

# 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 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 the student currently attending (if any)?.....
2. 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):**

3. Have you lived at this address for more than one year?.....
4. If you answered "Yes" to Question 3 above, is this:
  - Your only residential address?.....
  - Your main residential address?.....

If "No", state your other address.....

5. If you answered "No" to Question 3 above, do you own the property?.....  
If "No", do you intend to stay at this address permanently?.....

## **If the student will be boarding:**

6. Will the student be boarding at the school hostel?.....
7. If you answered "No" to Question 6 above:
  - (a) Who will the student be boarding with?.....
  - (b) How long has the boarding arrangement been in place?.....
  - (c) Is it a permanent boarding arrangement?.....
  - (d) What are the reasons for the boarding arrangement?.....
  - (e) If the boarding arrangement is temporary, why is that so?.....
  - (f) What is your home address?.....
  - (g) Will the person(s) with whom the student is boarding have a primary duty of care?.....  
(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 enroll the student. Application forms are available from the Ministry's local office.***

## STATEMENT TO BE PROVIDED TO PARENTS AT THE TIME OF APPLICATION FOR ENROLMENT (IN-ZONE)

*To be completed by parents who have given an in-zone address as the student's usual place of residence.*

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school.

The Ministry of Education has advised that parents should also 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 live there on an ongoing basis

Before enrolment takes place (i.e. before attendance begins), if the Board has reasonable grounds for believing that the given in-zone address will not be a genuine, ongoing living arrangement, the Board 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 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 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.

*I confirm that the address which I have provided to the school will be the usual place of residence of*

*..... (student's name) when the school is open for instruction. I will advise the school of any subsequent change of address.*

***(To be completed in the case of a student who will be boarding in-zone, but not at a school hostel. Delete if not applicable.)***

*I confirm that..... (name), with whom my child will be boarding, will have the primary duty of care and should therefore be the school's first contact in matters related to discipline and progress at school.*

*SIGNED..... (Parent)*