



# St Joseph's Catholic School

K i a I n o i , K i a M a h i

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## Student Enrolment

### CHECKLIST:

- Copy of Baptism Certificate (If Baptised Catholic)
- Copy of Birth Certificate
- Copy of Immunisation Certificate
- Copy of latest medical Action Plan (if applicable)

If the student is not a NZ citizen please provide the following documents:

- Copy of Passport (for the date of arrival if from overseas)
- Copy of Immigration Documentation
- Copy of entry stamp to NZ from the passport.





# St Joseph's Catholic School

## Te Kura o Hato Hohepa

STUDENT DETAILS	SURNAME:		COUNTRY OF BIRTH:	
	LEGAL FIRST NAME/S:		DATE OF ENTRY TO NZ (if not born in NZ):	
	PREFERRED FIRST NAME:		CITIZENSHIP/RESIDENCY STATUS: <i>(Please provide copy of birth certificate or passport)</i>	
	GENDER:			
	DATE OF BIRTH		LANGUAGE/S SPOKEN AT HOME:	
	PLACE IN FAMILY:        of		PARENT 1's ETHNICITY:	
	ELDEST IN FAMILY AT THIS SCHOOL: YES / NO		PARENT 2's ETHNICITY:	
	HOME ADDRESS:		CHILD'S ETHNICITY:	
			NZ Māori :	Filipino
			NZ European	Fijian
	PREVIOUS SCHOOL/CENTRE:		Tongan	Indian
			Samoan	Other
	CURRENT YEAR LEVEL:			
SIBLINGS LIKELY TO ENROL AT ST JOSEPH'S		Iwi:	Iwi:	
NAME:		D.O.B:		
NAME:		D.O.B:		

PARENTS / CAREGIVERS	CAREGIVER 1		CAREGIVER 2	
	FIRST NAME:		FIRST NAME:	
	SURNAME:		SURNAME:	
	PLACE OF BIRTH:		PLACE OF BIRTH:	
	RELATIONSHIP TO CHILD:		RELATIONSHIP TO CHILD:	
	ADDRESS:		ADDRESS:	
	PHONE:		PHONE:	
	EMAIL:		EMAIL:	
	OCCUPATION:		OCCUPATION:	
	WORK PHONE:		WORK PHONE:	
	CHILD LIVES WITH:		<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> BOTH <input type="checkbox"/> OTHER	
	EMERGENCY CONTACT			
NAME:		PHONE:		

E C E	If your child is a New Entrant, did they attend an Early Childhood Centre regularly prior to school? YES / NO	
	Please circle the type of ECE and enter the number of hours per week and years of attendance	
	Kindergarten Kohanga Reo Playcentre Playgroup Private Care Overseas	Hours per week: No of Years:

H E A L T H  B E H A V I O U R	Is your child fully immunised? YES / NO Copy of Immunisation Cert YES / NO Has your child had a before school check? YES / NO Vision/Hearing Concerns? YES / NO I consent to my child's hearing /vision being tested. YES / NO Speech Concerns?	Specialist/resourcing/other agencies:
	Learning/Behavioural Needs:	Allergies/Medication:
	Health Issues/Other Information:	

A P P R O V A L S  A N D  C O N S E N T S	<b>Published Materials:</b> We regularly display children's work and photographs on our school website, on Class Dojo, in the newsletter and in other online and print environments. <b>I give permission for my child's work and image to be used in school publications/Class Dojo/Facebook etc YES / NO</b>
	<b>EOTC:</b> During your child's education at St Joseph's Catholic School there will be many times when the class will visit local places of interest. We believe our immediate surroundings provide valuable opportunities for children's learning. <b>I give permission for my child to visit places within the Kaipara area YES / NO</b>
	<b>Technology:</b> During your child's education at St Joseph's Catholic School they will be taught the use of apps/email/internet skills. Rules and guidelines regarding this are outlined in the Digital Technologies Responsible Use Agreement. <b>I give permission for my child to use apps, email and the internet YES / NO</b>
	<b>Parent Consent:</b> I consent in the event of illness, accident or emergency, when the school is unable to contact caregivers or other emergency contacts I have listed on this form, to allow the school to take necessary steps to ensure the appropriate treatment for my child.  Signed: _____ Date: _____
	<b>Attendance:</b> I understand that the school requires punctual and regular attendance to meet the obligations to the Ministry of Education and that I must explain any absences by communication with the school office each day that my child is absent by 9.30am. You can report absences by phoning the office - 094398639 or emailing - <a href="mailto:office@saintjosephs.school.nz">office@saintjosephs.school.nz</a> or via our skool loop app.  Signed: _____ Date: _____
	<b>Policies:</b> I agree to abide by all school policies and procedures as per our SchoolDocs website.  Signed: _____ Date: _____



## Compulsory Attendance Dues Parent and Caregiver Responsibilities

1. Attendance Dues are a compulsory payment under the terms of the Education and Training Act 2020 (Act) and are a condition of enrolment. Attendance Dues are charged for all students who attend Catholic integrated schools in New Zealand.

Attendance Dues are collected on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. The Attendance Dues are forwarded to Auckland Common Fund Limited, a company established by the proprietors of Catholic Integrated Schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

Under the Act, Attendance Dues are used for servicing and repaying loans to develop new building projects in the proprietors' schools as well as paying for building insurance and compliance costs, collection and administration.

2. By signing this agreement, you accept that you will pay the Attendance Dues and that you understand that payment of the Attendance Dues is a condition of enrolment and the continuing attendance of the above-named student at the school.
3. Payment of Attendance Dues should be made in full at the beginning of the academic year or, in agreement with the school, by instalment (weekly, fortnightly, monthly or per term) during the academic year. The Attendance Dues cannot be paid in full at the end of each academic year. Attendance Dues are not a donation, and they are not tax deductible.
4. Failure to pay the Attendance Dues may put your child's place at the school at risk.
5. Overdue accounts may be referred to a debt collection agency by the Proprietor.
6. This agreement is legally enforceable and the person who signs the agreement remains legally liable for payment of the Attendance Dues. Responsibility for payment of Attendance Dues may be transferred to another Parent/Caregiver provided that the new Parent/Caregiver first signs a novation agreement accepting responsibility for payment of Attendance Dues, on terms acceptable to the school and the Proprietor.
7. Any civil agreements between parents/caregivers do not take precedence over this signed legal agreement.
8. This agreement may not be varied or terminated by the Parent/Caregiver without the prior written consent of the Proprietor.
9. Financial assistance with Attendance Dues is available to families of preference students in cases of genuine financial difficulties. Part of the criteria for receiving this assistance is that regular payments have been made at an affordable level.



# ATTENDANCE DUES AGREEMENT

This agreement is to be signed at the time of enrolment at the School / College below. Signing this agreement constitutes part of the enrolment procedure.

SCHOOL/COLLEGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Student's first and middle name		Family name	
Date of Birth		Telephone	
Home Address			

Baptism: Yes  No  Confirmation: Yes  No  First Communion: Yes  No  Reconciliation: Yes  No

Parent/Caregiver 1 First names		Family name	
Address			
Date of Birth		Parish	

Parent/Caregiver 2 First names		Family name	
Address			
Date of Birth		Parish	

### PRIVACY ACT 2020

Our school undertakes to collect, use and store information you provide on this form according to the principles of the Privacy Act 2020. The information may be provided to the Proprietor of the school or Proprietor's agent, the Minister of Education and the Education Review Office, and for administration purposes within the school.

I/We agree that this information can be used for the above purposes.

### PARTICIPATION IN SCHOOL PROGRAMME

I/We the undersigned, undertake as a condition of enrolment that the above-named student will participate in the general school programme that gives our school its Catholic Special Character.

I/We agree that this information can be used for the above purposes.

### ATTENDANCE DUES

I/We the undersigned, undertake as a condition of enrolment and attendance to pay Attendance Dues at a rate determined by the Proprietor and approved by the Minister of Education. Furthermore, I/we accept that the school can discontinue attendance of the above named student in default of this undertaking. We have read and understood the Parent and Caregiver Responsibilities section on Page 2 of this document.

**Both caregivers sign for above**

Signed: \_\_\_\_\_  
(Parent/Caregiver 1) (Parent/Caregiver 2) (Date)

### PREFERENCE of ENROLMENT

I have sighted evidence that the Proprietor has stated that the above-named student should be given preference of enrolment under criteria \_\_\_\_\_.

Signed: \_\_\_\_\_  
(Principal or Delegated Authority) (Date)

The applicant is non-preference: \_\_\_\_\_  
(Principal or Delegated Authority) (Date)



**Preference of Enrolment Certificate  
for the Catholic Diocese of Auckland**

Taumata o te Hahi Katorika

*This is to certify that* in accordance with the Education and Training Act 2020, Schedule 6, Cl 26 and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria numbers: 5.1, 5.2, 5.3, 5.4, 5.5. *(Please refer to Criteria details on back of form)*

*This form must be completed by the parent(s)/guardian(s), and the Parish Priest or other designated authority prior to the enrolment of a student in a Catholic State-Integrated School. This certificate, for the purposes of enrolment at the school specified, is valid for two years.*

**Completed by Parent/Guardian:**

Full name (parent(s)/guardian(s)): .....

Address: .....

Phone: ..... Email: .....

Is/are eligible to have preference of enrolment for their child at: .....

..... (School/College)

In: ..... (Town/City)

Full name of child: .....

I/We undertake to support our child in the formation of their faith and the practices of the Catholic church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Parent(s)/guardian(s) Signature: ..... Date: .....

**Completed by the authorised agent:**

Under which Criterion (see reverse) is the child eligible for preference? .....

If Criterion 5.1 applies please complete:

Baptised in: ..... at: ..... on: .....

*If Criterion 5.4 applies, please complete the section on the back of this form*

Certified by (full name): ..... as an authorised agent

of the Roman Catholic [Arch]Bishop of the (Arch)Diocese of: .....

Position: .....

*(see Administration of the Criteria, 6.1.1 - 6.1.6, Agents who may sign, listed over page)*

Address: .....

Signature: ..... Date: .....

**Privacy Statement:** *The information on this form (pages 1 and 2) will be used solely for confirming eligibility to enrol a student in a Catholic Integrated Schools or as otherwise describes on the form. The information in this form will only be shared as required with the School Board and management of the school and/or a Parish office and/or the Proprietor of the school and/or the Proprietors diocesan education office. This information will be stored in accordance with each entities document retention policies or schedules in accordance with the Privacy Act 2020. You have a right to access and change your information at any time. Please contact the Proprietor, parish office and/or school management to do so.*

*When parent(s)/guardians(s) apply to enrol a child in a Catholic school, the principal must inform them that if they wish to claim preference and have not yet done so, they need to obtain a preference certificate. To do this they visit their parish priest, or other person designated by the Bishop (diocesan offices will let schools know who is eligible to sign this certificate). This is in accordance with the Education and Training Act 2020, Schedule 6, Clause 26.*

**Criteria for Preference of Enrolment in State-Integrated Catholic Schools**

- 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 undertakes to support the child’s formation in the faith and practices of the Catholic Church. The significant familial adult is expected to be practising their faith in their own local parish. They may be a grandparent, aunt, or uncle, who is actively involved in the child’s upbringing.
- 5.5 One or both of a child’s non-Catholic parents/guardians is preparing to become a Catholic.

**Agents of the Bishop, Who May Sign the Certificate on his Behalf**

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with Parish Priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

**Process of Appeal:** If a preference certificate has been refused and the parent(s)/guardian(s), either directly or through the Principal, wish to appeal the matter, the application can be referred to the Proprietors’ Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the Parish Priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The Parish Priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

Please note that in the Diocese of Auckland the appointed appeal authority is the Vicar for Education, contact phone: (09) 360 3057. Email: [catheriner@cda.org.nz](mailto:catheriner@cda.org.nz)

*If Criterion 5.4 (above) applies, the parent(s)/guardian(s) and significant familial adult completes the following:*

**Significant familial adult:**

I, an active member of the parish of ..... , agree to support: .....’s (child’s full name) formation in the faith and practices of the Catholic Church and agree to my contact details being available to the school and parish for this purpose.

Full name (familial adult): .....

Address: .....

Phone: ..... Email: .....

Relationship to child: .....

Parish: .....

Signature: ..... Date: .....

**Parent(s)/Guardian(s):**

I agree that my child will be supported by: ..... in the formation of the faith and practices of the Catholic Church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Signature: ..... Date: .....

# CYBERSAFETY

## Student User Agreement for St Joseph's School

### ST JOSEPH'S SCHOOL STUDENT USER AGREEMENT OVERVIEW

Digital technologies and devices like iPads and computers are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, and learn how to do different things on apps and websites.

When we use digital technologies, we need to learn how to keep ourselves safe, and make good choices in ways we behave when we are online. At St Joseph's School we call this being a 'digital citizen'. Good digital citizens help to make our school a safe and positive place for everyone.

This agreement helps make St Joseph's School learning online safe, and also what we need to do. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

### ST JOSEPH'S SCHOOL ROLE

*This section outlines the school's approach to digital technology use and online safety.*

St Joseph's School wants to help you learn in the best ways we can, and keep you safe at school.

We will do this by:

- helping you to know what you need to do to keep safe online
- helping you to know what to do if you are worried or upset by anything or anyone online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers

### YOUR ROLE

*This section outlines the rules for using digital technology in school and as a member of the school community*

We want our school to be a place that is safe and friendly, where we can learn, play and explore. To do this we need everyone to choose safe, careful, and fair ways of using devices and online spaces. As a digital citizen this means you will:

- **Keep it kind.** When you are online, think about others and talk or share in a kind way.
- **Keep it to yourself.** Keep your passwords and information about yourself or other people safe and private.
- **Keep it careful.** Think carefully about what you share and make sure it's something you are proud of and would be happy sharing with someone else face to face.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure.



- **Keep it honest.** When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.
- **Keep it fair.** Make sure you check with others if it is okay to record them, or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them.
- **Keep it responsible.** If you bring your own device to school, use it in ways, and at the times that your teacher says it is okay to.

## WHEN THINGS GO WRONG ONLINE

*This section outlines how students can seek support and help*

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay maybe by accident or on purpose, your teachers at [Insert school] will help you to sort it out. If you see things online that make you feel worried or upset, your teachers [Insert school] will help you sort it out. The important thing is to tell a teacher or another adult you trust.

**Online bullying.** Online bullying is not okay at our school at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or trusted adult. They will help you with what to do. Don't delete or hide the messages or pictures because these are important to show what has been happening. Turn your screen off and then go tell a teacher or trusted adult.

**Report a problem.** If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

**Online safety support.** Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week.

You can get hold of them on the phone 058638723, or their website at [netsafe.org.nz](http://netsafe.org.nz)

## STUDENT STATEMENT

*This section should be completed if your school would like students to sign the agreement*

I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at [Insert School]. There may be some actions that my school might have to take, such as not being able to use school devices or devices I bring from home to school.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

M

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**PARENT/ WHĀNAU/ GUARDIAN DECLARATION**

*This section should be completed if your school would like parents/guardians to be aware of this agreement*

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_