



Pre-Enrolment Form

NB Pre-enrolments for students living out of zone must be received at the school office by 4pm on

4th March 2020 (for Term 2 2020 enrolments)
20th May 2020 (for Term 3 2020 enrolments)
19th August, 2020 (for Term 4 2020 enrolments)
23rd September 2020 (for Term 1 2021 enrolments)

***Note to parent /caregiver:** If you are living outside the school's zone, it is only possible to secure a place if there is a vacancy. The reason for setting up the enrolment scheme is to ensure that our classes do not become too large and over-crowded.*

Children living outside the zone may obtain a place at Ouruhia School if there is a space available at the specific year level of your child. If the number of applicants is more than spaces available, a ballot will be held. You must fill in this form and return it to school by the date noted above for the term you would like your child to start. We will write to you to inform you whether we can offer you a position at the school, when a decision has been made.

Office Use:

Month & Year to start at Ouruhia

____ / ____

Class Level ____ Room ____

In Zone/Out of Zone

Entered on Enrolment Master sheet:

Copy of Enrolment decision sent:

Details (One form per pupil)

Name of pupil _____	
Family name	First names
Gender M / F	Date of birth ____ / ____ / ____
I would like to start my child on the following date :	
Is your child a New Entrant ? YES / NO	
If not please state the class level your child wishes to enter	
Please state the name of the school is attending	
Mother's Name:	
Address:.....	
Father's Name:	
Address:	
Phone number – Home	Cell.....
Your email address	
When the ballot is held and we decide if we can accept your child or not, we have to notify you in writing. Please tell us your preference for receiving this information by ticking the appropriate box:	
<input type="checkbox"/> EMAIL:	<input type="checkbox"/> LETTER:

Ministry of Education details:
Any Special Needs? _____
Language spoken at home English/ _____

Confidentiality:

This information is requested by the school in order to plan school and class numbers and to communicate with parents and caregivers. Some information is required in order to meet the statutory requirements of the Ministry of Education regarding Enrolment Schemes. Information is held securely and used for these purposes only.

Important Privacy Note for Students who are currently attending another school

Name of current School _____
I give permission for the Principal to advise my child’s current school that you want your child to attend Ouruhia if possible: ()
As the parent/caregiver I undertake to notify the school myself: ()
At this stage, I do not give permission for the Principal to advise my child’s current school that they have received an application for an out-of-zone placement for my child: ()

Priority number	Criteria	Indicate with a tick the priority your child is able to have
Priority number 1 This priority category is not applicable at Ouruhia School because the school does not run a special programme approved by the Secretary of Education.		
Priority number 2	Brother or sister currently at Ouruhia School?	
Priority number 3	Brother or sister previously at Ouruhia School?	
Priority number 4	Parent is past pupil of Ouruhia School?	
Priority number 5	Parent employed by Ouruhia School?	
Priority number 6	All other children who live outside the zone	

If there are more applications in the second, third, fourth or fifth priority groups than there are spaces available, selection within the priority group will be by ballot conducted in accordance with instructions issued by the Secretary under 11G(1) of the Education Act.

Parent / Caregiver Verification:

The information above is true and correct. I undertake to advise the school of any change in circumstances so that accuracy and contacts may be maintained.

Signed _____ Date _____