



# APPLICATION FOR ENROLMENT AT ST BENEDICT'S SCHOOL

Enrolment is sought for:

NSN: \_\_\_\_\_

\_\_\_\_\_ Legal Surname(s)

\_\_\_\_\_ Legal First Name

\_\_\_\_\_ Legal Middle Name(s)

Preferred First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male / Female Student's Country of Birth: \_\_\_\_\_

**(Please include a copy of your child's Birth Certificate with this application. If your child is not a New Zealand citizen, the please attach their birth certificate and evidence of New Zealand immigration status).**

Year group for which enrolment is sought: \_\_\_\_\_ For the Academic Year: 20\_\_\_\_ (complete the year)

Previous School / Early Childhood Education Attended: \_\_\_\_\_

## PREFERENCE STATUS

I am applying for a Preference enrolment at St Benedict's School. Baptised at \_\_\_\_\_

Church on \_\_\_\_\_ **\*Please attach a copy of the Preference & Baptism Certificates.**

**or**

I am applying for a non-preference enrolment place at St Benedict's. I wish my child to go to St Benedict's School because: \_\_\_\_\_

## FAMILY

Sibling: Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Currently attends St Benedict's School: Yes / No

Sibling: Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Currently attends St Benedict's School: Yes / No

## HEALTH

Emergency contact (we will only call this person if parent(s) can not be contacted in the first instance)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Family Doctor or Medical Centre: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Are there any health problems we should be aware of? Yes / No \_\_\_\_\_ (Details)

Please list any drugs / asthma inhalers that are required in an emergency situation: \_\_\_\_\_

## EARLY CHILDHOOD EDUCATION

Please enter the <b>number of hours</b> per week your child attends the below service(s).	Service 1 (hours per week)	Service 2 (hours per week)	Service 3 (hours per week)
a. Kohanga Reo			
b. Playcentre			
c. Kindergarten or Education and Care Centre			
d. Home-based Services			
e. Playgroup			
f. The Correspondence School – Te Aho o Te Kura Pounamu			

## OR

Please tick the appropriate box			
g. Attended, but only outside New Zealand		i. Did not attend	
h. Attended, but don't know what type of service		j. Unable to establish if attended or not	

Duration of pre-school years spent at the Kindergarten or Early Childhood Centre: \_\_\_\_\_

Has your child received any support for learning, behaviour difficulties or health needs while at preschool / current school? Yes / No

If applicable, please list details of support received: \_\_\_\_\_

I give permission for school leaders to contact the school, centre or medical professional about my child and their needs. Yes / No

Mother's Name: \_\_\_\_\_ Religion: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Mobile: \_\_\_\_\_ Business: \_\_\_\_\_

Occupation: \_\_\_\_\_ Company name: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Religion: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Mobile: \_\_\_\_\_ Business: \_\_\_\_\_

Occupation: \_\_\_\_\_ Company name: \_\_\_\_\_

Are you a New Zealand Citizen or a Permanent Resident family? Yes / No

Your child lives with (tick all that apply)

Mother

Father

Stepmother

Stepfather

Legal Guardian (Please state name) \_\_\_\_\_

Other: (Please state name) \_\_\_\_\_

Are there any custodial matters that we should be made aware of: \_\_\_\_\_

Are additional newsletters required for separated/divorced parents? Yes / No

Name & Address: \_\_\_\_\_

Email Address(es) for Newsletters: \_\_\_\_\_

Nationality and/or Ethnicity identified with:

\_\_\_\_\_

Mother

\_\_\_\_\_

Father

Please indicate Maori Iwi (if applicable): \_\_\_\_\_

Language(s) spoken at home: \_\_\_\_\_

(Please list main language(s) first)

## **PARTICIPATION IN SCHOOL'S PROGRAMMES**

I/We accept that as a condition of enrolment \_\_\_\_\_ will:

(Insert child's name)

- participate fully in the school's educational programmes
- uphold the vision and special Catholic Character of the school
- wear the full and correct school uniform
- support the school and all its staff
- demonstrate the school's EPIC values at all times
- complete the Sacramental Programme (First Reconciliation, Confirmation and First Eucharist - this is normally completed in Year 4, but can be completed later for those who join the school after Year 4).

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Father's Name

\_\_\_\_\_  
Father's Signature

Date: \_\_\_\_\_

Thank you for your application. We will respond to you with a decision regarding enrolment within two weeks of receiving a fully completed application.

**All students enrolled in preference places need a Preference Certificate from your local Parish Priest. The criteria is as follows:**

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents / guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent / guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent / guardian, a significant familial adult, such as a grandparent, aunt or uncle who is actively involved in the child's upbringing undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents / guardians is preparing to become a Catholic.

If you meet any one of these criterion please arrange to visit your Parish Priest or either of the two Parish contacts below to obtain a Preference Certificate.

Local Parish Contacts		Telephone
Johnsonville / Khandallah / Ngaio	Sr Judith McGinley mcginleydf@gmail.com	027 693 3552
	Paul Alsford paulalsford@gmail.com	021 024 93712

FOR OFFICE USE ONLY BELOW THIS LINE

Admittance No:	Letter sent:
Preference / Non Preference	Authorised:



Developing our Children's Minds  
Guiding our Children's Hearts

Dear Parents / Carers,

### THE PRIVACY ACT AND SCHOOL LISTS

Every year at St Benedict's School, address and contact lists are prepared showing all students enrolled at the school, their caregiver / parent / guardian, residential address, telephone numbers and other relevant contact details.

These lists have from time to time been used by the Board of Trustees and HoK Committees to make contact with parents on a variety of matters; for example, letters from the Board Chairperson on administration matters and telephone calls asking for parents help on fundraising ventures.

We would like to have the lists available to both the Board of Trustees and HoK committee but, we also wish to be able to make it available to other families at the school as requested (the reason must be for school related business and permission must first be granted by the Principal).

To make sure the list is not used by outside organisations there would be a clause printed on the lists that prohibits the use of the list for anyone outside of the school community and for anything other than school-related business.

If you have no objection to your details being included on this list or being available for any use other than that of school issues relating directly to your child(ren) please tick the appropriate boxes on the form below and return to the school office as soon as possible. *Please note you will still continue to receive all material emailed home or sent home with your child(ren) from the classroom.*

#### School Website

When updating our school website we like to include photos of the children at work or play and need to know that you give your permission before a child is photographed. Please indicate your permission in the box below.

Yours sincerely,

Michael Hinds  
Principal – St Benedict's School

I have no objection to my / our name and contact details being included in:

- The published list for general school reference
- The list for use by the Board of Trustees / HoK committee

I have no objection to my child's/children's samples of work and / or photos being included in:

- News media articles
- School publications / newsletters
- School website

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_



# Attendance Dues Agreement

**BETWEEN:** The Roman Catholic Archbishop of the Archdiocese of Wellington, ("the Proprietor")  
 who is the owner of St Benedict's School

**AND:** The following Parents/Caregivers

*Complete all sections of this form – print clearly in capital letters*

<b>Existing Attendance</b>									
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*(Leave this number blank if this is your first student to be enrolled in a Catholic school in the Wellington Archdiocese)*

Details	Parent/Caregiver 1	Parent/Caregiver 2
Title		
Surname		
First Names		
Relationship to student		
Residential Address		
Post code		
Phone (day)		
Phone (mobile)		
Email address		

Please tick this box if you want the account split between the two parties shown above

**WHO** have enrolled the following student(s) at the school:

First and middle names of student(s)	Surname of student(s)	Gender M/F	Pref Y/N	Year level	Start Date

### Acknowledgement

- I acknowledge that I have read and understand this **Attendance Dues Agreement** and agree to comply with its terms and conditions.
- I also agree to advise the Archdiocese of Wellington Dues team in writing if my/our circumstances change.
- I accept responsibility for the payment of the attendance dues charged by the proprietor.

----- /-----/20-----

Signature of parent/caregiver 1

Name (please print)

Date

----- /-----/20-----

Signature of parent/caregiver 2

Name (please print)

Date

## 1.0 Introduction

- 1.1 The Proprietor has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement, made pursuant to *the Private Schools Conditional Integration Act 1975* ("**the Integration Act**"), provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that, as a condition of the enrolment or attendance of the child at the school, the Parents or other persons shall pay attendance dues.
- 1.2 Attendance dues are used by the Proprietor for the purposes specified in Section 36 of the Integration Act.

## 2.0 Agreement to pay Attendance Dues

- 2.1 By signing this **Attendance Dues Agreement**, you are agreeing that, as a condition of enrolment of the student(s) at the School, you will pay all attendance dues charged by the Proprietor in respect of the student(s).
- 2.2 Each year, the Proprietor will issue you with an invoice for all attendance dues payable in respect of the student(s) and you agree to pay the invoice in full by the date stipulated in it (unless you have previously made alternative payment arrangements with the Proprietor).
- 2.3 If you default in paying any attendance dues then any recovery costs incurred by the Proprietor will be an additional expense to be paid by you (and will be added to the total attendance dues owing and payable by you).
- 2.4 You are also acknowledging that the Proprietor:
- (a) May increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education;
  - (b) Is likely to review and (if necessary) increase the level of attendance dues payable at least annually.

## 3.0 Use of Personal Information Provided

- 3.1 The Proprietor is committed to respecting your privacy by protecting the information you voluntarily provide. The information will be held and stored securely by the Archdiocese of Wellington (ADW), which administers attendance dues on behalf of the Proprietor.
- 3.2 Information entered into the ADW database is protected using industry standard technology such as encryption and password protection. Information is only accessible to personnel who need access to do their work and will be used primarily for administration of attendance dues.
- 3.3 Information about outstanding attendance dues may be shared by ADW with the Proprietors and personnel of other Catholic Schools attended by members of your family, and with their attendance dues collection agents.
- 3.4 Information voluntarily provided by you to the Proprietor may also be shared with your Parish for the purpose of supporting the student(s) formation of the faith and practices of the Catholic Church.
- 3.5 The information will not be shared with any other party without your permission.
- 3.6 You can ask for a copy of any personal information the proprietor holds about you, and ask for it to be corrected if you think it's wrong. If you would like a copy of your information, or want to have it corrected, please contact ADW.

Once completed, this form, and all other enrolment information required by the Proprietor for the purposes set out in clause 3.0 of this **Attendance Dues Agreement must be returned to the school.**

### ADW Contact Information:

1. The ADW office is at the Catholic Centre, 22 Hill Street, Wellington 6011
2. Postal address: "Attendance Dues" **P.O. Box 1937 Thorndon, Wellington 6140**
3. Telephone: 0800 462 725
4. Email: [dues@wn.catholic.org.nz](mailto:dues@wn.catholic.org.nz)

### ADW dues team to complete this section:

School Number:

Enrolment Number:

Account Number: