



## Rosehill College Enrolment Questionnaire For In-Zone Applicants

The Education Act gives a guarantee of enrolment to students who live in the home zone specified in the school's enrolment scheme. The Board of Trustees needs to be sure that an in-zone address is genuine, because it is required to manage the enrolment scheme for the benefit of local students.

In addition to specific documents showing proof of residence, it is a requirement for you to complete the following declaration as part of your application to enrol at Rosehill College. The questions in this declaration follow the guidelines specified by the Ministry of Education.

**Applicants must be aware that providing false information in this declaration will result in the application being declined.**

To be accepted as an in-zone student you must be permanently resident in-zone when you start at the college and intend to live permanently at the address of enrolment.

1 Name of Student \_\_\_\_\_

2 Present School Attended \_\_\_\_\_

3 Address of Student \_\_\_\_\_

4 Phone number of student \_\_\_\_\_

5 Has the student lived at this address for the last twelve months or longer? Yes  No

6 **If the answer to 5 is No,**

(a) How long has the student lived at this address? \_\_\_\_\_

7 Is the address given above

(a) the student's only residential address Yes  No

(b) What is the other address of the student?

\_\_\_\_\_

8 Who is the parent/caregiver that the student lives with (tick more than one box if necessary)

(i) Mother

(ii) Father

(iii) Step mother

(iv) Step father

(v) Other – please state \_\_\_\_\_

9 **If you answered 'Other' to 8(v) above please complete the questions below**

How long has the student lived with you? \_\_\_\_\_

What is the reason for the student living with you? \_\_\_\_\_

\_\_\_\_\_

10 Who should the school contact in cases of serious emergency or discipline matters?

\_\_\_\_\_

## Parent/Caregiver Information

11 Do you own the house at the address listed above? Yes  No

**If yes, please provide proof of ownership. Please also provide an original water or electricity account.**

12 Do you rent the house listed above? Yes  No

**If yes you must provide both the following:**

- (1) The rental agreement which clearly shows that you have been permanently resident at this address
- (2) An original water or electricity account.

13 **If you have answered No to 12 and 13** above, who is the owner of the house or tenant of the house?

\_\_\_\_\_

What is the connection between this person and the student being enrolled?

\_\_\_\_\_

**\*\*\*\*You will be required to bring in a statutory declaration signed by yourself and the tenant or owner of the house stating how long you have been living there and that this is your permanent address. *This must be signed in front of a Justice of the Peace.***

14. If you are not a parent of the student being enrolled, you and the student will be required to attend an interview with a senior staff member. You will need to bring to this interview the following:

- (a) **Evidence that the student has been living with you for a reasonable period of time.**
- (b) **A Statutory Declaration signed by you and the student's parent stating that the student is living with you long-term and that you will be fully responsible for the student throughout their attendance at Rosehill College. *This must be signed in front of a Justice of the Peace.***

If your application for enrolment is declined, you may appeal the board's decision by asking the Ministry of Education to direct the board to enrol the student. Application forms are available from the Ministry's local office.

**INFORMATION PRIVACY:** The personal information provided in this application will be used for school management purposes and for appropriate statistical returns. The information will not be published in any identifying manner without the specific permission of those named. Those named will have rights of access to and correction of the information held by the school. The school will keep relevant records on all pupils but no information concerning an unsuccessful applicant will be retained. The school will take reasonable steps to check that the information held is up to date.

**Signed:** \_\_\_\_\_ (Parent/Caregiver)

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

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