



One Tree Point School
Te Arakahika
Empowering Learners who CARE

97, One Tree Point Road
 One Tree Point
 (09) 432 7891
 021 268 5219
 Email: admin@otp.school.nz
 Principal: Shirley Winters

Office Use Only NSN: Admission #:	Room	House	Bus Route
Today's Date:	Entry Date:	Gender: Male/Female	Year Level:
Legal surname:		Legal First Name (s): Preferred Name:	
Date of Birth: _____ DD/MM/YYYY		Previous School Attended:	
Copy of Birth Certificate or Passport Students born outside of New Zealand: Do you have Permanent residence status in New Zealand? You will need to produce your passport to verify this and a copy kept at the office. Student's Date of Entry to N.Z: _____ Do any of the primary caregivers have English as a second language? If so, where were they born: _____ Language spoken at home (other than English) _____			☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
PRIMARY CAREGIVERS/MAIN RESIDENCE (where the student lives most of the time) Students residential address: _____ Postal address if different from above: _____ _____ _____			

FATHER/STEPFATHER/GUARDIAN Full Name: _____ Relationship to Student: _____ Home Phone: _____ Cell Phone: _____ Address: _____ Email Address: _____ Work Phone: _____	MOTHER/STEPMOTHER/GUARDIAN Full Name: _____ Relationship to Student: _____ Home Phone: _____ Cell Phone: _____ Address: _____ Email Address: _____ Work Phone: _____
Emergency Contact 1 – Please provide details of contact OTHER than the student’s Parent/Guardian Name: _____ Phone: _____ Relationship to Student: _____ This contact will be used in the case of sickness if a parent/caregiver cannot be contacted.	Emergency Contact 2 – Please provide details of contact OTHER than the student’s Parent/Guardian Name: _____ Phone: _____ Relationship to Student: _____ This contact will be used in the case of sickness if a parent/caregiver cannot be contacted.
FAMILY/WHĀNAU INFORMATION Names of brothers/sisters: _____ DoB / / M/F _____ DoB / / M/F _____ DoB / / M/F _____ DoB / / M/F	ETHNIC GROUP (S) Please tick: ☐ NZ Maori (NZM) Specify Iwi: _____ ☐ NZ European/Pakeha (EUR) ☐ Pacific Islander: _____ Specify _____ ☐ Asian: _____ Specify _____ ☐ Other: _____

MEDICAL INFORMATION

Doctor's Name: _____

Dentist's Name: _____

Do you give permission for us to administer Panadol?

☐ Yes ☐ NoDoes your child have allergies? ☐ Yes ☐ NoDoes your child suffer from Asthma? ☐ Yes ☐ NoIf yes, carries an inhaler? ☐ Yes ☐ No**Any medical conditions, health matters or disability which the school needs to be aware of?**

(Please provide details below)

☐ Yes ☐ No**RELIGION**☐**PRE-SCHOOL DETAILS**

ECE / Kindergarten / Kohanga Reo / Playcentre / Other / Did not attend

Name of centre attended: _____

Hours per week: _____

Years Attended: _____

ADDITIONAL LEARNING NEEDS INFORMATION

Has this student had access to special funding?

ORS ☐ Yes ☐ NoOther MOE Funding ☐ Yes ☐ NoHearing Issues ☐ Yes ☐ NoVision Issues ☐ Yes ☐ NoIs English a second language? ☐ Yes ☐ No**Is remedial help required in the following areas?**Mathematics ☐ Yes ☐ NoReading ☐ Yes ☐ NoWriting ☐ Yes ☐ No

Please state any special learning or physical needs:

SENSITIVE INFORMATION

Relating to health, legal, special family circumstances, of which the School should be aware or if copies of reports are required by a parent not living with the students – please indicate here. In case of legal access issues – please supply relevant documentation.

- Health: _____
- Legal Access: _____
- Special Family Circumstances: _____
- People who cannot collect child from school: _____
- Other (specify): _____

CURRICULUM AND CO-CURRICULUM DETAILS

What strengths, abilities and interests does your child have that you would like us to know about?

ONLINE PRESENCE

Are you happy for your child's picture/classwork to be displayed in our online media platforms (newsletter, Facebook etc)

Yes ☐ No ☐

PTA

Are you happy for us to pass on your email address to our school PTA Yes ☐ No ☐

MIHI WHAKATAU

We welcome all new students with a mihi whakatau which is held on the first Friday after starting school. This is a semi-formal welcome ceremony run by our senior students. Whanāu are invited to attend and there is an opportunity for male representatives of the new student to speak if they wish.

EXPECTATIONS OF STUDENT ATTENDANCE

Regular attendance at school is important to your child's success and there is a clear connection between going to school regularly and doing well in the classroom. Making sure students attend and engage in learning is a shared responsibility. As a parent, you are responsible for making sure your child attends school every day.

If your child is going to be absent for any reason it is essential that you let us know as soon as possible. It is important that you **contact the office** as soon as possible, to confirm your child's absence and provide us with the reason.

We acknowledge that there are genuine reasons students may occasionally be absent. However, without regular attendance your child will struggle to make progress. If your child is absent regularly, or for extended periods, we will reach out to you to discuss the situation. We are committed to supporting your child to attend school.

If you're having difficulty getting your child to school, please contact the office.

We can work with you to develop a support plan that addresses any barriers to regular attendance. More information on attendance, including your rights and responsibilities as parents or caregivers, is available on the Ministry of Education's webpage:

<https://www.education.govt.nz/school/managing-and-supporting-students/managing-student-attendance>

BUS CODE OF CONDUCT

The safety and comfort of everyone on the bus depends on all students following our school CARE values and maintaining a standard of behaviour that we expect at school.

Students Must:

- Remain seated at all times, where seats are available.
- Listen to the driver at all times
- Speak quietly and pleasantly to people near you – no shouting or verbal abuse
- Respect the property of the bus operator at all times
- Not engage in any behaviour that could put the driver or other students at risk.

If any problems occur, please speak to your bus monitors and report the incident at the school office.

RIDING BIKES/SCOOTERS TO SCHOOL

You are responsible for ensuring your child travels to school safely. If your child rides a bike or scooter to school they **must** wear a helmet that meets the New Zealand safety standards. Ensure your child has the skills to get to school safely on a bike. Children under 10 should be accompanied by an adult until you are sure they have the skills and confidence to ride in traffic. Before riding to school alone your child should:

- Know the safest route to school and is able to recognise potential hazards including car doors, potholes, rubbish, gates and pedestrians
- Be able to ride confidently in a straight line, at least one metre from parked cars.
- Follow the road rules.
- Use the school crossing even if riding on the road; get off the bike and walk across the road.

Ensure your child's bike is the right size and fit. They must be able to:

- With hands on the handlebar, place the balls of both feet on the ground when sitting on the seat.
- Comfortably stand with two feet flat on the ground when straddling the centre bar.
- Easily grasp the hand brakes and apply enough pressure to stop the bike.

FAMILY AGREEMENT

- As Parent(s)/Caregivers of the students named above, I/we agree to support the kaupapa and CARE values of One Tree Point School.
- In the event of sickness and accident or emergencies whereby staff are unable to contact primary caregivers, I authorise the school to obtain on my behalf any medical assistance if in the opinion of staff such treatment is necessary and agree to meet any costs incurred.
- I will advise the school of any changes of address, email or phone numbers immediately to ensure I can be contacted for the safety of my child.

DECLARATION: I/we confirm that the information in this application is true and correct in every way.

Signed: Parent/Caregiver/Guardian _____

Date:

