



Northcote College Application for Enrolment

GENERAL INFORMATION

Year of Entry:

In Zone Application

Out of Zone Application

Out of Zone Priority Number
(please select 1-4 as applicable)

- 1. Sibling of current student
- 2. Sibling of former student
- 3. Child of Board employee
- 4. Other

Form Level Applying for: Year 9 Year 10 Year 11 Year 12 Year 13

STUDENT DETAILS

Family Name:	First Name:	Middle Name:	Preferred Name:
Student Email:			Date of Birth:
Country where born:	First Language:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Ethnicity (you may choose up to 3)			
<input type="checkbox"/> NZ European/Pakeha	<input type="checkbox"/> Other European (please specify).....	<input type="checkbox"/> NZ Maori	
<input type="checkbox"/> Chinese	<input type="checkbox"/> Pacific Islander (please specify).....	Iwi 1:	
<input type="checkbox"/> Indian	<input type="checkbox"/> Other Asian (please specify)	Iwi 2:	
<input type="checkbox"/> Japanese	<input type="checkbox"/> Middle Eastern (please specify)	Iwi 3:	
<input type="checkbox"/> Korean	<input type="checkbox"/> Latin American (please specify)		
<input type="checkbox"/> Filipino	<input type="checkbox"/> African (please specify)		
<input type="checkbox"/> Samoan	<input type="checkbox"/> Other (please specify)		
Number of Children in Family:		Place in Family:	
Name/s of Siblings at Northcote College: 1. _____ 2. _____			
Previous 2 Schools: 1. _____		Years attended: _____	
2. _____		Years attended: _____	
Family links to Northcote College (siblings, parents or grandparents are past pupils, former staff - please provide years if known):			

PARENT/CAREGIVER DETAILS

Title: (please circle)	Mother Mrs / Miss / Ms / Dr	Father Mr / Dr	Other Caregiver Mr / Mrs / Miss / Ms / Dr
Full Name:			
Relationship (if not mother/father)			
Address			
Home Phone Number:			
Mobile Phone Number:			
E-mail Address:			
Occupation:			
Work Phone Number:			

Student is living with: Mother & Father Mother Father
 Guardian Caregiver Homestay

If student does not live with both parents does the second parent require copies of correspondence and reports? Yes No

EMERGENCY CONTACT (NOT PARENT OR CAREGIVER)

Family Name (Mr/Mrs/Ms/Miss/Dr)		First Name:
Home Phone No:	Work Phone No:	Mobile Phone No:
Relationship to Student:		

ELIGIBILITY FOR STUDY IN NEW ZEALAND

Entry Status: <i>(please tick one)</i>	<input type="checkbox"/> NZ Citizen	<input type="checkbox"/> NZ Resident Permit	<input type="checkbox"/> Refugee
	<input type="checkbox"/> Work Permit/Student Visa	<input type="checkbox"/> Exchange	
Student Non NZ Passport Details:	Passport Number:	Country of Issue:	
	Immigration Client No.:	Arrival date in NZ:	
	Student Visa Expiry Date:	Passport Expiry Date:	
Parent Non NZ Passport Details:	Passport Number:	Country of Issue:	
	Immigration Client No.:	Arrival date in NZ:	
	Work Permit Expiry Date:	Passport Expiry Date:	

HEALTH INFORMATION

1. Existing Medical Conditions	<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Other
Please specify details of condition, severity and medication (eg Ventolin, Ritalin):				
.....				
.....				
.....				
2. Allergies	<input type="checkbox"/> Bee/Wasp Sting	<input type="checkbox"/> Food	<input type="checkbox"/> Medication	<input type="checkbox"/> Other
Please provide detailed information of condition, severity of reaction and medication (eg antihistamine, EPI pen)				
.....				
.....				
Other Information:				
Panadol: I give permission for the school nurse/school staff to administer paracetamol as necessary at his/her discretion: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Blood Borne Viruses: <i>Parents are required to disclose information related to a student's health at time of enrolment or subsequent infection.</i>				

SPECIAL NEEDS/ASSISTANCE

My child has had previous [<i>delete one</i>] support/extension in the following areas:	My child has had previous involvement with the following support services (<i>please tick as applicable</i>):
<input type="checkbox"/> Reading	<input type="checkbox"/> Special Education Service/Testing
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Psychologist <input type="checkbox"/> Counsellor
<input type="checkbox"/> Writing	<input type="checkbox"/> CYF <input type="checkbox"/> Youth Aid
<input type="checkbox"/> Behaviour	<input type="checkbox"/> Other (please specify) _____
My child has specific learning needs / abilities:	
Please specify:	
.....	
.....	
Please note: All Year 9 students are required to undertake pre-entry testing in Mathematics and Reasoning Skills.	

STUDENT INTERESTS eg Sports, Musical Instrument, Performing Arts etc (*please be specific, including level and achievement to date*)

Please state your reasons for choosing Northcote College: _____

Students from another NZ secondary school:

Upon acceptance for enrolment students and parents/caregivers of transferring students to Northcote College must complete the Northcote College Sports Statutory Declaration Form and a Premier Transfer Form.

Please note: Northcote College is bound by the ASSHA Sports Bylaws. The reason for these bylaws is to eliminate 'poaching of players' between schools. It is important that enrolling students understand the bylaws when transferring between schools. Bylaws 10.8.1 through to 10.8.9 set out the regulations for transfer of students from one school to another, with respect to their eligibility of playing in Premier Sports Teams [a full set of bylaws is available on www.collegesport.co.nz].

Declaration:

- I hereby make application to enrol my son/daughter at Northcote College.
- I agree that he/she will be subject to school rules and I will endeavour to see that he/she obeys them (Refer Appendix 1).
- I understand that the school will take action on my behalf in case of injury or sudden illness and agree to meet all emergency costs involved.
- I understand that if enrolled my child may be involved in walking off the school campus under the jurisdiction of members of staff.
- I understand that if enrolled my child may also be involved in regular extra curricular sports and cultural activities outside school hours and may require transport with another parent, coach or manager.
- This information is provided on the understanding that it is only for use by the College or for statistical purposes. I understand that the school may retain this information indefinitely. This information will be held securely in the school archives. I give my permission for information about my son/daughter held at his/her previous school(s) to be transferred to Northcote College. I have read the Privacy Act information attached to this application (Appendix 2).
- I confirm that the information given in this application is correct and complete and I understand and accept that Northcote College may actively seek to verify this information.

Parent Signature: _____ Date: _____

Name (please print clearly): _____

Student Signature: _____ Date: _____

<p>Checklist for information to be provided with this application:</p> <ul style="list-style-type: none"><input type="checkbox"/> Copies of TWO recent school reports<input type="checkbox"/> Copy of NZ Birth Certificate or Passport showing current residence/work permit status (refer Eligibility for Study in NZ)<input type="checkbox"/> Other supporting documentation (optional) <i>please specify</i> _____ <p><u>In-Zone Applications Only:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> TWO original documents as proof of residence within the Northcote College School Zone (please note at least one must be an electricity account, a telephone account or tenancy agreement).
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Northcote College School Rules

The rules apply to students in any of the following situations

- a. while at College
- b. on the way to or from College
- c. if the student is attending any College organised function such as a sports trip, school camp or school sports match
- d. if the student is known to belong to the College or is recognised as a College student
- e. if the incident in which the student is involved is likely to bring the school into disrepute. This includes a student recognised as a College student in the company of another College student who is actively bringing the school into disrepute.

Attitude to Others

- a. Students must be courteous and show respect in their dealings with all members of staff.
- b. Disruptive behaviour in class which interferes with the learning of other students and the teaching by staff will not be tolerated.
- c. Physical violence, sexual harassment, bullying and/or verbal abuse will not be tolerated.

Public Image

- a. Correct uniform/dress must be worn at all times on the way to and from school and on formal school occasions eg sports prizegiving and open evenings.
- b. Caps and other head wear must not be worn inside school buildings.
- c. Students must show respect and be courteous in their dealings with all members of the public.
- d. Students must abide by fair play rules when playing sport.
- e. Students must wear correct and complete sports uniforms when playing sport for Northcote College.

Attitude to Property

- a. Students must not:
 - i) tag, graffiti or in any other way damage buildings, furniture or equipment
 - ii) have at school spray cans or wide felt tip pens
 - iii) walk on gardens or damage trees or shrubs
 - iv) drop litter
- b. Fire alarms must not be touched except in cases of emergency.
- c. Skateboarding is not permitted in the school grounds at any time.

Smoking, Drinking, Drugs and Weapons

- a. Smoking and the possession of smoking equipment is forbidden.
- b. Possession and/or consumption of alcoholic liquor is forbidden.
- c. Drug usage and possession for use other than for commonly accepted medical reasons is forbidden.
- d. Sniffing of solvents or products containing volatile solvents or their possession is forbidden.
- e. Substances or articles that are likely to be harmful (matches, fireworks, offensive weapons, knives etc.) must not be brought to College.

If there is a suspicion that a student has broken any of the above rules the school reserves the right to search personal property.

Student Appearance and Dress

- a. Uniform/dress regulations must be obeyed (see Uniform/Dress information over).
- b. All boys must be clean shaven.
- c. All uniform/dress must be tidy, clean and in good repair.
- d. The only jewellery permitted is a watch and one small plain stud worn in each ear. Facial piercing is not permitted.
- e. Necklaces are not permitted.
- f. Hair styles must not be extreme in cut or colour. Plain navy blue or black headbands may be worn. Long hair must be tied up.
- g. Make-up and nail polish should be minimal and not detract from the school uniform.

Motor Vehicles, Cycles and Traffic Rules

- a. Every student who wishes to use a car or motorcycle for transport to and from College is required to request permission from the Assistant Principal by completing the appropriate form giving details of the vehicle and of their NZ licence. A window sticker will be required to show that permission has been granted. No vehicles may be brought to school unless a sticker is displayed.
- b. Students are not permitted to carry other students to and from the College in cars or on motorcycles unless written agreement has been received from the parents of both the driver and passengers and written permission has been given by the Assistant Principal. This permission is only given where special circumstances apply.
- c. The Road Code will be strictly observed at all times. No student vehicle is to be parked in the school grounds.
- d. Vehicle and lunchtime passes may not be held concurrently.
- e. Students crossing Onewa Road must cross on a pedestrian crossing.

Attendance

- a. Students must arrive by 8.55am and be in class by 9.00am.
- b. Students arriving late for school at any time must sign in at the Dean's office.
- c. Students must attend all timetabled classes while at school unless otherwise directed by a staff member.
- d. No students may leave the grounds during College hours without permission from parents or an appointment card. Students obtain a yellow exit slip from the Dean's office. Students returning from an appointment before the end of the school day must sign in at the Dean's office on their return.
- e. Students wishing to leave the grounds at lunchtime must bring a letter from home. A lunch pass may be issued at the discretion of the Deputy Principal.

Health

Students who become sick at College must report immediately to the nurse (on-site 10am-2.00pm) or the Dean's Office and must not leave the College without permission. Appropriate arrangements will be made to care for the student or for collection by parents.

Breach of School Rules

A breach of school rules will lead to a consequence appropriate to the offence. The most serious consequences are a stand down, suspension, exclusion or expulsion from the school.

Bounds

- a. Students will not enter classrooms in the absence of a teacher, unless authorised by a member of the staff.
- b. The hall foyer may not be used by students unless accompanying visitors.
- c. The vicinity of construction work and all workers equipment is out of bounds.
- d. The following areas are out of bounds:
 - Onewa Road side of D and C blocks
 - School hall, stage and understage (except where directed by a staff member).
 - Beyond the buildings on the Kauri Glen Road fence line (except during class time when moving to and from H and I blocks).
 - Gymnasium carpark.
 - Bush side of the gymnasium.
 - Swimming pool enclosure (except with teacher supervision).
 - Bottom field (unless actively participating in a sport under teacher supervision).
 - Tennis/netball courts (unless actively participating in a sport).
 - Bank below the top field.
 - Caretaker and groundsman work area.
 - Staffroom and staffroom corridor.
 - M Block (at intervals and lunchtime).
 - Main school entrance (except when moving in or out of the school).

Personal Property

- a. Valuable items should not be brought to school. No responsibility is taken by the school for loss or damage.
- b. Students must not take or use the property of another student.
- c. Any damage to College property must be reported immediately to a member of the staff.
- d. Chewing gum is not allowed at Northcote College.
- e. Reading material which is unduly racist, sexual, sexist or violent must not be brought to school.
- f. The school diary is compulsory for Years 9-11. An acceptable diary is compulsory for Years 12 and 13.
- g. Cell phones, MP3 players and other personal entertainment systems are permitted at school but must be switched off and out of sight during school hours. School phones are available for use in an emergency. Urgent personal cellphone messages may be checked at the office without penalty during interval and lunchtime.

Uniform/Dress

The uniform will be worn by students in Years 9, 10, 11 and 12.

Parents and students may select items from the following list. All items are mix-n-match.

Uniform is purchased from Yarnton's, Birkenhead. The College Shop is open Monday - Thursday from 10am to 1.30pm during term time for the purchase of stationery items, second-hand uniforms (when available) and sports team uniforms.

Tops:

- o Pale blue button through woven fabric shirt (short or long sleeve)
- o Striped woollen jersey
- o Navy school rain jacket
- o School weatherproof jacket

Bottoms - Girls

- o Navy cotton trousers
- o Navy shorts
- o Navy short straight skirt

Bottoms - Boys

- o Navy cotton trousers
- o Navy shorts

Miscellaneous

- o Black leather shoes (refer 3&4 below)
- o Black belt
- o Plain navy cap
- o Black socks
- o Black stockings
- o Plain navy blue or plain black scarf
- o Plain v-neck school polypropylene vest (undergarment)

Uniform Regulations

1. Trousers must fit properly. Skirts must not be shortened or altered.
2. Garments must not be overlarge for the student.
3. No boots, sports shoes (eg Globes) or sports boots are to be worn.
4. **Traditional** black polishable leather lace up school shoes are required with uniform.
NB: Students may wear black roman sandals without socks but shoes with a full heel and toe must be worn in any laboratory or workshop.
5. Items of clothing that are not listed above may not be worn as part of the uniform.
6. The uniform is to be worn at school, to and from school and at all school functions.
7. PE - a change of clothes must be worn for all P.E. classes. The PE uniform is to be worn by all students Year 9 to 12 in 2011. Shorts and a T-shirt suitable for the purpose must be worn at Year 13 level (refer also to Year 13 dress code).
8. Plain black socks (must not go above the knee) or black stockings must be worn with black leather shoes.
9. All uniform items must be clean, tidy and neither torn nor frayed.
10. No T-shirts are to be visible under uniforms.
11. Jerseys are to be worn as an outer garment. (Shirts must not show below the jersey)
12. Stockings must not be worn with shorts.
13. Trousers must be hemmed.
14. Only the navy Northcote College jackets may be worn with school uniform.
15. No beanies are to be worn at any time.

Year 13 Dress Code:

Uniform regulations relating to hair and jewellery apply to year 13 [refer to student appearance and dress].

- i) Year 13 dress must be clean and tidy.
This precludes:
 - garments with offensive material on them
 - garments advertising alcohol, cigarettes, drugs
 - singlet tops and showing bare midriffs
 - torn or frayed clothes
- ii) Suitable footwear must be worn. Jandals are not acceptable for safety reasons.

Families who have difficulties in meeting any of the above requirements are expected to discuss them with the Deputy Principal.

NORTHCOTE COLLEGE

Privacy Information

We are required under Principle 3 of the Privacy Act 1993 to inform you:

- i. That we are collecting this information as a basis for your child's school records.
- ii. That this information will be available to the Principal and designated staff of Northcote College.

A. Information Provided by You or your Child

You have been asked to provide Northcote College with personal information about your child and yourself or family. Your child's file is confidential but you have:

- i. The right to access the personal information you supplied
- ii. The right to ask us to correct any of the personal information you supplied.

B. Information Provided by Others

You may be requested to authorise the school to collect information (verbal or written) from persons nominated by you. The school will not contact these persons without your express prior consent. Communications between these persons and the school is strictly confidential. The information provided by these persons will not be disclosed to you.

C. Information Created by the School

In the course of your child's education, information will be generated by the Principal and her agents. For example:

- i. Interview notes
- ii. School Reports
- iii. Notes of telephone conversations
- iv. Evaluations and assessments prepared by various Government Departments (Education, Social Welfare, Health) and private agencies (eg private education providers).

Records of the above type will at all times be the property of Northcote College and any information generated by the school will only be disclosed to you at the discretion of the Principal or nominated agent.