

# NORTHERN SOUTHLAND COLLEGE ENROLMENT FORM



**Starting Year:**

Year: 7                      8                      9                      10                      11                      12                      13

Student Details	
Surname:	Present School:
First Names:	Present Year Level:
Preferred First Name:	6                      7                      8                      9
Gender:	10                      11                      12                      13
Male                      Female                      Gender Diverse	Home Address
Date of Birth:	Postcode
Country of Birth:	

## New Zealand Citizens (copy MUST be attached)

NZ Birth Certificate Number	OR	NZ Passport Number
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## Non-New Zealand Citizen (copies MUST be attached)

Student Passport No.:	Student Permit / Visa Number:
Country of Origin:	Resident Permit No.:
Date entered NZ:	

## Cultural Identity (Please tick all that apply):

NZ European	Maori	Chinese	Fijian	Filipino
Australian	Tongan	Samoan	Other <i>(please specify):</i>	
Iwi Affiliation:	First Language:			
1.	English			
2.	Other - <i>(please state):</i>			
3.				

**Student lives with:**

Both Parents (same address)

Both Parents (different addresses)

Mother

Father

Caregiver

Other – *(please specify):*

**‘Caregiver’** is the term used by the Ministry of Education to describe the person(s) taking care of the student. This may include a stepmother, stepfather, partner, relative, homestay or legal guardian – whoever has day to day responsibility for the student.

Are there any specific access/custody orders that the College should be aware of?      Yes      No

If ‘yes’, please provide details:

Any further information you feel the College should be aware of?

**Other family at NSC (please list their names)**

1.

2.

3.

4.

**Caregivers Details (Primary Residence)**

	Caregiver 1				Caregiver 2			
Surname								
First Names								
Title	Mr	Mrs	Ms	Miss	Mr	Mrs	Ms	Miss
Home Phone Number								
Cell Phone								
Relationship to Student								
Physical Address								
Email Address								
Workplace								
Occupation								
Work Phone Number								

Caregivers Details (Secondary Residence if Applicable)									
	Caregiver 1				Caregiver 2				
Surname									
First Names									
Title	Mr	Mrs	Ms	Miss	Mr	Mrs	Ms	Miss	
Home Phone Number									
Cell Phone									
Relationship to Student									
Physical Address									
Email Address									
Workplace									
Occupation									
Work Phone Number									

Alternate Emergency Contact <i>(To be used when caregiver cannot be contacted)</i>				
Surname				
First Names				
Title	Mr	Mrs	Ms	Miss
Home Phone Number				
Cell Phone				
Relationship to Student				
Physical Address				
Email Address				
Workplace				
Occupation				
Work Phone Number				

## Health Information

Medical Details (List Any Medical Condition/Allergy/Disability/Mental Health Issues Northern Southland College Should Be Aware Of):

Please Explain How This May Affect Your Child's Performance Or Activities At College, Or Provide Any Health Plans That Have Been Developed With Their Current School:

Name of Doctor:

Name of Dentist

Medical Centre:

Telephone Number:

### Medication:

I give consent for my child to have Panadol: Yes No

I give consent for my child to have Ibuprofen: Yes No

I give consent for my child to have Antihistamine: Yes No

My child needs other medication: Yes No  
If "yes" please specify:

My child is currently up to date with all vaccinations: Yes No

Date of my child's last vaccination:

I have attached a copy of my child's Vaccination Records Yes No

## Support

List any support, within the College, your child may benefit from (Guidance Counsellor, SENCO, learning needs support, pastoral, Deans, mentoring, financial assistance)

### PLEASE NOTE:

Family circumstances may change in the course of a year; the more up-to-date information we have, the better. Please notify the College of any changes to a living arrangement, address, contact numbers, or health issues **AS SOON AS POSSIBLE** by a note or an email to [office@nsc.school.nz](mailto:office@nsc.school.nz)

### Option Choices (not applicable to Year 7 & 8 students)

Students in Years 9 & 10 need to select four options from the Options List, and one as a back-up. Two options will happen in the first half of the school year then they will change to the other two options in the second half.

Senior Student options are full year courses.

#### Year 9/10 – Option Choices:

1. ENGLISH (compulsory)                      2. MATHS (compulsory)                      3. SCIENCE (compulsory)

4. HUMANITIES (compulsory)                      5. PE/HEALTH (compulsory)

OPTION 1:

OPTION 2:

OPTION 3:

OPTION 4:

OPTION 5 (back-up choice):

#### Year 11 – Option Choices:

1. ENGLISH (compulsory)                      2. MATHS (compulsory)                      3. SCIENCE (compulsory)

4. OPTION    5. OPTION    6. OPTION

#### Year 12 – Option Choices:

1. ENGLISH (compulsory)                      2. MATHS (compulsory)                      3. OPTION

4. OPTION    5. OPTION    6. OPTION

#### Year 13 – Option Choices:

1. OPTION    2. OPTION    3. OPTION

4. OPTION    5. OPTION    6. OPTION

#### House Preference:

Many students have family members who have been at Northern Southland College before them and have a family loyalty to a particular house. Please indicate if you have a house preference:

Eyre                      Hokonui                      Lintley                      Takitimu                      No preference

## Financial and Administrative Information

Please tick as required:

Invoices/Accounts to be sent to:	Both parents jointly	% by Father	% by Mother
	Other – <i>please specify</i>		
Reports/Newsletters to be sent to:	Both parents jointly	Father	Mother
	Other – <i>please specify</i>		

## Privacy Statement

The information on this form is collected to form part of the essential information the College holds on your child.

The information collected will be used by the College for the following purpose:

- Enrolling your child at Northern Southland College
- Assessing the education needs of your child and ensuring the education services and resources in respect to your child are provided to the College.

The records made from this information may be viewed on request by the caregiver at the College.

These contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.

The information collected may be disclosed to education and health sector agencies in accordance with the principles of the Privacy Act.

Except with your specific authorisation, it will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

## Education Outside the Classroom

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

Our staff believes in using a range of environments and experiences to enhance student learning and value giving students EOTC opportunities. Hence, we need your consent for your child to take part in EOTC learning.

By signing the undertaking below, this will cover:

- Activities in the school grounds conducted outside the classroom and may include activities where some level of risk may have to be managed, for example, use of the climbing wall.
- Off-site activities in the local community including visits to local galleries, sport and recreation facilities.

NB: All EOTC activity categories require staff to undertake an analysis of risks, and identify management strategies to eliminate, isolate and minimise risk. Specific consent will be sought where higher risk activities are to be undertaken.

## Digital Citizenship at NSC College – Responsible Use Agreement

When using information and communications technologies (ICT) at Northern Southland College I will always be a good digital citizen. ICT Devices include; Computers, Cameras, Laptops, Tablets, Mobile Phones And Smart Watches. 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 and when 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 and 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.

## Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology while at Northern Southland College or while on any school activity. I am aware that this may include the use of a device that Northern Southland College does not own.

I understand that if I breach this responsible use agreement, I may lose access to College ICT services including the use of the internet, on College owned devices or any personally owned device used at College.

Name of Student:

Signature:

or

Date:

## Parent Declaration

I understand that Northern Southland College is supporting students as they learn the skills required to become successful digital citizens. Our College defines a digital citizen as someone who:

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship
- I understand that Northern Southland College provides access to the internet and other communication technologies because it believes that they enhance the teaching and learning process.
- I understand that Northern Southland College encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online.
- I am aware this 'Responsible Use Agreement' on enrolment to Northern Southland College is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.
- I have read the student declaration and have talked with my child about what it means to them.
- I am happy that my child understands what this means, and that they are capable of working within the guidelines.
- I am aware that students can experience challenges when using technology, but that Northern Southland College makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.
- If I have questions or concerns about the way in which technology is being used by my child at College, I know the College is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Name of Parent/Caregiver:

Signature:

or

Date:



**Parent/Caregiver Undertaking (please read carefully)**

I request that my child be admitted to Northern Southland College.

I agree to abide by and uphold the guiding principles, code of conduct, values, uniform guidelines and general terms and conditions as set down by the College bylaws.

I/We **consent** Northern Southland College to publish images of my child on the Internet, as well as any work that s/he may create at College.

**OR**

I/We **do not consent** Northern Southland College to publish images of my child on the Internet, as well as any work that s/he may create at College.

I/We confirm that I/We have the necessary authority to give this permission.

I/We agree to uphold the rules concerning discipline, attendance, uniform, costs, books and other matters pertaining to the welfare and good conduct of the College, as published in the prospectus and website.

I/We have the right to inspect and update the details at any time.

I/We agree to pay costs as prescribed by the Board of Trustees for classroom materials, stationery, sports and other such activities.

I confirm that the information supplied on this form is true and accurate and I give my permission for it to be used for enrolment and other legal purposes by Northern Southland College.

I hereby authorise the Principal to approach this student's previous school in order to gather information on his/her College record.

I have attached copies of:

- Birth Certificate and/or Passport
- Student Visa (if applicable)
- Immunisation Information

**Name of Parent/Caregiver:**

**Signed:**

or

**Date:**