



YEAR 12-13 APPLICATION FOR ENROLMENT 2024

***Online enrolments preferred – visit www.nayland.school.nz/enrol**

STUDENT DETAILS

Student's Legal Surname <i>e.g. Smith</i>			
Student's Preferred Surname <i>If different to above</i>			
Student's Legal First Name(s) <i>e.g. Peter John</i>			
Student's Preferred First Name <i>If different to above</i>			
Date of Birth		Gender:	
Start Date	<input type="checkbox"/> Start of 2024	<input type="checkbox"/> Other (please specify):	
Student will be starting at Nayland College in year level: (PLEASE TICK ONE) <input type="checkbox"/> 12 <input type="checkbox"/> 13			
Student's Email			
Student's Mobile Phone			
An Ethnic Group is required by the Ministry of Education for statistical purposes. Please tick one or more.			
<input type="checkbox"/>	NZ European / Pakeha		
<input type="checkbox"/>	Pacific Island	Please specify:	
<input type="checkbox"/>	Māori	Specify iwi:	1. 2. 3.
<input type="checkbox"/>	Other	Please specify:	
1 st language spoken:			
If English is not your first language and you arrived into New Zealand within the last 5 years, you may be eligible for ESOL support. If so, please state your date of arrival into NZ.		Date of Arrival: (if applicable)	

CONFIRMATION OF RESIDENCY

Have you previously attended a New Zealand school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous school before coming to Nayland College:
<input type="checkbox"/> Copy of Birth Certificate/Passport attached (enrolment cannot be completed until this is received)	Country of Birth:
If your child was not born in New Zealand the Ministry of Education requires you to supply the college with evidence of their citizenship and eligibility to enrol in a New Zealand school (where applicable).	
Are you a New Zealand Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Country of Citizenship:

RESIDENCE A CAREGIVER(S) - Student mainly lives here			
Name		Name	
Relationship		Relationship	
Home Phone		Home Phone	
Mobile		Mobile	
Email		Email	
Workplace		Workplace	
Work Phone		Work Phone	
Contact in an emergency:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact in an emergency:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact via text if absent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact via text if absent:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Address			
Num / Street			
Rural Delivery			
Suburb			
Town			
Postcode			
<input type="checkbox"/> Tick here if your child has a shared custody arrangement, regularly spending time at Residence A and Residence B. <i>Specify details as relevant (e.g. average percentage time spent at each residence)</i>			
RESIDENCE B CAREGIVER(S) – If applicable			
Name		Name	
Relationship		Relationship	
Home Phone		Home Phone	
Mobile		Mobile	
Email		Email	
Workplace		Workplace	
Work Phone		Work Phone	
Contact in an emergency:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact in an emergency:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact via text if absent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact via text if absent:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Address			
Num / Street			
Rural Delivery			
Suburb			
Town			
Postcode			
Is a copy of this student's financial account information to be sent to the Residence B Caregiver(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is a copy of school information e.g. reports, newsletters etc. to be sent to the Residence B Caregiver(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			

ALTERNATIVE EMERGENCY CONTACT

Name		Relationship	
Home Phone		Mobile	

SIBLINGS AT NAYLAND COLLEGE

If the student being enrolled will have siblings at Nayland College in the year they attend, please list their names below. Siblings include brothers, sisters, stepbrothers, stepsisters and any children of 'blended' families.

1.	2.	3.
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If there are older siblings at College (living at the same address) we will assume that the details on this form are correct for all siblings. If this is NOT the case, please contact the College office with the correct details.

MEDICAL DETAILS

Name of Doctor/Medical Centre	
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Medical Treatment

Parents/Caregivers enrolling a student at Nayland College give permission for the administration of first aid by staff with first aid training. A register is kept of the medication and treatment given. Students who require medication on a semi-regular basis are encouraged to provide their own supply which will be held in the Student Centre for their use only.

Medication

Do you require the College to hold and/or administer medication for your child?

☐ Yes ☐ No

If 'Yes' the College will make contact to confirm details and complete the necessary consent form(s)

Medical Conditions

Please list any medical issues of which the school should be aware:

Condition, e.g. <i>Asthma</i>	Treatment, e.g. <i>carries own inhaler (self-controlling)</i>

Do you give permission for the College to issue **Paracetamol** to your child without contacting you first? ☐ Yes ☐ No

Special Circumstances / Information

Please tick if any of the following circumstances apply to your child:

☐ Learning support requirements

☐ Mental health concerns

☐ Family circumstances
(e.g. Custody arrangements)

Please list and supply relevant documentation where required:

Note: A member of our student support team may contact you for further information.

NAYLAND COLLEGE ENROLMENT SCHEME

For information regarding our enrolment scheme, including home zone boundaries, please contact Nayland College reception or visit our website: <http://www.nayland.school.nz/enrolment/zone>

Students who live inside the home zone have an absolute entitlement to enrol at Nayland College (Section 74(1) Education and Training Act 2020).

The Ministry of Education requires the Nayland College Board to ensure that all students enrolling to attend Nayland College meet the requirements of the school's enrolment scheme. Applicants who live inside the zone will be required to provide two current forms of evidence showing proof of address. Documents used for proof of address must be current (within 6 weeks) and from a Government Department e.g. IRD, NZTA, Housing NZ, Work & Income, tenancy agreement or a power/telephone account. Bank statements may only be used as secondary forms of evidence. Insurance statements will not be accepted.

If you need to discuss any special circumstances please make an appointment for an interview with our Transition Manager Rachael Purdie. Phone (03) 547 9769 ext 863 or email rachael.purdie@nayland.school.nz

Please tick and complete either Section A or Section B.

SECTION A: Student lives INSIDE the zone

The address given for Residence A at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. The student must reside at this address with a parent or legal guardian who either owns, rents or leases the property.

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 enrolment by knowingly giving a false address or making an in-zone living arrangement that 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 of living 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 it might 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 gaining enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

PARENT/CAREGIVER DECLARATION:

I confirm that the address I have provided in Residence A will be the usual place of residence for my child when the school is open for instruction and that they will reside at this address with a parent or legal guardian who owns, rents or leases the property. I will advise the school of any subsequent change of address.

Parent/Legal Guardian Name: _____ Signature: _____ Date: _____

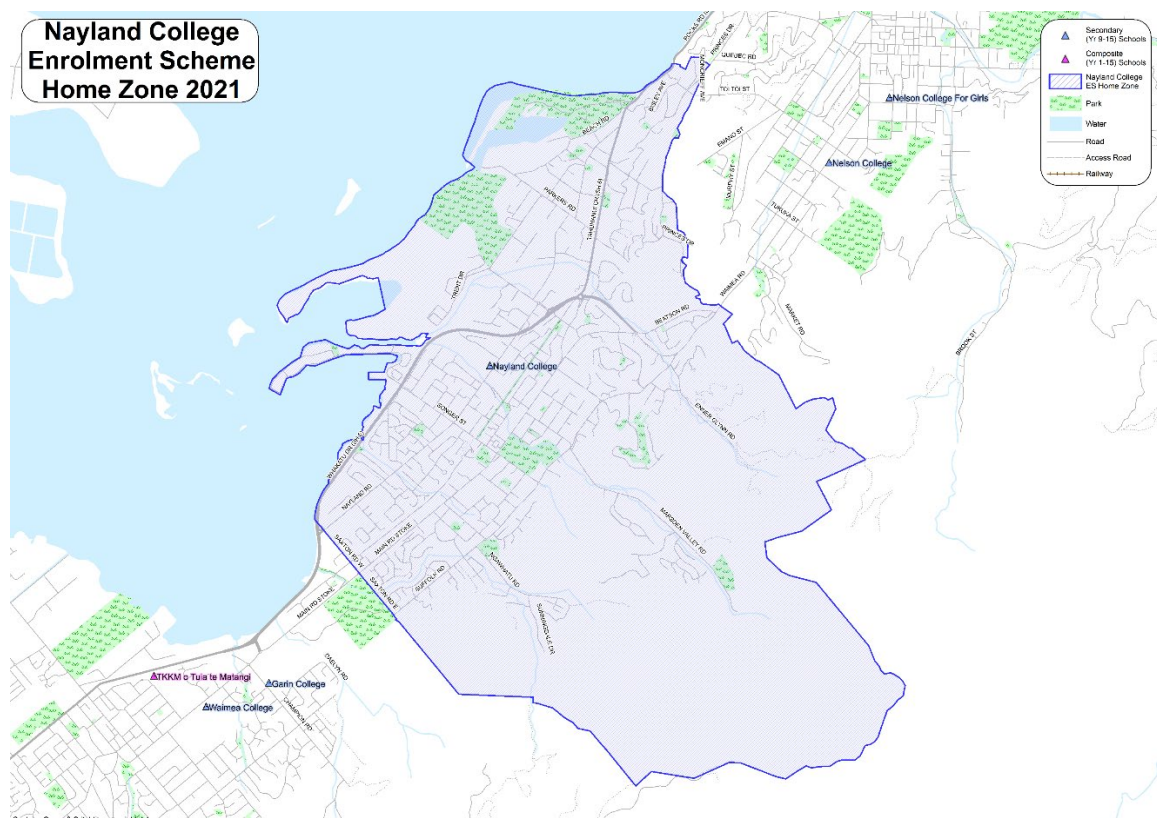
SECTION B: Student lives OUTSIDE the zone

The enrolment of out-of-zone students is governed by the provisions of the Education and Training Act 2020. Out-of-zone places are subject to priority levels as stated in the Act.

The Nayland College Board has determined that there are likely to be approx 50 out-of-zone places available for Year 10-13 students in 2024. **Enrolments close 25 August. Any out-of-zone enrolments submitted after this date will not be eligible for the ballot.** The ballot will be drawn on 11 September and successful out-of-zone enrolments will be notified by 14 September.

Please indicate which of the following priority levels apply to you:

Priority	Description	
1	Applicant is applying to participate in a Ministry of Education approved special programme being run by the school.	<i>(Not applicable at Nayland College)</i>
2	Applicant is a sibling of a current student.	<input type="checkbox"/> Tick here and name the sibling: _____
3	Applicant is a sibling of a former student.	<input type="checkbox"/> Tick here and name the sibling(s) and year(s) enrolled: _____
4	Applicant is a child of a former student.	<input type="checkbox"/> Tick here and name the former student and year(s) attended: _____
5	Applicant is either a child of an employee of the board of the school or a child of a member of the board of the school.	<input type="checkbox"/> Tick here and name the board member or board employee: _____
6	All other applicants	<input type="checkbox"/> Tick here



A full description of our home zone boundaries may be found on our website www.nayland.school.nz/enrolment/zone or collected from reception.

YEAR 12-13 SUBJECT SELECTION 2024

Please refer to our website (www.nayland.school.nz/curriculum/subject-selection) for full details regarding NCEA and the subjects available at Nayland College.

National Certificate of Educational Achievement (NCEA)

To complete an NCEA certificate students must earn credits. They attain credits by meeting standards in their chosen subject areas. Some standards, such as practical work, will be assessed internally by the school. Others will be assessed nationally in external examinations. Credits may be gained by achieving either achievement standards or unit standards.

Level Two Certificate

- Students need to gain 80 credits.
- Of these, 60 must be from Level 2 or higher. The remaining 20 credits may come from Level 1.
- Students must also have met the Level 1 literacy and numeracy requirements.

Level Three Certificate

- Students need to gain 80 credits.
- Of these, 60 must be from Level 3 or higher. The remaining 20 credits may come from Level 2.
- Students must also have met the Level 1 literacy and numeracy requirements.

NOTE: Level 3 courses are academically demanding and have recommended prior learning. Completing NCEA Level 2 does not guarantee entry into Level 3 subjects.

The decisions you make now will impact on your future so it is important to consider them carefully. We strongly recommend that you take the time to plan your whole course of study for Years 12–13 so that you know where you are heading and what you must do to get there. It is also important that you understand what qualification you may gain from each of your chosen subjects. If you would like to speak to a Kaiarataki (Dean) or Careers Advisor for further support in selecting your subjects, please contact the school reception.

Knowing Your Direction

- Leads to purpose/focus for learning
- Leads to achievement and an enjoyable year

Helpful Websites

- www.careers.govt.nz
- School Connect (www.schoolconnect.co.nz)
- NZQA (www.nzqa.govt.nz)

(Use your username/NSN and password to access your Vocational Pathways profile builder as to possible career directions).

YEAR 12 STUDENTS

- MUST TAKE 6 subjects.
- No compulsory subjects.
- May choose from Level 1, 2 or 3 subjects.
- Consider the recommended prior learning as outlined in the course information.
- Students considering university or degree courses at polytechnics must choose subjects which enable them to achieve University Entrance literacy.

YEAR 13 STUDENTS

- MUST TAKE 5 subjects.
- No compulsory subjects.
- May choose from Level 1, 2 or 3 subjects.
- Consider the recommended prior learning as outlined in the course information.
- Students considering tertiary study must ensure that the course selected meets all of the tertiary entry requirements.

YEAR 12-13 SUBJECT SELECTION 2024

Steps to Take

1. Gather Information

- Use the listed websites to find the recommended subjects for specific occupations.
- Read the subject profiles on our subject selection website to find out what each subject is about and any recommended prior learning (<https://nayland.schoolpoint.co.nz/courses>)
- If considering tertiary study check which subjects are recommended for entry to your course.

2. Discuss your thoughts

- Talk about your subject choices with parents/caregivers, friends or those working in your field of interest.
- Make an appointment with the Careers Advisor or Kaiarataki (Dean) at school if desired.

3. Decide

- Enter your choices in the box below.

NOTE: Courses advertised may not run if there are insufficient numbers of students interested to make them viable. It is, therefore, important that students include back-up choices when making their subject selections.

YEAR 12 <i>Choose SIX subjects and TWO back-up options. List in order of preference.</i>		YEAR 13 <i>Choose FIVE subjects and TWO back-up options. List in order of preference. Only fill in Box 6 if you want to take six subjects.</i>	
SUBJECT	SUBJECT LEVEL	SUBJECT	SUBJECT LEVEL
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6. <i>(Optional)</i>	
BACK-UP OPTIONS:		BACK-UP OPTIONS:	
1.		1.	
2.		2.	

☐ I wish to join **Pūaha Te Tai (Whānau tutor class)**

Nau mai whakatau mai nei ki te whānau o Pūaha Te Tai!

Any student in Years 9-13 can elect to be part of Pūaha Te Tai which, in addition to usual tutor class activities, has a tikanga Māori focus. Students participate in various activities in the school and community. They are expected to either learn te reo Māori or Ngā Toi as a subject OR be an active and committed member of our school Kapa Haka. Daily routine consists of karakia, keemu Māori, waiata, haka, kaupapa Māori. A commitment to all kaupapa & values is highly encouraged. All ākonga are welcome! There are a number of Kaiarahi (Tutor Teachers) assigned to Pūaha Te Tai and students within this tutor class are spread across the four waka (houses).

DIGITAL USER AGREEMENT

At Nayland College we:

- Oversee the use of devices
- Use filters to stop access to inappropriate content
- Allow the use of technology during break times as long as this follows school rules
- Support students to deal with online incidents
- Teach positive online safety behaviours
- Have a plan in place to support students when something serious happens. This might include getting in touch with whānau, police or Netsafe.

We expect students to:

- 1. Keep it positive.** Respect others online. Do not create or publish content that is indecent, threatening or offensive.
- 2. Protect privacy.** Do not give out personal information about yourself or another person. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.
- 3. Act carefully.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher.
- 4. Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- 5. Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- 6. Recognise others' work.** Follow copyright and intellectual property requirements by crediting references, images, text, audio and video appropriately.
- 7. Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.
- 8. Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.
- 9. Seek help.** Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. Report any problem about an online incident to your teacher or your dean as soon as you can. Once the school is made aware of a problem, we can work to resolve it.

STUDENT DECLARATION:

- I understand and agree to support and uphold the expectations and responsibilities outlined in this agreement.
- I understand I have the right to use online environments and digital technologies in positive ways and that others do as well.
- I understand these apply to all devices used at school whether they are owned by school or if it is my personal device.
- I know that if my actions do not align with this Digital User Agreement there will be consequences. This may include the loss of access to the internet on school owned devices or personally owned devices used at school.

Student Name: _____ Signature: _____ Date: _____

PARENT/CAREGIVER DECLARATION:

- I confirm that I have read the Digital User Agreement above and agree to encourage my child to uphold the expectations and responsibilities outlined in this agreement.

Parent/Caregiver Name: _____ Signature: _____ Date: _____

BLANKET CONSENT FOR EOTC

Education Outside the Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport.

- Nayland College believes in using a range of environments and experiences to enhance our students' learning.
- We are fortunate to have access to beaches, rivers, mountains and the bush in our area and beyond. These areas are rich learning environments for our students both in and out of school. Our school also values the concept of providing students with opportunities. Thus, some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning.

The Ministry of Education's **EOTC guidelines** identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief, they are:

Type	Description	Type of consent
A	On site- in the school grounds (i) Lower risk environments. For example, orienteering, environmental work on the Poor Man's stream, swimming at the Nayland Pools, etc.	(i) No consent sought or blanket consent
B	Off-site events in the local community occurring in school time. (i) Lower risk environments. For example, a Hospitality class visiting a café; athletics day; cross country event; running at Centre of NZ, careers trip, etc. (ii) Higher risk environments*. For example, sea kayaking on the Abel Tasman, mountain biking at Kaiteriteri, etc.	(i) Blanket consent at enrolment (ii) Blanket consent at enrolment
C	Off-site events - finishing after school finishes (i) Lower risk environments. For example, visiting an art exhibition in the evening. (ii) Higher risk environments.* For example rock climbing day trip at Cable Bay.	(i) Blanket consent at enrolment (ii) Separate consent for each event or programme
D	Off-site residential overnight events (i) Lower risk environments. For example, leadership conferences (ii) Higher risk environments.* For example, geography trip to the Gold Coast, white water kayak camp etc.	(i) Separate consent for each event or programme (ii) Separate consent for each event or programme

**Involves risk assessed to be greater than that associated with the average family activity.*

All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate, and minimise the risks. Emergency procedures are also in place.

PARENT/CAREGIVER DECLARATION:

- I confirm that I have read the Blanket Consent for EOTC information above and agree to the participation of my child in category A, B and lower-risk C EOTC events.
- I understand that I will be required to give separate consent for my son/daughter to participate in higher risk category C(ii) and category D.
- I give permission for the school to act on my behalf in an emergency including any medical treatment deemed necessary. I agree to cover the cost of any expenses and understand that I am responsible for any loss or damage caused by my child.

Parent/Caregiver Name: _____ Signature: _____ Date: _____

PARENT/CAREGIVER DECLARATIONS

(Please tick)

- ☐ I/we confirm that the information provided on this form is correct and complete.
- ☐ I/we will advise the College of any subsequent change to this information.
- ☐ I/we have disclosed all information that is relevant to the enrolment of the student named on this form.
- ☐ I/we hereby undertake with the Nayland College Board to observe all conditions and expectations of Nayland College.

RESIDENCY DECLARATION (If applicable)

- ☐ I/we confirm that the residency information recorded on this enrolment form is true and correct.

PAYMENTS/CHARGES

- ☐ I/we are aware that there are costs associated with optional College activities. I undertake to pay these costs before the activity takes place unless I have made other arrangements with the College.
- ☐ I/we are aware that payments made or credits applied to the student accounts will be allocated to any outstanding fees and charges on the account (as specified by the payer, or otherwise allocated by the school).

MEDICAL/LEARNING SUPPORT

- ☐ I/we have provided the school with up-to-date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information up to date.

PHOTO/VIDEO CONSENT

- ☐ I/we consent to the student named on this form having their photo taken and placed on the school management system.
- ☐ I/we consent to the student's work and/or photograph/video images appearing in school publications/website and advertising material.

PREVIOUS SCHOOL RECORDS

- ☐ I/we give permission for the College to seek learning records from my child's previous school.

LEARNING SUPPORT ASSESSMENT

- ☐ I/we consent to the student named on this form having additional learning assessments to identify and support their learning needs.

UNIFORM

- ☐ I/we agree to follow the school uniform policies at all times.

ATTENDANCE

- ☐ I/we commit to compulsory attendance, sending my child to school on time, all the time, except in the instance of justified absence. In these cases I/we agree to notify Nayland College via the school absence systems.

Name of Parent/Legal Guardian		
Signature of Parent/Legal Guardian		Date:

STUDENT DECLARATIONS

UNIFORM

- ☐ I agree to follow the school uniform policies at all times.

ATTENDANCE

- ☐ I commit to compulsory attendance, being on time, all the time, except in the instance of justified absence.

Name of Student		
Signature of Student		Date:

CHECKLIST

Please attach the following supporting documents to your enrolment application:

- ☐ Full **BIRTH CERTIFICATE or PASSPORT** – photocopy only.
- ☐ **Proof of residency** (if applicant was not born in NZ) and **PASSPORT** evidence.
(Resident visa / Student visa)
- ☐ **Proof of address** (for in-zone enrolment applications) – two types.
- ☐ For in-zone enrolment applications, if you are **not** the student's biological parent, we will require proof that the student is allowed to stay with you e.g. a Statutory Declaration from the courts or an official court/Oranga Tamariki/WINZ Unsupported Child Benefit document.

PRIVACY STATEMENT

The school collects the information on this form to:

1. enrol your child at school
2. assess the educational needs of your child
3. ensure the school gets the correct resources from the Ministry of Education for your child

The school collects and uses your child's information in accordance with the Privacy Act. The school sends some of your child's information to the Ministry of Education and other education and health agencies. The school will not provide your child's information to any other people or organisations without your authorisation, unless required by law.

Accessing or changing your information

Contact the school if you wish to view or change your child's information.

