



# Hampton Hill School

GROW PEOPLE TO THRIVE

## ENROLMENT INFORMATION

The first point of contact for any new enrolment is our office and you can speak to Sue Kelly, the office manager. Please call the office, or pop in, and supply us with your child's name, address, phone number, date of birth, and the date you expect your child to start school.

If you would like to enrol your child with us, please fill out an enrolment form and return it to the school office. To complete the enrolment, we require a copy of your child's New Zealand birth certificate. If your child was born outside of New Zealand, please provide a Certificate of Citizenship, residency documentation or passport, (originals must be sighted), proof of address for in zone applications (utility bill, rates bill, rental agreement) and immunisation record if applicable. Please bring them along with you when you return the enrolment form.

All children who live within our home zone will be automatically accepted to enrol. There may sometimes be places available for out of zone enrolments. Availability will be advertised locally. Only the children of families who have completed an enrolment form will be included in the ballot. If the number of available out of zone places exceeds the number of out of zone enrolments, we will go to ballot. If this happens, we will contact out of zone families.

The Ministry of Education has advised that parents 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 e.g.

- 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 be living there on an ongoing basis.

If the Board has reasonable grounds for believing that the given in-zone address will not be a genuine, on-going living arrangement the BoT may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasons 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 may review the enrolment. Unless the parents/legal guardian 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.

About a month before your child turns five, we will contact you to arrange transition to school visit dates. Transition visits for new entrant children are scheduled for Tuesday and Thursday mornings from 9 am until 10:30 am. This will allow you and your child to come and experience some of the morning learning programmes, meet their teacher and classmates and familiarise themselves with their class before starting school.

You are most welcome to make an appointment to meet the Principal, Stefan Knap, at any time. Please phone the school office to arrange this.

If you have any questions, you can contact Sue Kelly by calling the office on 232 6509 or email [office@hamptonhill.school.nz](mailto:office@hamptonhill.school.nz).



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## Enrolment Questionnaire

The Education Act gives a guarantee of enrolment to students who live in the home zone 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 school's 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: \_\_\_\_\_

What school is the current student enrolled at? \_\_\_\_\_

What is the address that will be the student's usual place of residence when the school is open for instruction?

\_\_\_\_\_

If the student will be living with the parent (s)

Have you lived at this address for more than one year? \_\_\_\_\_

If you answered "Yes" to the question above, is this:

Your only residential address? \_\_\_\_\_

Your main residential address? \_\_\_\_\_

If this is not your only or main address please state your address?

\_\_\_\_\_

If this arrangement is temporary, briefly describe why this is so \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please note: The student will not be considered as living in-zone if an out of zone parent remains the primary caregiver.

If any issues arise from the above information, the Board may wish to interview you to ensure the genuineness of the application.

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.