



AUCKLAND GRAMMAR SCHOOL
Founded 1869

Enrolment Information for In Zone Students 2009

Entitlement to Enrol at Auckland Grammar School

Section 11D(1) of the Education Act 1989 provides that, subject to the provisions of that Act, a person who lives in the home zone of a school that has an enrolment scheme [such as Auckland Grammar School] is entitled to enrol at any time at that school.

The Act distinguishes between pre-enrolment and enrolment. "Pre-enrolment" refers to the process of applying for entry to the school. "Enrolment", on the other hand, occurs when attendance at the school commences and the student is first marked as present on the school roll.

The School may actively collect information and make all enquiries necessary in its opinion to ensure that enrolment details contained in this application are accurate.

Moving out of the Home Zone between pre-enrolment and the commencement of attendance at Auckland Grammar School

The address given at the time of application for pre-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 and the Board may withdraw any offer of a place made on the basis of the given address.

Enrolment based on false information or temporary residence

The Ministry of Education has advised that parents should be warned of the possible consequences of attempting to gain enrolment by knowingly giving a false address or false information or by making an in-zone living arrangement which is intended 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 on-going basis.

If the School learns that a student was not living at the in-zone address given at the time of pre-enrolment, or the School has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of gaining enrolment at the School then the Board may review that enrolment. Unless the parents can provide a satisfactory explanation within 10 days, the Board may annul the enrolment. This course of action is provided for under Sections 11O and 11OA of the Education Act 1989.

Moving out of the Home Zone after commencing attendance at Auckland Grammar School

Because only a student who lives in the home zone is entitled to enrol at Auckland Grammar School and because the Board of Trustees has the statutory power to annul the enrolment in certain circumstances, all changes to the student's usual place of residence when the School is open for instruction must be immediately notified to the School in writing. Where permission is being sought for the student to remain at the School application must be made in writing prior to the move being undertaken.

Application Deadlines for the 2009 Academic Year:

5 September 2008 - for Term 1, 2009

16 January 2009 - late applications for Term 1, 2009

31 March 2009 - for Term 2, 2009

30 June 2009 - for Term 3, 2009



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Application for Enrolment for In Zone Students 2009

PART ONE - General Information

Tick the Form Level for which you are applying: Form 7 (Yr 13) Form 6 (Yr 12) Form 5 (Yr 11) Form 4 (Yr 10) Form 3 (Yr 9)

A: Particulars of Student

Family/Surname	<input type="text"/>	Date of Birth	<input type="text"/>
First Names	<input type="text"/>	Country of Birth	<input type="text"/>
Residential Address	<input type="text"/>	Arrival Date in NZ	<input type="text"/>
	<input type="text"/>	Permit Type	<input type="text"/>
Home Phone	<input type="text"/>	Student's Mobile	<input type="text"/>
Current School (or last attended)	<input type="text"/>	Permit Expiry	<input type="text"/>
Ethnicity	<input type="text"/>	Country of Citizenship	<input type="text"/>
	Iwi (if NZ Maori)	First Language	<input type="text"/>

B: Particulars of Parents

Mother's Details:

Family/Surname	<input type="text"/>	Title	<input type="text"/>	Currently Living with Son	<input type="checkbox"/> Yes <input type="checkbox"/> No
First Name	<input type="text"/>	Access	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Residential Address	<input type="text"/>	Permit Type (if not a NZ Resident)	<input type="text"/>		
	<input type="text"/>	Permit Expiry	<input type="text"/>		
Email	<input type="text"/>	Occupation	<input type="text"/>	Mobile Phone	<input type="text"/>
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>		

Father's Details:

Family/Surname	<input type="text"/>	Title	<input type="text"/>	Currently Living with Son	<input type="checkbox"/> Yes <input type="checkbox"/> No
First Name	<input type="text"/>	Access	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Residential Address	<input type="text"/>	Permit Type (if not a NZ Resident)	<input type="text"/>		
	<input type="text"/>	Permit Expiry	<input type="text"/>		
Email	<input type="text"/>	Occupation	<input type="text"/>	Mobile Phone	<input type="text"/>
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>		

Guardian/Caregiver Details: (to be completed ONLY if applicant does not normally reside with either parent)

Family/Surname	<input type="text"/>	Home Phone	<input type="text"/>
First Name	<input type="text"/>	Work Phone	<input type="text"/>
Relationship to boy	<input type="text"/>	Mobile	<input type="text"/>
Address	<input type="text"/>		

C: Emergency Contact Details (not parents or caregivers)

Family Surname	<input type="text"/>	Home Phone	<input type="text"/>
First Name	<input type="text"/>	Work Phone	<input type="text"/>
Relationship to boy	<input type="text"/>	Mobile	<input type="text"/>

Family Surname	<input type="text"/>	Home Phone	<input type="text"/>
First Name	<input type="text"/>	Work Phone	<input type="text"/>
Relationship to boy	<input type="text"/>	Mobile	<input type="text"/>

D: Siblings

Which schools do your other school age children attend?

Name	<input type="text"/>	School	<input type="text"/>	Class	<input type="text"/>
Name	<input type="text"/>	School	<input type="text"/>	Class	<input type="text"/>
Name	<input type="text"/>	School	<input type="text"/>	Class	<input type="text"/>

Brothers who currently attend or have formerly attended Auckland Grammar School:

Name	<input type="text"/>	Final Year	<input type="text"/>
Name	<input type="text"/>	Final Year	<input type="text"/>

E: Residential Addresses and Schools Attended

At which addresses has the student lived over the past five years and which schools has the student attended over that period?

Year	Address(es) at Which Student has Lived Over the Past 5 Years	Schools Attended	Name of Parent/Guardian With Whom Student Was Living
2004			
2005			
2006			
2007			
2008			

PART TWO - Privacy of Information

I agree to Auckland Grammar School collecting personal information on:

A: Full name of Parent/Guardian	<input type="text"/>
B: Full name of Student	<input type="text"/>

I have been advised by Auckland Grammar School that the information I provide will be used for: The purposes of the Board and/or the School discharging their functions and obligations under the Education Act 1989, Student records, Accounting purposes of the AGS Board of Trustees, Communication with Alumni, AGS Development Office, AGS Old Boys' Association, NZ Qualifications Authority examination information, Special Education Services.

I further accept that this information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify me or the individual concerned. I am aware of the rights of access to and correction of this information.

I authorise Auckland Grammar School to obtain from any person or organisation any information required for the purposes of the Board and/or the School discharging their functions and obligations under the Education Act 1989 and I authorise that person or organisation to disclose such information to Auckland Grammar School and/or Board of Trustees of Auckland Grammar School.

Signed (Student)

Signed (Parent/Guardian)

PART THREE - Enrolment Questionnaire

The Education Act gives a guarantee of enrolment to students whose usual place of residence is 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, please complete the following questionnaire.

Student's Name: _____

1. Have you previously made an application for your son to attend Auckland Grammar School? Yes No
2. What School is the student currently attending (if any): _____
3. What is the address that will be the student's usual place of residence when the School is open for instruction:

4. How long has the above address been the student's usual place of residence? ____ years ____ months
5. Is this the student's only residential address? Yes No
If "no", state the student's other residential addresses _____
And the period of time he stays there? _____
6. Do you own the property you have used as the enrolment address? Yes No
7. What are your long-term residential plans? _____

8. Do you own any other properties you have resided in over the last three years? Yes No
If "Yes", please state these addresses: _____
9. Who will be responsible for the day to day care of your son while he attends School?

10. Who will be the first point of contact for the School on educational and discipline matters?

11. Who will make decisions for his welfare, including approval for medical treatment and tests?

Enrolment Process

1. Completed application form should be addressed to:
Enrolment Registrar
Auckland Grammar School
Private Bag 99930
Newmarket
Auckland 1149
2. Interview with Enrolment Registrar.
3. Pre-enrolment pack sent out.
4. Form 3: Invitation for student and parent/guardian to attend pre-enrolment evening in October 2008.
Forms 4-7: Appointment for student and parent/guardian to meet Dean to complete pre-enrolment process.
5. Enrolment completed when student attends School.

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.

PART FOUR - Statutory Declaration for In-Zone Applicants

I, _____ being the parent/guardian of
_____ (name of Student) do solemnly declare as follows:

1. That the information contained in this application is true and correct in every respect.
2. Any change to any information provided in this form prior to the student being first marked as present on the School roll will be notified to the School in writing.
3. I confirm that _____ is currently living within the home zone of Auckland Grammar School and that the residential address which I have provided to the School will be his usual place of residence when the School is open for instruction unless I notify the School otherwise in writing.
4. I understand that Enrolment is dependent on all information provided in this application being true and correct.
5. I understand that students accepted under the in-zone criteria are expected to remain resident in-zone for the duration of their enrolment with the School.
6. A temporary residence within the School's home zone has not been used for the purposes of gaining enrolment at the School.
7. I will advise the School of any change of address. If any change involves a move from in-zone to out of zone I undertake that **prior to the move being undertaken** I will apply to the Board in writing and with reasons, for permission for the student to continue as a student at the School. Where permission is not given I acknowledge that the Board may review the student's enrolment which may result in that enrolment being annulled.

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

Declared at Auckland this _____ day of _____ 2008.

Signed: _____ (Parent/Guardian)

Signed: _____ (Justice of the Peace/Solicitor)

Details of the above person authorised to take a Statutory Declaration:

Name: _____

Address: _____

Capacity: _____ (Justice of the Peace/Solicitor)

Note: To make a false Declaration is a Criminal Offence



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Enrolment Check List for In Zone Students 2009

General:

- the non-refundable twenty dollar (\$20.00) donation for administration costs
- both parent and student have signed Part Two (Privacy Statement)
- Part Three (Statutory Declaration) completed and signed by a Solicitor or Justice of the Peace
- copy of latest school report
- small recent photograph - passport size
- A copy of a parenting agreement in the case of separated parents

Proof of Identity:

For all students

- Certified copy of birth certificate

Students born outside New Zealand

- NZ Citizens: Certified copy of New Zealand passport or citizenship certificate
- All other students: Certified copies of passport (first page) **and** Residency Permit **or** Student Permit, together with parent's passport and work permit
- Entry Stamp showing date of first arrival in New Zealand

Documents to Support Student's Address:

- a copy of your current complete telephone account (all pages)
- a copy of your current complete electricity account (all pages)

Owner Occupied Property

- a copy of your current rates notice and water rates
- if the purchase has been within the last 12 months, a copy of the solicitor's final settlement letter or Certificate of Title
- a copy of Title Deed if the property is owned by a Trust
- Trust properties must include a declaration from the Trustees declaring a right to occupy the property
- Proof of what has happened to past address if enrolment address has been purchased within the last 12 months

Rental Property

- a copy of your Tenancy Agreement. Note: a current rental agreement acceptable to the Board for a genuine in zone address must be provided to Auckland Grammar School for the entirety of a student's time at the School. These agreements will be kept on file by the School. Minimum tenancy for initial enrolment is a one year fixed term agreement covering the student's first year at Auckland Grammar School.
- Tenancy Services Bond receipt
- If you have moved to the enrolment address in the past 12 months from a property you owned, provide proof of what has happened to your past address

Please ensure ALL sections of the application form are completed and ALL documents on this checklist are included.

- * **Only certified copies will be accepted. Certified means that a copy of a document and its original are to be shown to a Justice of the Peace or Solicitor so that it can be verified as a true copy.**
- * **Photocopying cannot be done at the School Office.**
- * **Further documentation may be requested.**
- * **Applications will be processed once all documentation is received.**