

BIRKDALE NORTH PRIMARY SCHOOL - ENROLMENT FORM

FAMILY NAME	DATE OF BIRTH	Male/Female
FIRST NAME	Country of Birth:.....	
Preschools Attended:months:	Home Language:.....	Ethnic Group:.....
.....months	Dental Clinic Attended:.....	Iwi affiliation:.....
Previous School (if applicable):..... Previous Class:.....	Doctor:..... Ph:.....	(if applicable)
Resides with <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Other Caregiver	Asthma: Yes/No	
Health Problems: (Tick if OK) Sight: <input type="checkbox"/> Speech: <input type="checkbox"/> Hearing: <input type="checkbox"/>	Known Allergies:.....	Date of Entry to NZ:
	Medication:.....	(if applicable)
	Siblings at BNS:	

MOTHER/GUARDIAN:	FATHER/GUARDIAN:
Full name:	Full name:
Parental Status: <input type="checkbox"/> Together <input type="checkbox"/> Separated <input type="checkbox"/> Single	
Ethnic Group:..... Country of Birth:	Ethnic Group: Country of Birth:.....
Address:.....	Address:
Home Phone Number Cell Ph:	Home Phone Number: Cell Ph:
Occupation:	Occupation:
Place of Employment:	Place of Employment:
Phone Number:	Phone Number:

Two Emergency Contacts (other than parents)	Siblings attending BNS in the future:
Name: Phone No:..... Relat/ship to child.....	Name: DOB
Name: Phone No: Relat/ship to child	Name: DOB

Additional report to be supplied to Mother/Father of the child at the following address:

Additional Information:

DECLARATION: *(Before signing please read the reverse side of this form and delete any part(s) of the use of information points if necessary)*

I agree to abide by all Board of Trustee Policies. Yes/No

I give permission for my child to attend all approved educational visits and trips. Yes/No

I give authority to the Principal to act on our behalf in any medical emergency. Yes/No

I give permission for my child's name and/or photo to go on the school website. Yes/No

Signed: Date:

SCHOOL USE ONLY: Date of Birth Verified:..... Age at 1st Jan:..... School Data given:.....

Date of Entry: Class: School Donation Paid: Full Year/Instalment

Registration No: Immunisation Cert. YES/NO Room No.: Stationery Paid: Yes/No

PRIVACY ACT

Use of Personal Information collected by Birkdale North School. Parents/guardians may delete part(s) of the use of information below.

The information provided on the school enrolment form and other related information provided by families is required to enable the school to comply with its purposes and functions under the Education Act 1989 and other enactments. The information will be held by the school and used in the following ways:

1. Within the school relevant personal information on individual students and families will be available to members of staff or those duly appointed responsible for:
 - (a) enrolment and academic progress at school;
 - (b) administering fees and other charges
 - (c) maintaining and updating records
 - (d) providing additional academic and personal support
 - (e) general administering of school activities
 - (f) supporting welfare of studentsThose engaged in these activities will be responsible to the Principal.
2. The school is also required to provide some personal information (usually name, date of birth, parent contacts) to some other agencies. The agencies which may require the school to provide this information include:
 - (a) Ministry of Education
 - (b) Education Review Office
 - (c) Special Education Services
 - (d) Resource Teacher of Learning & Behaviour Service
 - (e) New Zealand Police
 - (f) Department of Justice
 - (g) New Zealand Children and Young Persons Service
 - (h) Crown Health Enterprise
 - (i) New Zealand Income Support Service
 - (j) Collection agency
3. The school may provide the Public Health Nurse with enrolment and contact information.
4. The school provides names, addresses and phone numbers to the Birkdale North School Support Group
5. The school provides academic and personal records, and confidential references, for students enrolling at other institutions, e.g. Intermediate schools, and when students transfer to another primary school
6. Information about students may be provided to researchers conducting academic research or research related to welfare and wellbeing of students.
7. The school may advise media of academic or other activity which your child is engaged in.
8. The school may use your address and phone number to forward mail or messages or pass on the same for others to forward messages relating to the current and further education of your child.

Holding of Personal Information:

The personal information you supply will be held permanently within the school's record system. While your children are enrolled at this school you are asked to update any information which has changed.

Previous enrolment:

Completion of an enrolment form authorises the school to obtain from previous schools and institutions attended by your child copies of records held by them concerning your child.

Verification of Information:

The school has the right to seek verification of information required e.g. date of birth, custodial rights, etc.

Compliance with the Privacy Act 1993:

Birkdale North School undertakes to collect, update, use, store, disclose and exchange personal information in accordance with the Privacy Act, 1993

In accordance with the provisions of the Act, the school will on request make available to you the personal information it collects from you or your child, and will make appropriate corrections to the information to ensure that the information held is accurate.