="text"/>
Work	<input type="text"/>
Mobile	<input type="text"/>

Email

1. Privacy

Te Kura is required to collect personal information from students in order to comply with obligations laid down by the Ministry of Education and the Education Act 1989. This information will be used to provide for the educational and general advancement of the student and for the purpose of carrying out the activities of the school.

The school may also provide this information to other third parties, where the information relates to the education, health, welfare or safety of the student, both during and after enrolment at Te Kura. These third parties include government agencies such as the Ministry of Education, New Zealand Qualifications Authority, the Ministry of Social Development, and online education providers which Te Kura recommends as a beneficial educational resource supplementary to its own courses. Student name, identification number and email address, and the email address of the parent/caregiver/guardian of the student, may be provided to these online providers to facilitate student registration on their sites. By submitting an application for enrolment, students authorise the school to disclose such personal information to third parties in accordance with this privacy statement.

Under the Education Act 1989 and the National Administration Guidelines, parents and guardians have the right to access information directly relating to matters concerning the education of their child/student.

Under the Privacy Act 1993, any other personal information about a student held by Te Kura can only be released to the student. Personal information about a student will only be released to another party, including parents and guardians, with the student's written permission or where the Privacy Act provides for an exception to be made.

You have the right to access and request corrections to personal information held by the school. Please put your request in writing to the school's Privacy Officer.

Any requests for personal information about a student not directly related to their education should also be put in writing to the school's Privacy Officer.

Please advise the school if you have any concerns about the information held by us.

See our [Privacy](#) section for more details.

2. Supervision

If the supervisor nominated in an application or later nominated is not the student's parent, caregiver, or guardian, the parent, caregiver, or guardian must:

- know the individual nominated as the student's supervisor
- believe that the individual can adequately supervise the student, is a fit and proper person to be a student's supervisor and does not pose a risk to the safety of the student
- not be aware of anything that would make the individual unsuitable to be a student supervisor (including but not limited to any previous criminal convictions).

Agreement to the declaration statement in the student's enrolment application is confirmation of this.

3. Information Communications Technology

The following Te Kura Information Communications Technology (ICT) Student Use Agreement is for the protection and safety of students enrolled at Te Kura.

When using ICT it may not always be possible for Te Kura to filter or screen all inappropriate material. For a guide to the range of material that Te Kura would regard as inappropriate, go to the [Netsafe](#) website.

It is therefore your responsibility to:

- not deliberately access such material
- not distribute such material by copying, printing, emailing, posting on the internet or any other method, and
- not have any involvement with such material.

You should only use Te Kura ICT for purposes relating to schoolwork and Te Kura ICT must not be used for any purpose or in any way that harms or might harm other people.

If you become aware of or accidentally access any inappropriate material on Te Kura ICT, you must immediately report this to your teacher.

Te Kura reserves the right to monitor your communication, work or data relating to communication technologies.

Te Kura also has a Cyber Safety policy for the protection and safety of its students.

Agreement to the declaration statement in the student's enrolment application is confirmation of this.

4. Complaints

Students and their support people can discuss the student's learning needs and concerns with Te Kura staff. If the concern cannot be resolved, Te Kura has formal complaints procedures. Te Kura recognises that anyone making a complaint should feel safe and supported and that by making a complaint student's will not be disadvantaged.

Refer to [Complaints](#) for information about our complaints process.

5. Items to be provided by students

Some courses may require you to provide your own materials, and/or audio/video equipment and/or textbooks. If your course is online, you will need access to a computer with internet connectivity. In order to utilise audio/video resources, you will need access to the equipment required to play or receive them.

Other courses may require you to provide particular materials and/or equipment.

Refer to [Subjects and Courses](#) for the latest information on available courses, along with materials, equipment and books required for each course.

Most Te Kura courses are available online or use online resources. You will need to have access to a computer with internet connectivity in order to enrol in these courses. Please ensure you have such access or are eligible for our Laptop and Connectivity programme, before enrolling in an online course.

Refer to [Laptop and Connectivity](#) for information about our device and internet assistance programme.

6. Fees and the school's refund policy

No enrolment fees are charged for students who meet the Ministry of Education's funded enrolment criteria.

7. Duration of enrolment

Early Childhood students may remain enrolled up until the student turns 6 years of age. The ongoing enrolment is dependent on the student continuing to meet the eligibility criteria determined by the Ministry of Education.

Publication of student images and schoolwork

From time to time, we publish material that has been produced by students or is about students, for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and photographs or images of students or groups of students taking part in school activities.

The places we publish schoolwork, photographs or images of students include our website, course materials, school newsletters and the school's social media pages.

It is the school's policy that:

- any photos for publication are positive representations of the students
- student work will not be published that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties.

Parents and students should be aware that Te Kura cannot control who accesses the information published on our school website. In recognition of this, Te Kura takes steps to safeguard the privacy of our students and to comply with the Privacy Act 1993.

Te Kura has a designated Privacy Officer who is available to answer any enquiries from parents or students about the online publication of student images and schoolwork.

Permission to publish student photographs or images

- I give permission for any photographs or images taken of my student while enrolled with Te Kura to be used without limit in teaching and promotional materials produced or published by Te Kura.

Permission to publish student schoolwork

- I give permission for any schoolwork created by my student while enrolled with Te Kura to be used without limit in teaching and promotional materials produced or published by Te Kura.

You have the right to withdraw your permission at any time. To do so, contact your learning advisor or teacher.

Checklist

Before submitting your application use this checklist to ensure you have completed the application for enrolment. Make sure you have:

- entered all the student's personal and contact details
- included any additional information that is required to support the application (detailed on the front page of the application)
- included any additional documentation that is required to support the application (detailed on front page of the application)
- included a copy of the student's proof of New Zealand citizenship, permanent residency or domestic student status
- signed the declaration.

Submitting an application

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or post to:

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Parent/Caregiver/Guardian

Read and sign the following

As parent/caregiver of a student of Te Kura, I understand that:

- all materials supplied must be returned to Te Kura when requested
- I must communicate with teachers regularly (every two or three weeks) to discuss schoolwork in order for the student to stay on the role.
- I must inform Te Kura immediately of any change in contact details or circumstances
- if my course/s are online, I must have regular access to a computer and internet connectivity.

The information I have given on this form is accurate and I have read, understood and will adhere to the Terms and Conditions contained in section 4.

Name

(please print)

Signature

Date

Day Month Year