

Student Application

2019



Rotorua Seventh-day
Adventist[™] School

Te Kura o Te Rā Whitu ki Rotorua

Building for Eternity

Godliness

Rich Relationships

Ownership of Learning

Wisdom in Decisions

Transformational Learning

Harvest Focus



Principal's Message

Kia Ora and Welcome to the Rotorua Seventh-Day Adventist School.

Choosing a school for your child is one of the most important decisions you will have to make.

We are excited that you have chosen to enrol your child at the Rotorua Seventh-Day Adventist School. We believe our school will offer your child the best holistic education, with Christ at the centre.

At Rotorua Seventh-Day Adventist School we understand that you want the best for your child. We also understand that children learn differently. For this reason, we focus not only on what your child learns but how they learn. We recognise that learning goes beyond the classroom; that it extends to building confidence and resilience, taking responsibility, and engaging with others. These aspects of learning, plus more, are explored through our Bible, values and pastoral care programs.

By choosing Rotorua Seventh-Day Adventist School for your child, you will be placing them in a safe and intimate learning environment that supports their learning, nurtures their talents and encourages their development into confident and capable citizens of their community.

As a Christian school, we focus on providing a caring learning community; a community that is committed to developing personal excellence through academics, at the same time, leading students into a personal relationship with Jesus. Our school provides nurture, promotes excellence and instils values.

Once again, thank you for choosing to enrol your child at our school. We look forward to processing your application and we will be in contact shortly with an update on the progress of your application.

God bless,

Lanea Strickland
Principal



Checklist for completing your Application

- Section A (general and background information) complete.
- Custodial & legal documents provided, if necessary.
- Section B completed and signed by both parents (if applicable).
- Section C – you have read through and understand the process for your Preferential Interview.
- A copy of the latest school report attached (for pupils who have attended a previous school).
- A pre-school report for New Entrants is desirable (if coming from Kindergarten or Pre-School).
- A copy of the pupil's Birth Certificate and Passport.

International Students:

- Non-NZ citizens who are Permanent Residents of NZ must provide a copy of their Residency Visa and Permit.

Contents

Section A	Section B	Section C
General Information Student Details Family Details Custodial Parent(s) Medical Information Parent's Statement Permission for Photos EOTC Approval Computer Agreement About Me	Preferential Application Parent Questionnaire Chaplain Use	Commitment to Pay Commitment to Pay Attendance Due Form Enrolment Information

Please post or email your completed application to:

Attn: Principal – Enrolment Application
3 Tilsley Street
Rotorua 3010
New Zealand

Email: principal@sda.rotorua.school.nz

To complete this application, please tick the above checklist and sign below to indicate that you have included the required paperwork for enrolment at the Rotorua Seventh-Day Adventist School.

Student Enrolment Form

Enrolment No. _____ Office use only

Student's Name

Use full legal names, and then preferred names (but only if different).

Surname _____ Preferred Surname _____

First Name _____ Preferred First _____

Middle Name _____

Personal

Please leave Student Code, NSN, and Student Type for the office.

Date of Birth day ____/month____/year____

Start Date _____

Previous NZ School/Preschool _____

Previous Dental Clinic _____

Gender male female Year Level _____ Class _____

NSN _____(office use)

First schooling date (dd/mm/yy) _____

Primary Contact

Only use 'Restricted Access' and 'Custody' where custody is an issue. Please nominate one bill payer.

Surname _____ First Name _____

Relationship to student _____ Salutation (Mr/Mrs/Ms) _____ Occupation _____

Home Phone _____ Work Phone _____ Mobile Phone _____

Email Address _____

Bill Payer Restricted Access Custody

Physical Address _____

This is the student's place of residence

Secondary Contact

Only use 'Restricted Access' and 'Custody' where custody is an issue. Please nominate one bill payer.

Surname _____ First Name _____

Relationship to student _____ Salutation (Mr/Mrs/Ms) _____

Occupation _____

Home Phone _____ Work Phone _____ Mobile Phone _____

Email Address _____

Bill Payer Restricted Access Custody

Physical Address _____

This is the student's place of residence

Schooling

'Preschool' is only relevant if your child is entering this school at year 1. If your child is a new entrant, put N/A under previous NZ school. If your child was last at a non-NZ school put 'overseas school'. 'First schooling date' is the date your child first attended primary school.

Preschool:

- Attended Early CE but type unknown
- Attended Kindergarten, Play centre, Education & Care or Home based Service (includes by correspondence)
- Attended Kohanga Reo
- Attended Playgroup or Pacific Islands EC group
- Did not attend any type of early childhood centre

Please enter the number of hours per week for up to three services:	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
Kohanga Reo			
Playcentre			
Kindergarten or Education & Care Centre			
Home based service			
Playgroup			
The Correspondence School Te Aho o Te Kura Pounamu			

Did the child regularly attend Early Childhood Education?

Instructions: "Regularly attend" means the child was booked in to a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

- Yes, for the last _____ month(s).
- Yes, for the last _____ year(s).
- Not regularly, only occasionally with no on-going schedule.
- No, did not attend ECE.

Health and Disability

Please attach relevant documentation.

Please note if the condition is critical.

Please note where medicine is kept. Allergies / Conditions / Treatment

Immunisation:

Fully Partly Not

Please attach a certificate.

- Hepatitis
- Mumps
- HIB
- Pertussis
- HPV
- Polio
- Measles
- Rubella
- Mening. B
- Tetanus / Diphtheria

Disability: Yes No

Details _____

Special Needs: Yes No

ORRS Level: Very High High

Non-ORRS

Details _____

Pastoral Notes

Please include any other information you'd like to share about your child, or any of the contacts. This could include Postal Address if this differs from the physical address, religion, talents, interests, siblings who might attend the school in the future, living arrangements, times contacts are available, court order details etc.

Specify any siblings who attend Rotorua Seventh-Day Adventist School, or preschoolers who are likely to attend in the future:

Name: _____ D.O.B. _____

Name: _____ D.O.B. _____

Ethnicity

For 'Citizenship' name the country/countries your child is a citizen of.

For 'Verification Document' please attach a copy (e.g. passport, birth certificate) if necessary.

'Serial Number' refers to the reference number on the Verification Document.

Ethnicity: 1 _____

2 _____

If Māori, Iwi: 1 _____

2 _____

Citizenship _____

Preference Determination

Religious Information - Required to collect as a State-Integrated School under Education Act.

Members of the Seventh-Day Adventist Church Yes No

If yes : Which SDA Church attending? _____ Name of Church Pastor _____

Member of a Church Congregation Yes No

If yes: Which Church attending? _____ Name of Church Pastor _____

Are you are regular and active member of the Church Congregation Yes No

Describe your involvement in church life: _____

STUDENTS WITH ENGLISH AS A SECOND LANGUAGE

Verification

Eligibility: NZ Citizen NZ Resident

Other _____

Verification Document _____ Serial Number _____

Date arrived in NZ (dd/mm/yy) _____ Expiry Date (dd/mm/yy) _____

Languages (other than English)

This section is for languages other than English. Where the child is fluent write under 'Spoken'. Where the child is not fluent, but learning, write under 'Learning'. For 'First Language' write the child's home / first learnt language. Please leave 'Māori Language hrs per week' for the office.

Māori Language hrs per week _____

Spoken Languages 1 _____

2 _____

3 _____

Learning Language _____

First Language _____

Consents

Please tick the consents that you agree with for your child.

Sudden Injury

I give permission for the school to make decisions in case of sudden illness or injury of my child.

Publication of Original Works

I give permission for the school to publish original works of my child in any school publications, along with my child's name, class and age.

Publication of Photo

I give permission for the school to publish any photos of my child, along with their name, age and class in any school publication.

Milk In Schools

I give permission for my child to engage in the Milk In Schools Programme.

Class List

I give permission for my child's name, phone, physical address, the name of my child's primary contact and other contact details to be recorded in a class list.

Future Schools

I give permission for my child's name and contact details to be forwarded to potential intermediate or secondary schools.

Education Outside the Classroom (EOTC)

I give permission for my child to partake in Education outside the classroom provided by the school.

I give permission for my child to travel outside school, including bus or private vehicles for 'day only' trips as notified by letter from the Teacher in Charge.

Declaration

I certify that the information enclosed in this enrolment form is true. I agree to be bound by all school policies. The school agrees to take great care in keeping the information contained in this document private, except where legally required, or expressly allowed.

Christian Special Character of the School

I am prepared to become involved in the life of the school and support various activities (worship, Christian outreach, weeks of prayer, church programs)

I am prepared to support the Christian Special Character of the School by providing a family environment consistent with the Christian aims and ideals of the school (attend church, family worship, prayer, bible reading)

Parent/Caregiver Name _____

Parent/Caregiver Signature _____

Date: _____

Responsible Computer User Agreement

Introduction

The Rotorua Seventh-Day Adventist School believes in a Digital Citizenship Model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

A good digital citizen is someone who:

- Is a confident and capable user of ICT.
- Will use ICT for learning as well as other activities.
- Will think carefully about whether the information they see online is true.
- Will be able to speak the language of digital technologies.
- Understands that they may experience problems when using technology but can deal with them.
- Will always use ICT to communicate with others in positive ways.
- Will be honest and fair in all of their actions using ICT.
- Will always respect people's privacy and freedom of speech online.
- Will help others to become better digital citizens.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.

Responsible Use Agreement – Parents please read through and explain to your child.

When using Information & Communications Technologies (ICT) at the Rotorua Seventh-Day Adventist School, I will always be a good digital citizen. This means that I:

- Will be a confident and capable user of ICT.
 - I know what I do and do not understand about the technologies that I use. I will get help where I need it.
- Will use ICT for learning as well as other activities.
 - I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.
- Will think carefully about whether the information I see online is true.
 - I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.
- Will be able to speak the language of digital technologies.
 - When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

- Understand that I may experience problems when I use technology but that I will learn to deal with them.
 - I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.
- Will always use ICT to communicate with others in positive, meaningful ways.
 - I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.
- Will be honest and fair in all of my actions using ICT.
 - I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.
- Will always respect people's privacy and freedom of speech online.
 - I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.
- Will help others to become better digital citizens.
 - Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

Signed:

Parent/Caregiver/Guardian _____

Date: _____

Signed by Students in Year 4-8

Student Name: _____

Date: _____

Things You Should Know About Me!

We want to make sure that when enrolling your child, we respect your family's values and culture. When planning our programme we also want to ensure that we include enjoyable activities and experiences for your child. We hope you will share some information from your child's point of view to help us with this!

My name is never/sometimes shortened to: _____

My sisters/brothers names are: _____

I call my grandparents: _____

My family pets are: _____

My family wants me to learn these values: _____

According to my family's culture, I would be uncomfortable with: _____

My family celebrates (or does not): _____

Besides English, at home my family speaks: _____

I know these words in that language: _____

I enjoy: _____

I dislike: _____

I am good at: _____

My favourite books are: _____

My favourite toys are: _____

My favourite foods are: _____

Food I do not eat for cultural or religious reasons are: _____

My mum/dad can assist at the Rotorua Seventh-Day Adventist School with (skills):

My mum/dad have access to these resources:

SECTION B:

Preference Determination Interview Questionnaire

Preference Determination Interview Questionnaire	
Personal information	Name: _____
	Phone: _____
	Student name: _____
	Year level: _____
Address: _____	
1) Are parents/caregivers of the applicant(s) members of the Seventh-day Adventist Church?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If Yes please complete the following:</p> <p>Which church is your membership held at currently? _____</p> <p>Which church is being attended currently? _____</p> <p>Name of the Church Pastor: _____</p>	
2) If no please complete the following:	<p>Are you members of a church congregation? Yes <input type="checkbox"/> No <input type="checkbox"/> (if No go to Q4)</p> <p>Which church is being currently attended? _____</p> <p>Are you a regular and active member of the congregation? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Describe your involvement in church life? _____</p> <p>Name of the Church Pastor _____</p>
3) What do you understand about the special character and characteristics of the Seventh-day Adventist Church as taught by the school?	<p>To discuss with the School Chaplain:</p> <p>a) Salvation through Christ alone</p> <p>b) Sabbath</p> <p>c) State of the dead and second coming</p> <p>d) Stewardship (tithe)</p> <p>e) Healthy living (smoking, alcohol consumption, drug abuse)</p> <p>f) Ellen G. White</p> <p>g) Promotion of a preferred lifestyle (vegetarian diet)</p>
4) Are you prepared to become involved in the life of the school and support the various activities of the school (Parent/Teacher Interviews, Special School/Church programmes, Fundraisers, Community Outreach)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) At our school we encourage students to develop a personal walk with Jesus through prayer, Bible study, church attendance, family worship, and a healthy lifestyle. Are you prepared to support your child's spiritual development at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other comments you would like to share:	

_____ (student name) is which of the following:	Preferential with a particular connection <input type="checkbox"/>
	Preferential with a general connection <input type="checkbox"/>
	Non-preferential <input type="checkbox"/>
Statement of Determination Sent	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Preference Sent (if preferential)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed: Chaplain _____ Date: _____	

SECTION C:

Enrolment Information:

The following procedures are followed by the Board of Trustees when considering enrolments:

1. Each applicant is to lodge a completed application form and attach the required documentation as listed in the Application Form. Applications need to signify their desire and willingness to support the school programme, and to pay necessary attendance fees and associated costs.
2. Each applicant will be contacted and an appointment for an interview with the principal is made.
3. The applicant is to be visited by the Proprietor's delegate e.g School Chaplain.
4. The applicant is to be presented to the Board of Trustees.
5. The applicant will be advised in writing of the Board's decision.

A number of aspects must be considered by the Board of Trustees when looking at an applicant. There is a need to:

1. Determine whether the applicant is preferential or non-preferential, as determined by the Private Schools Condition Integration Act 1975. A preference student is one whose parents or guardians 'have established a particular or general relationship with the Special Character of the School'. The school's integration agreement allows for no more than 10% of non-preferential students.
2. Establish whether the applicant has special needs and determine whether the school has the resources, and teachers have the expertise, to meet those needs.
3. Determine whether there is room in the school, taking into account the maximum roll as specified in the integration agreement of the school.

**PLEASE READ OUR CONDITIONS OF ENROLMENT CAREFULLY BEFORE SIGNING
ON THE FIRST PAGE OF THIS DOCUMENT**

Attendance Dues are compulsory as permitted by legislation. Unpaid fees may lead to your child being excluded from all Seventh-day Adventist Schools. In the event of a default in payment, then any recovery costs levied by a debt-collection agency will be charged to the account payer.

ATTENDANCE DUES ARE DUE IN FULL AT THE BEGINNING OF EACH TERM.

Payment plans are available by prior arrangement.

Having applied for enrolment at a New Zealand Seventh-day Adventist Integrated School, I understand the following Terms and Conditions:

1. Attendance at a Seventh-day Adventist School is conditional upon the payment of Attendance Dues.
2. Payment of Attendance Dues is due at the commencement of each school term.
3. Attendance Dues will be invoiced for each student in Term 1, or on enrolment:
 - a. Years 1 – 8: \$570 per year (i.e. \$142.50 per term, or \$14.25 per school week)
 - b. Years 9 – 12: \$790 per year (\$197.50 per term, or \$19.75 per school week)
4. Accounts in arrears at the end of the term may result in exclusion
5. Payment plans can be applied for provided the account is up to date by the end of each term.
6. Failure to maintain payment plans up to date may result in exclusion
7. The parent or caregiver who enrolls the student is ultimately responsible for payment. Where another person or organisation is paying the Attendance dues, they must agree to do this by signing in the Yellow section of the Form.
8. Any costs, commissions, disbursements and legal fees incurred in the course of The Proprietor recovering outstanding Attendance Dues, will be recovered from the account payer.

I understand that the information given in this form may be disclosed to The Proprietor, or his/her agent for the purposes of collection of Attendance Dues and any other purposes provided for or envisioned in law as promulgated in the Privacy Act (1993)

I have read, understood and agree to comply with all terms and conditions as contained in this document. –

- *As Parent/Caregiver/Guardian please sign in the Purple/Green Section overleaf.*
- *If a sponsorship or scholarship arrangement is in place, please sign in the yellow section overleaf.*

School Codes							
ASDAH	ASDAH	Longburn	LAC	Rotorua	ROT	Waitakere	WAI
Balmoral	BAL	New Plymouth	NPL	South Auckland	SASDA	Wellington	WEL
Christchurch	CAS	Palmerston North	PNACS	Southland	SACS	Whakatane	WHK
Hamilton	HAM	Parkside	PRK	Tauranga	TAU	Whangarei	WACS