

Otatara School Enrolment Form



Please note: copy of Birth Certificate, Immunisation Certificate and Verification of your address must accompany this Enrolment Form as per Ministry of Education requirements.

Personal Information

Last Name	First Names	Preferred Name
Address		
Phone	Cell Phone	Email Address
Date of Birth	Place in Family of	Gender M / F
Start Date	Preschool	
Previous School		Year of schooling
Father's Ethnicity		Mother's Ethnicity
Iwi	Iwi	Country of Citizenship

Medical Information

Doctor:	Medication
Allergies	
Special Notes	

1. Caregiver

Relationship to Child:	Name:	Telephone:
Address:		Cellphone:
Employer:		Work Phone:
Extra Copy of School Report to:		
Names of legal guardians:		
Custody Arrangements / Access Restrictions:		

2. Caregiver

Relationship to Child:	Name:	Telephone:
Address:		Cellphone:
Employer:		Work Phone:

P.T.O.

3. Caregiver

Relationship to Child:	Name:	Telephone:
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Address:	Cellphone:
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Employer:	Work Phone:
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Emergency Contacts

Emergency Contact:	Phone:	Cellphone:
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Emergency Contact:	Phone:	Cellphone:
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Emergency Contact:	Phone:	Cellphone:
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Prior-participation in Early Childhood Education

Did the child attend one or more Early Childhood Education Service(s) in the six months prior to starting school? Please complete the table below for the last service(s) attended.

Instructions:

1. If the child was attending more than one service *at the same time*, please enter hours per week for up to three services.
2. If the child attended one service, but changed to a different service within the six months prior to starting school, please complete the table for the *last service only*, not both.
3. If the child's attendance hours varied, please enter an approximate or average number of **hours per week**.

Please enter the number of hours per week for up to three services:	No 1 (hrs/wk)	No 2 (hrs/wk)	No 3 (hrs/wk)		Tick box
Kohanga Reo					
Playcentre					
Kindergarten or Education and Care Centre				Attended, but only outside New Zealand	
Home based service				Attended, but don't know what type of service	
Playgroup				Did not attend	
The Correspondence School – Te Aho o Te Kura Pounamu				Unable to establish if attended or not	

Did the child regularly attend Early Childhood Education?

Instruction: 'Regularly attend' means the child was booked in to a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

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

In the terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information when my child transfers to another school. I further approve the forwarding of my child's name and address on request to government agencies eg. Ministry of Education, Public Health Nurse or a potential intermediate or secondary school.

I agree to pay the replacement cost of my child's safety vest if it is damaged or lost.
The vest must be returned to Otatara School at the end of Year 6 or prior if your child leaves our school.

I give permission for our contact details to be provided for within school use – eg. Parent Support Group, sports teams

I understand that the school will take action on my behalf in case of sudden illness or injury, and I agree to abide by school policies and procedures.

Parent's Signature: _____

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For office use only

Enrolment No: _____ NSN: _____ Room: _____ Year: _____ Teacher: _____

Safety Vest No: _____

eTap	Enrol	Inv	Reg	FC	PDC	Imm	BC	HF	SV	Int	RCF	CL	CN
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