Longburn Adventist College

A 100 Walkers Road, RD 7, PN, 4477, NZ (Residential) PO Box 14001, Longburn, 4866 (Postal)

P +64 6 354 1059 **E** info@lac.school.nz



Application Pack

Student Name:	Date Completed:

Enrolment Procedure

- 1: Complete and return this Application Booklet.
- 2: School completes Preference Enrolment* process and notifies families of decisions made.
- **3:** Once accepted, you will receive an 'acceptance letter' and a 'commitment to pay attendance dues' form.

Application Instructions

This Application Booklet is split into 4 sections as detailed below:

A: Student Application Form

To be completed by the student's legal caregiver.

When signing the form, the student and their caregiver are accepting to comply with LAC's Digital Integrity Agreement (section D).

B: Academic Pre-Enrolment Form

Please detach these pages. To be completed by the applicant's current school and returned by the referee directly to LAC either by email or post.

C: Student Character Reference

To be completed preferably by a church pastor / church youth leader or someone who knows the student well, but is NOT (a) a family member or (b) the same person from the current school who is to complete the Academic Pre-Enrolment form.

The character referee is to complete and post or email directly to LAC.

D: Digital Integrity Agreement

Please read and keep for your records.

Please refer to the 'Documentation Checklist' on the next page for a summary of all that is required to complete the application process.

All documentation is to be returned to: Longburn Adventist College,

PO Box 14001, Longburn, 4866, NZ

Or email: info@lac.school.nz

*What is Preferenced Enrolment?

As a state integrated school, Longburn Adventist College has a 'Preference of Enrolment'. The College, in its Integration Agreement with the Government, has two categories of enrolment; Preference and Non-Preference.

Preferential status is assessed by the school chaplain using the proprietor's preference determination process.

Preferenced enrolment is given to those students whose parents have established a particular or general connection with the Special Character of the school.

LAC has a limited number of places for nonpreference students. Non-preference places are allocated in line with the school's enrolment policy.

Documentation Checklist

All Students
Student Application Form (including acceptance of LAC's Digital Integrity Agreement, Section D)
Academic Pre-Enrolment Form To be completed by the student's current teacher. This is not to be the same person who completes the Character Reference. To be forwarded directly to LAC.
Student Character Reference To be completed by church pastor/church youth leader or someone who knows the student well, but is not a family member. To be forwarded directly to LAC from the referee.
Non-international-fee-paying students, including those born in New Zealand, Australia, Cook Islands, Niue and Tokelau and have previously attended a school in New Zealand do not need to provide any other documentation than those listed above.
Domestic Students*
Non-international-fee-paying students, including those born in New Zealand, Australia, Cook Islands, Niue and Tokelau and have NOT previously attended a school in NZ; please provide documentation for All Students' plus ONE of the following:
NZ birth certificate (if the child was born before 1 January 2006)
NZ birth certificate with confirmation that the child is an NZ citizen by birth (if the child was born on or after 1 Jan 2006)
Passport (New Zealand, Australia, Cook Island, Niue or Tokelau)
New Zealand Citizenship Certificate
Birth Certificate (Cook Island, Niue or Tokelau) if the child was born before 1 January 2006
Birth Certificate (Cook Island, Niue or Tokelau) with confirmation that the child is a citizen by birth (if the child was born on or after 1 January 2006)
Certificate of Naturalisation (Cook Island, Niue or Tokelau)
Certificate of Registration (Cook Island, Niue or Tokelau)
Letter of Confirmation (Cook Island, Niue or Tokelau)
Domestic Time Bound Students
Non-international-fee-paying students who are 'time-bound' (children born o <u>utside</u> New Zealand, Australia, Cook Islands, Niue or Tokelau whose parents are granted study or other types of visas for a imited time).
Documentation for 'All Students' (see above), PLUS
Copy of the student's passport with relevant visa, permits etc. included

Your application will be processed as soon as all documentation is received

Thank you



Student Application Form

Tobe completed by the student's legal caregiver

SECTION 1: Personal Details

Student's Family Na	ame (surname):					
First Name(s):						
Date of Birth:	Dav	Month	Year	Gender:	☐ Male	Female
Name of Mother: _						
Name of Father:						
Parental Status:	Married	Divorced	Separated	Single		
.		"	,			
Primary Care	giver Details	(Legal Guardio	an)			
Title (circle): Mr	/ Mrs / Ms /	Miss / Pr / Dr /	Other:			
Title (chere). Wil	7 10113 7 1013 7	141133 7 11 7 11 7	Other:			
Name:						
Relationship to St	udent:		0	ccupation:		
Home Address: _						
Home Address						
			Po	ost Code:		
Postal Address: _						
			Po	ost Code:		
)3t code		
Home Phone:			W	ork Phone:		
Mobile:						
Email:						
Email:						
To receive a c	copy of the stud	ent's report <i>(via e</i>	mail and availabi	le on student por	tal, post by re	quest only)
_		Newsletter (via en				
To receive a c	Jopy of the LAC	THE VISICE CELL (VIA EII	iiwii)			



Secondary Caregiver Details (e.g. non-custodial pa	arent)
Title (circle): Mr / Mrs / Ms / Miss / Pr / Dr / Other:	
Name:	
Relationship to Student:	Occupation:
Home Address:	
	Post Code:
Postal Address:	
	Post Code:
Home Phone:	Work Phone:
Mobile:	_
Email:	
To receive a copy of the student's report (via email and	available on student portal, post by request only)
To receive a copy of the LAC Newsletter (via email)	
Emergency Contact (other	than listed above)
An emergency contact is used if LAC cannot make contact with per	
Name	
Relationship to student:	
Daytime Tel: Mob	pile Tel:
Church Information	
Denomination (Religion):	
(Circle one) Dedicated / Baptised /	Christened / Confirmed
Church of membership:	
Church pastor/minister:	

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Longburn Adventist College

Church of Membership Address:
Church of Membership Phone Number:
Other Information
Ethnicity/Nationality: Citizenship:
Proportion of Māori Descent (statistical use):% lwi:
Is English your first language? Yes No
If 'No', please indicate here the experience you have had with the English language:
If student is not born in NZ, please state date first arrived here:
Has the applicant previously been a student at Longburn Adventist College? Yes No
If so, state year(s) attended and reason for leaving
Names of family members currently attending LAC:
Names of family members who have previously attended LAC:
Do you have any family members in a particular LAC sporting house? Not Applicable Luther Tyndale Wesley
How were you referred to LAC? Website Local PN Church SDA Church
Parent / Student:
Other:



SECTION 2: Academic Details

This enrollment application is for the s	tudent to commer	nce at LAC in Term , year 20		
If commencement is not to be at the beginning of the school year, state alternative date:				
Year level for which you are enrolling:	7 8	9 10 11 12	13	
	Day Student	5 Day Boarder 7 Day Boa	irder	
Current School (please write in full):				
Current School telephone number:		Current Year Level: _		
SECTION 3: Medical I Information provided below will be tre safe activities, or in the event of a med your responsibility to keep the school a	ated with confider ical situation arisir	itiality. It will be used for the purposeing at school or whilst away on a trip. I		
Name of family doctor:		Doctor's Tel:		
Name of family dentist:		Dentist's Tel:		
Please state any medical concerns the Please provide us with as much detail as poss	•			
Please state any physical or intellectua	l disabilities the st	udent may have:		

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Is the student currently taking any medicat	ion? Yes No	
If 'Yes', state name and type of medication:		
Dosage:		
Does the student smoke? Yes No	(Please note that the school property, including dormitories, is 100% smoke free).	
Immunisations up-to-date? Yes No		
Consent for Medical Intervention		
Yes No I give permission for my child discretion of LAC staff.	d to be given Paracetamol during school hours, at the	
Yes No As Parent/Caregiver, I authorise the obtaining on my behalf of any medical assistance for my child if, in the opinion of LAC staff or medical personnel, such treatment is necessary, and I agree to meet any costs incurred.		
Declaration		
I understand that as the student's parent/caregive updates/changes regarding my student's health.	er it is my responsibility to keep the school aware of any	
Parent/Caregiver Signature:	Date:	



SECTION 4: General Consent Form

Where necessary, specify details in the space at the end of this form.

Please Note: If the boxes are left unticked, it will be assumed that the answer is 'Yes'. Place extra comments or clarifications in the 'Extra Details' section at the foot of the page.

1. I give	perm	ission for LAC a	and the PTA to reproduce the name and/or photograph of the a	bove student in:
Phot	tos	Name		
Yes	No	Yes No		
			On the school's website (including social media) and school no (published on LAC's website: www.lac.school.nz/newsletters).	ewsletter
			School magazine (HARI). If you choose 'No' for this option, you in school photos as they are published in the HARI.	r child cannot be
			School videos (available on the LAC's YouTube Channel: www.youtube.com/user/LongburnAdventistC	
			Promotional literature (eg. leaflets and school prospectus).	
Yes	No			
2.		I give permiss	ion for my child to be discussed with outside agencies (eg. Heal	th nurse, RTLB).
3.		I give permiss to be forward	ion for information (relating only to school matters) required by ed to them.	the Proprietors
4.		Palmerston N	ion for the student named in this application to attend school to orth only, and all other trips for educational purposes will requiature on a trip permission slip.	
5.		whilst on any	udent named in this application to be involved in a serious disci school excursion, I accept that he/she may be sent home (or ho students) at my expense, after initial consultation with you if pra	me/dormitory
6.		damage to the	that Longburn Adventist College will not accept any responsibili e student's personal property. The school will, however, take all e article or find the person responsible for the loss or damage.	
7.		_	ne student named in this application should take part in school at ties as may be required by the staff.	activities and
8.		in the Longbu www.lac.schoo	ne student named in this application will observe the requirement of the requirement of the college student handbook (available from the websol.nz) and LAC House Boarding manual (for boarding students col.nz/boarding)	site -
Extra De	etails			
Parent	t/Care	egiver Signature	e: Date:	

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SECTION 5: Financial Arrangements

Name of person responsible for the payment of school f	ees:
Relationship to student:	
Postal Address:	
	Post Code:
Guarantee: I, the person/organisational officer responsi dues, undertake to pay all amounts on or before the due	
Signed:	Date:
SECTION 6: Personal Declaration	าร
Student:	
 By presenting this signed application for admission to responsibility to abide by the ideals and regulations of the College programme. 	
 I have read and agree to follow Digital Integrity Agree 	ment (see section D).
 I understand that my access to computers, the interne if I do not act responsibly. 	t, and digital devices at school may be withdrawn
Print student name:	
Student signature:	Date:
 Parent/Caregiver: By presenting this signed application for admission responsibility to abide by the ideals and regulations of the College programme. I agree to allow my son/daughter to use the internet at I will contact the school if there is anything in the Digit If there is a situation that concerns me regarding digit or Netsafe (www.netsafe.org.nz). 	of the College and to co-operate in all aspects of and other ICT at school. cal Integrity Agreement that I do not understand.
Print caregiver name:	
Caregiver signature:	Date:



Student Application Form

Space for extra medical notes/concerns (only if necessary):			

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Student Information:

Academic Pre-Enrolment Form

To be completed by the applicant's current school and returned by post or email directly to: **Post:** Longburn Adventist College, PO Box 14001, Longburn 4866, NZ **Email:** info@lac.school.nz

Name:	Date of Birth: _			
Gender: Male Female	Ethnicity:			
Current School:	Current Year Le	vel:		
Academic Profile: (Please indicate or tic	$k \mathbin{\square}$ the level at which the s	student is achieving)		
Curriculum Level, Yrs 7-10 Reading 1 2 3 4 5 Writing 1 2 3 4 5 Mathematics 1 2 3 4 5	PAT Scores, Yrs 7-10 Stanine Vocabulary Comprehension	Years 7-10 Reading Age Spelling Age e-aSTTle Reading Level		
NUMP Stages Knowledge: Multi/Div: Add/Sub: Proportional	Listening	e-aSTTle Maths Level e-aSTTle Writing Level		
Personal Characteristics: (Circle all that are applicable) Attendance: Satisfactory Unsatisfactory Frequent Illness Truancy				
Personality: Stable Outgoing Co-operative Confident Shy Aggressive Disruptive Social Skills: Mature Immature Leader Poor peer relationships Bully Victim Attitude/Effort: Enthusiastic Conscientious Responsible Needs constant monitoring Hard to motive				
General Comments (Academic, behaviour, social)				
ESOL (English as a second or foreign language) Has the student arrived from a non-English speaking country	in the last four years?	/es No		
Student receives funding? Yes No	ESOL Number			
Country of Birth				



Learning Needs Has this student had any intervention with outside age (e.g. CAFS, ACC, OT, RTLB, LS or Special Ed.)	encies? Yes No
Agency:	
Reason:	
Current IEP: Yes No RTLB: Yes	No
Teacher Aide Hours: Yes No N	umber of hours:
Funded by: SEG ACC ORRS LS (Lea	rning Support) 🔲 OT (Oranga Tamariki)
Any traumatic experiences that may impact on learning	g? Yes No
Comment:	
Special Abilities Please note any exceptional leadership, cultural activities, creative and performing arts.	abilities in the areas of academic excellence, sport,
Extra-Curricular Activities (e.g. spo	rt, musical, cultural spiritual, other)
Extra Comments Please include any extra continue of the student's needs, e.g. learning needs, type of the separated from.	omments which may be helpful in class placement eacher the child works best with, other pupils to be
If there are matters that need further discussion please ti	ck the box and a staff member from LAC will contact you
Name	Signature
Phone	

Thank you for your assistance

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Student Character Reference

To be completed by a church pastor / church youth leader or someone who knows the student well, but is NOT (a) a family member or (b) the same person from the current school who is to complete the Academic Pre-Enrolment form.

Character referee is to complete and post or email directly to: **Post:** Longburn Adventist College, PO Box 14001, Longburn 4866, NZ **Email:** info@lac.school.nz

SECTION 1: Details of person giving recommendation

Title (circle): Mr / Mrs / Ms / Miss / Pr / Dr							
Name:							
Address:							
Daytime Phone:		_ Mobile:					
Relationship to the student?							
Section 2: Recommendation							
Name of student (applicant):							
Please tick ☐ the appropriate boxes AND make brief but frank comments about the applicant							
Moral Values & Attitudes	Excellent	Good	Developing	Other			
Relationship to Authority	Excellent	Good	Developing	Other			
Standard of Conduct	Excellent	Good	Developing	Other			

	Student Cn	aracter Refe	erence			
Social Adjustment	Excellent	Good	Developing	Other		
Health	Excellent	Good	Developing	Other		
Any additional comments?						
SECTION 3: Declar	ation					
I am pleased to provide the recommendation for the above-named person, understanding that my comments will be kept in confidence.						
Print Name:						
Signed:						
Date:						

Thank you for your assistance

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Digital Integrity Agreement

Students are encouraged to bring digital device/s for educational and learning purposes. All devices need to remain in silent mode or switched off, if not in use for a specific educational and learning purpose, as instructed by the classroom teacher.

- The recommended primary device is a Chromebook or better. Minimum specifications are not required, however the device must have their own physical keyboard, this does not include Tablets.
- Students must have active antivirus software, if using a Windows computer, with all the latest operating system patches. Devicesmaybeblocked from accessing the LAC network if this is not met (IT Manager is happy to provide some support in regard to this).
- Devices need to come to school each day fully charged.
- Students need to have their own insurance coverage for damages and loss. It is highly recommended that physical protection (bag, impact resistant casing, etc.) is used by students.
- For support with Digital Technologies, please contact the IT manager: itmanager@lac.school.nz
- If teachers suspect breaches of policy, they may audit student activity by logging on to their accounts.
- Trying to get around the school's security, i.e., hacking, by-passing, using proxies, etc. is forbidden.
- All device internet access must be through the LAC wireless. Creating wireless hotspots using personal cellular data and sharing it is forbidden.
- Students may not use mobile phones during school time without teacher permission or in an inappropriate manner. They are to be used for educational purposes only.

Part 1: For Students

When I use Information Computer Technology (ICT), both at school and at home, I have responsibilities and rules to follow. I agree to:

- Be a safe user whenever and wherever I use that technology.
- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write, or participate in, online bullying. This includes forwarding unhelpful messages or supporting others in harmful, inappropriate or hurtful online behaviour.
- Respect LAC's cybersecurity system. This means that I will not hack, by-pass or use proxies.
- Use the LAC wireless only. I will not create wireless hotspots using personal cellular data and will not share these.

When I am online or using any device, for any purpose at school, I agree to:

- Report to an adult if I feel unsafe or uncomfortable online, or see a friend being unsafe or being made to feel uncomfortable by others
- Behave in the way outlined in this Longburn Adventist College's eLearning and Digital Citizen Agreement
- Keep my device switched off and in my bag during class, except for specified learning purposes agreed to by the teacher of the lesson
- Not give out my own or others' personal details including full names, telephone numbers, addresses, images, mobile numbers and email addresses
- Protect my password
- Never post or send derogatory comments about someone else using web-based, social-media or messaging. If I see this happening or if I am invited into any discussion like this, I will inform an adult
- Use ICT technologies at school for learning, treating the equipment properly and not interfering with it or the work/data of another student
- Not bring or download unauthorised programs or files
- Not go looking for inappropriate, rude or offensive sites
- Get permission if I want to use information or pictures from a website, recognising that the content on the web is someone's property
- Ensure that contributions are my own work and when copied and pasted from an online or another information source, that source will be acknowledged
- Talk to my teacher or another adult if:
 - 1. I need help online
 - 2. I am not sure what I should be doing on the internet
 - 3. I come across sites that are not suitable
 - 4. Someone writes something I don't like or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - 5. I feel that the welfare of other students at the school is being threatened

When taking video/images/sound recording using a camera, computer or device I will:

- Only take photos and record sound or video during class when it is part of the learning in that lesson
- Seek permission from individuals involved BEFORE taking photos, recording sound or videoing them (including teachers)



- Seek permission from individuals involved BEFORE publishing or sending photos, recorded sound or video to anyone else or to any online space
- Let my teacher/s or parent/caregiver know before uploading or sending any content

Part 2: The school's support for the responsible and ethical use of technology

Longburn Adventist College uses ICT as a tool to support and enhance learning and teaching. We see the internet and other digital technologies as valuable resources but acknowledge they must be used responsibly.

Your son/daughter has been asked to agree to use ICT responsibly at school. Parents/Caregivers should be aware that the nature of the internet means that full protection from inappropriate content cannot be guaranteed.

At Longburn Adventist College we:

- Have a cybersafe and responsible use programme across the school. We reinforce school values and behaviours when using technology and the internet.
- Encourage communication, collaboration and presentation using established technologies such as Google mail and Google Docs. All students at Longburn Adventist College have access to these tools.
- Provide a filtered/monitored internet service
- Provide supervision and direction during internet activities and when using digital technologies for learning
- Develop students' Information Literacy and Digital Literacy through in-class learning activities
- Utilise mobile technologies for educational purpose, e.g. podcasts, photos from excursions and events
- Work towards setting tasks that ask your son/ daughter open questions to which they need to develop their own answer, i.e. not simply copying and pasting.
- Provide support to parents/caregivers to understand this agreement (e.g. language support)
- Provide support to parents/caregivers through information evenings
- Appreciate input from home. You can make an appointment to discuss eLearning and your child.
 Please contact Reception to be directed to the appropriate person.

Part 3: Advice for parents / caregivers:

At school, digital technology is used to support learning and teaching. At home, however, they are often used differently. Not only are they resources for learning, but they are also increasingly used as a social tool to meet, play and chat.

At home we recommend you:

- Make some time to sit with your son/daughter to find out how they are using the internet and who else is involved in any online activities.
- Ask your son/daughter to give you a tour of their work and online spaces. If they are using a site that allows them to chat, publish photos, play games etc. – ask to have a look. Their lac.school.nz Google account allows images to be uploaded and chat to take place.
- Always get your son/daughter to set online spaces to 'Private' if they use a social networking site like Facebook, etc. They are then in control of who contacts them and who can access their information. They can block anyone from seeing their information at any time.
- Have the computer with internet access in a shared place in the house – we would recommend this not be your son/daughter's bedroom.
- Negotiate appropriate times for online activities and use of mobile phones.
- Ask questions when your son/daughter shows you what she/he is doing, e.g.:
 - 1. How does it work and how do you set it up?
 - 2. Can you block out people?
 - 3. Who else is sharing this space or game?
 - 4. Did you know them before or did you 'meet' them online?
 - 5. What do you know about them?
 - 6. Why is this so enjoyable? What makes it fun? What are you learning? Can you show me how to do that?
 - 7. Can you see any risks or dangers in the activity?
 - 8. What would you say to warn/inform a younger person who was going to start to use the space?
 - 9. What are you doing to protect yourself or your friends from potential dangers?
 - 10. When and why would you inform an adult about an incident that has happened online that concerns you?

All Students and Caregivers are expected to comply with this agreement while enrolled at Longburn Adventist College

The Longburn Adventist College Digital Integrity Agreement applies to all students while on campus and also during all excursions, camps and cocurricular activities.

Terms and Conditions of this agreement may change with the latest copy accessible on the school website:

https://www.lac.school.nz/newstudents/enrolment/digital_integrity_agreement/