

INTERNATIONAL STUDENT APPLICATION FORM AND CONTRACT OF ENROLMENT



Ponsonby

Intermediate School



The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 requires that all students under 10 years of age must live with a parent or legal guardian in New Zealand while enrolled at Ponsonby Intermediate. Where a student under the age of 10 years is found to be living in accommodation other than with a parent or legal guardian, they will not be permitted to attend this school and this will result in the withdrawal of an Offer of Place or the summary termination of a Contract of Enrolment.

Student Details (Name must be as it appears on your passport)	
Family name:	
First name:	Date of birth:
Preferred name:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> _____
Email:	
Address while in New Zealand - must be completed before starting school	
Address (in home country)	
Contact in New Zealand - Phone number	
First language:	Country of citizenship:
Passport number:	Expiry date:
Intended start date:	Intended end date:

Parent One or Legal Guardian: (Name must be as it appears on your passport)		
NOTE: <i>It is a requirement of New Zealand regulations that schools must maintain effective communication with parents and legal guardians. To comply with the requirements, contact information provided in this section MUST be the contact information for the parents or legal guardian.</i>		
Title: Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	Occupation:	
Family name:	Date of birth:	
First name:	Relationship to student:	
Street address		
Postal address		
Home phone:	Mobile:	Email:
First language:	Country of citizenship:	
Passport number:	Expiry date:	

Parent Two or Legal Guardian: (Name must be as it appears on your passport)

NOTE: It is a requirement of New Zealand regulations that schools must maintain effective communication with parents and legal guardians. To comply with the requirements, contact information provided in this section MUST be the contact information for the parents or legal guardian.

Title: Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	Occupation:	
Family name:	Date of birth:	
First name:	Relationship to student:	
Street address:		
Postal address:		
Home phone:	Mobile:	Email:
First language:	Country of citizenship:	
Passport number:	Expiry date:	

Designated Caregiver Details (Where will your family be living with in New Zealand)

Name of caregiver/s:	
Address (in NZ):	
Home phone:	Mobile:
Email:	
Relationship to student:	

Emergency Contact (other than parents):

Contact's name:
Relationship to the student:
Mobile phone:
Home phone:
Email address:

Agent Information (If using an agent)

Agency name:	
Agent name:	
Agent email address:	Phone:

Medical Information

Does the student have any history of previous physical or mental health illness or problems that may affect their enrolment?

Yes No

If 'Yes', please provide details including doctor or hospital reports (attach more pages if required).

Has the student been fully vaccinated? (Please provide immunisation certificate)

Yes No

Please tick the appropriate box if you suffer from or have suffered from any of the following medical conditions:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Allergy to bee/wasp stings	<input type="checkbox"/> Migraines	<input type="checkbox"/> Hepatitis A, B or C	<input type="checkbox"/> Depression/Anxiety
<input type="checkbox"/> Heart Condition	<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Eating Disorder	<input type="checkbox"/> Learning Difficulties	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Mobility issues	<input type="checkbox"/> Behavioural Difficulties	<input type="checkbox"/> Allergies (please provide information & treatment plan)	
<input type="checkbox"/> Depression/Anxiety	<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Asperger's Syndrome	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Other: (Please describe)

Is the student currently on any medication?

Yes No

If 'Yes', please provide details (attach more pages if required).

Please note: If you suffer from conditions requiring medication, it is advisable to bring your own medication to New Zealand. You will be required to notify the school regarding any medications that you bring with you.

Is there anything further regarding the health of the student that the school needs to be aware of in enrolling and supporting the student as an international student?

Yes No

If 'Yes', please provide details (attach more pages if required).

Do you agree to the school providing over-the-counter medication *such as acetaminophen, paracetamol or ibuprofen?

Yes No

If 'No' please specify what medications you do not want the student to receive:

Learning Information

Current school:

Grade/Year level:

How many years of schooling **not including pre-school education** has the student had?

Please provide a copy of the lastest school report for the student with this application, in English (if possible)

Does the student have any learning difficulties which may require extra school support or services?

Yes No

If 'Yes', please provide details (attach more pages if required).

Does the student have behavioural difficulties or concerns (worries/anxieties etc) which may require extra school support or services?

Yes No

If 'Yes', please provide details (attach more pages if required).

Insurance Details

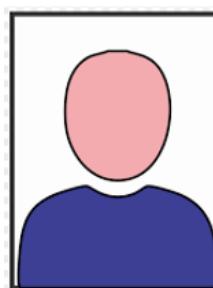
Do you wish to purchase insurance through the school? Yes No

NOTE: If you are purchasing your own insurance for the student, you must provide an English copy of the policy and certificate to the school before departure from your home country. Insurance must be from an approved provider.

If you wish to purchase your insurance through the school, please ensure the medical information section on this form is completed fully and accurately to ensure appropriate coverage for the student for any pre-existing conditions they may have.

Checklist of documents and information you must include with your application

	A current photograph of the student	Passport size photograph
	A copy of the student's last school report, in English (if possible)	
	A copy of the student's passport including passport number and expiry date	
	A copy of the student's insurance policy details, if booking their own, with English translation (this may be submitted after enrolment is confirmed but must be prior to departure from the home country)	
	A copy of the student's vaccination certificate	
	A signed copy of the Ponsonby Intermediate School Policies and Procedures document	
	A completed copy of 'Getting to know you' document	



SIGNING

Parents

By signing below, the Parents confirm that the information provided on the application form is accurate and that they have read and understood the Ponsonby Intermediate Policies and Procedures Documents.

Name(s): _____

Signature(s): _____

Date: _____ Date: _____

School

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School to enrol the named student.

Name: _____ Signature: _____

Date: _____



School Policies and Procedures

To Parents and Caregivers,

When you enrol at Ponsonby there are some policies that you need to be aware of around phones, uniforms and safety guidelines when travelling to and from school. These are not the only school policies that you need to be aware of, but they are important to know about before enrolling your child at our school.

Phones

Phones are not required at school, however, if your child chooses to bring a phone to school, they are required to hand it in to the form teacher at the start of school (8:35am). The phone needs to be either turned off completely or on airplane mode.

Phones are locked away in a safe area in the form class. Students collect their phone from their form class at the end of the day. Phones are not to be used or be in the students' possession during school time, **no exceptions**.

If a student is found with their phone on them or using it during school time, the schoolwide behaviour procedures will be followed. The phone is given to the office and a parent will be required to come and pick it up

A further consequence may be given based on the extent of breach of the agreement.

Sports Uniform and Dress Code

Ponsonby does not have a school uniform. However, we have a sports uniform that is required to be worn for the following:

- **Kori**
- **Physical Education Classes**
- **Recreation**
- **School trips**
- **Sports photographs**

A 'Ponsonby' hoodie and track pants can also be worn as the sports uniform however, these two items are not compulsory. The hoodie and track pants are ordered through our school website.

Dress code and other rules to be aware of:

Clothing – Clothing should be practical and suitable for a school day, and appropriate for a place of work. Students will often choose to wear their uniform all day rather than change into plain clothes.

Clothing and accessories should comply with health and safety requirements – no earrings, necklaces, chains that could get caught or be a danger while participating in school activities such as sport or using equipment.

No make-up

Parents will be notified if a student continually doesn't comply with our dress code policy.

Safety to and from school

It also needs to be made clear what the school's obligation is around student safety to and from school. This includes students who bike, scooter, walk and take the school bus or public transport.

While students are travelling to and from school, they must comply with our school values such as showing respect within the community and ensuring they are making safe choices. This includes such things as following road rules and being polite to members of the public.

It is important that parents and caregivers work with the school in partnership to ensure students are safe and behaving appropriately to and from school.

I confirm that I have **read and understood** the above policies at Ponsonby Intermediate.

Other school Policies and Procedures to be aware of:

On your child's first day they will also receive information about our School Wide Bullying Prevention programme and our ICT/BYOD policy. These policies can also be found on our school website. The BYOD policy outlines the procedures for looking after and using their personal devices such as laptops and chromebooks.

They will also receive a Student Handbook that has all the information they need to know to ensure they have a great start to their "Ponsonby Experience"!

Students Name:	
Parent/Caregiver's Name:	
Parent/Caregivers Signature:	Date:



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Getting to Know You

Students Name: _____

What is your favourite subject at school and why? _____

List the different groups, responsibilities and activities you have been involved in at your last school _____

How do you think you learn best? Try to choose 3

	Working with others		Working on big projects
	In a quiet space		When I have clear instructions
	Working on small tasks		When I can talk about my ideas with others first
	When I work on a device		When there are lots of breaks and movement in class
	Working by myself		When I know how much time I have
	When I know why I am working on a task		In workshops with my teacher
	When I am in charge of my learning		

What are some of your strengths that you will bring to Ponsonby Intermediate School?

	I am a leader		I am enthusiastic		I am good with technology
	I am quick thinking		I am sporty		I am kind
	I am a good friend		I am organised		I am a deep thinker
	I am curious		I am a performer		I am a good listener
	I am proud of my culture		I am trustworthy		I am a problem solver
	I like to try new things		I work well in a group		I am a good communicator

Other: _____

What else is great about you? Tell us anything we missed

What do you hope to work on at Ponsonby Intermediate?

	Get more organised		Get involved in more activities		Work on my leadership skills
	Try a new sport		Perform in a show		Improve my writing
	Get better at maths		Make new friends		Step out of my comfort zone
	Gain more confidence		Become more independent		

Other: _____

Do you have any questions or worries about starting at Ponsonby Intermediate School?

What is your proudest primary school moment?

As parents/caregivers what are your priorities for your child while at Ponsonby Intermediate?
