



# MOUNT ROSKILL GRAMMAR SCHOOL

Ph: (09) 621 0050, Frost Rd, Mount Roskill, Auckland 1041  
www.mrgs.school.nz

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|--|
|  |
|--|

| For Office Use |  |
|----------------|--|
| Received       |  |
| Acc/Dec        |  |
| Pre-enrol      |  |
| Interviewer    |  |

## IN ZONE ENROLMENT APPLICATION 2027

Please tick the year level for which you are applying

Year 9    
  Year 10    
  Year 11    
  Year 12    
  Year 13

### APPLICANT'S DETAILS

|  |   |
|--|---|
| Legal Surname:   | Date of Birth: / /  |
| Given Names:   | Gender: Male / Female / Other   |
| Preferred Name (known as):   | <i>Please note that this name will appear on reports and certificates</i> |
| Home Address:  | Post Code:  |
| Student Email Address:   | First Language:   |
| Student Mobile Phone:  | Ethnicity 1:  |
| Country of Birth:  | Ethnicity 2:  |
| Country of Citizenship:  | Ethnicity 3:  |
| If not born in New Zealand – Date of arrival <b>must</b> be given: | Iwi:  |
| Last School Attended:  | Year Level:   |
| If coming from another Secondary School, reason for leaving:       |   |

### ASSOCIATION WITH THE SCHOOL

|   |
|---|
| Brothers or sisters at MRGS now: Name(s) & House:                             |
| Brothers or sisters who were at MRGS: Name(s) & House:                        |
| Are there any other students of MRGS living at this address? Name(s) & House: |

### DOCUMENTS REQUIRED

|   | Check<br>✓ | Office<br>use |
|---|------------|---------------|
| <b>ALL STUDENTS</b>   |            |               |
| <b>Full birth certificate</b>   |            |               |
| <b>ALL STUDENTS</b>   |            |               |
| <b>The most recent school report</b>  |            |               |
| For Students born outside New Zealand who are Citizens                                      |            |               |
| NZ Passport or Citizenship Certificate  |            |               |
| For Students born outside New Zealand who are <b>NOT</b> Citizens                           |            |               |
| Passport with Resident permit or Student Visa   |            |               |
| Proof of Address – Owner Occupied Property  |            |               |
| Recent Rates Bill/Valuation or Sale & Purchase Agreement                                    |            |               |
| Proof of Address – Rental Property  |            |               |
| Tenancy Agreement showing residence In Zone   |            |               |
| Proof of Address – Recent Accounts  |            |               |
| 1x recent account eg: power/telephone/gas   |            |               |
| Statutory Declaration signed by Justice of the Peace or Solicitor confirming your address   |            |               |
| Caregivers' Statutory Declaration form and the legal guardianship agreement (if applicable) |            |               |

**An application will only be completed when all the applicable supporting and verified documents are provided and approved. All students will be interviewed.**

|  |                |  |  |  |  |
|--|----------------|--|--|--|--|
| <b>MOTHER</b> ✓ <input type="checkbox"/> |                | <b>GUARDIAN/CAREGIVER</b> ✓ <input type="checkbox"/> |  | <b>RELATIONSHIP</b> <input type="text"/> |  |
| Title:                                   | Legal Surname: | First Names:   |  |  |  |
| Home Address:                            |                |  |  |  |  |
| Email Address:                           |                |  |  | Post Code:                               |  |
| Mobile Ph:                               |                | Work Ph:   |  | Home Ph:                                 |  |
| Occupation:                              |                |  |  |  |  |

|  |                |  |  |  |  |
|--|----------------|--|--|--|--|
| <b>FATHER</b> ✓ <input type="checkbox"/> |                | <b>GUARDIAN/CAREGIVER</b> ✓ <input type="checkbox"/> |  | <b>RELATIONSHIP</b> <input type="text"/> |  |
| Title:                                   | Legal Surname: | First Names:   |  |  |  |
| Home Address:                            |                |  |  |  |  |
| Email Address:                           |                |  |  | Post Code:                               |  |
| Mobile Ph:                               |                | Work Ph:   |  | Home Ph:                                 |  |
| Occupation:                              |                |  |  |  |  |

***If the applicant lives with a person other than with his or her parents please complete the Caregivers' Statutory Declaration form attached. Further evidence may be requested.***

|  |                |              |  |            |  |
|--|----------------|--------------|--|------------|--|
| <b>EMERGENCY CONTACT PERSON</b> ( <i>not a parent, guardian or caregiver</i> ) |                |              |  |            |  |
| Title:   | Legal Surname: | First Names: |  |            |  |
| Home Address:  |                |              |  | Post Code: |  |
| Relationship to applicant:   |                |              |  |            |  |
| Mobile Ph:   |                | Work Ph:     |  | Home Ph:   |  |

|   |  |                            |   |               |  |
|---|--|----------------------------|---|---------------|--|
| <b>LEARNING INFORMATION</b>   |  |                            |   |               |  |
| Languages spoken at home: 1 <sup>st</sup> :   |  |                            | 2 <sup>nd</sup> :   |               |  |
| ESOL Support given previously: <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |                            | Teacher Aide support previously given: <input type="checkbox"/> Yes <input type="checkbox"/> No |               |  |
| NESB Y / N  |  |                            | ESL Assessment required Y / N   |               |  |
| Refugee Data: (please circle)   |  | Quota                      | Family reunification  | Asylum Seeker |  |
| NZ Immigration Service Document:  |  | Sighted Y / N Copied Y / N |   |               |  |
| Learning Support Need/s:  |  |                            |   |               |  |
| Diagnosed Learning Difficulty (please specify):   |  |                            |   |               |  |
| ORS (Special Educational Needs) funding Y/N   |  |                            | ORS Number  |               |  |
| If ORS funded please provide IEP (Individual Education Plan)  |  |                            |   |               |  |
| <b>Has the student ever been stood down or suspended from any school</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                            |   |               |  |
| Reason for stand down or suspension:  |  |                            |   |               |  |



**Vision**

*Our students will be successful, powerful learners who are active and responsible citizens.*

**Mission**

*In a safe, supportive environment, MRGS will provide learning opportunities for each student to strive for excellence, realise their personal potential and develop understanding of social responsibility and respect for individual and cultural differences.*

## HEALTH INFORMATION – for School Nurse

Doctor's Name and Phone Number: \_\_\_\_\_

I wish to enrol my child in the onsite School Dental Programme. (Please ✓) Yes  No

Please note: If you wish to **remove** your child from the School Dental Programme at any time, please inform the school in writing.

MEDICAL CONDITIONS: Please ✓ all that apply

Asthma  Mild  Moderate  Severe   
Diabetes   
Epilepsy   
Heart Condition   
Rheumatic Fever   
Allergy  Mild  Moderate  Severe

Allergy details:

Any other medical conditions:

Past Major Head Injury   
Disability   
Emotional/Behaviour problems   
Anxieties   
Cultural Practices:   
Details .....

Physical Education restrictions / details .....

Will your child require medication at school? Yes  No  Current Medication .....

**Please provide a copy of recent doctor's letters if available if your child has an ongoing medical condition as listed above.**

If my child needs it, I give permission for the school nurse to give my child: (Please ✓)

|                        |                              |                             |
|------------------------|------------------------------|-----------------------------|
| • Panadol              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Ibuprofen            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Antihistamine        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Ventolin if required | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

The nurses carry out an assessment (HEADSSS) which includes vision and hearing tests, and discussions on physical and emotional wellbeing on all Year 9 students and any other new students enrolling at the school. Please contact the nurses for further information if required. If you do not wish your child to have these assessments, please notify the school nurses in writing via [nurses@mrqs.school.nz](mailto:nurses@mrqs.school.nz)

I give permission for my child to receive health care and treatment at the school-based health clinic.

This can include Doctor and Physiotherapist visits on site.

I consent for my child to be taken to a medical facility or clinic if deemed necessary.

I agree to meet any costs incurred.

**Parent's / Caregiver's Signature:** \_\_\_\_\_

**Please note that enrolment in the school is deemed to have been completed when:**

- all pre-enrolment procedures have been completed, formally acknowledged and accepted by the school; and
- the student begins attending the school i.e. enrolment in the school does not come into effect until the student is attending.

Enrolment is dependent on:

- the school being notified, in writing, of any changes to personal details provided before enrolment;
- any changes to personal details having been acknowledged in writing by the school as conforming with provisions of Enrolment Scheme i.e. students accepted as in zone students at the time of pre-enrolment must still be residing in zone when the student begins attending the school; and
- personal details provided at the time of the pre-enrolment being accurate.  
**i.e. no enrolment is confirmed until the student attends school and the information given to the school at pre-enrolment is confirmed as accurate and is current, and the student attends school.**

### THE PRIVACY ACT 2020

The information collected on this enrolment application will be used by the school for enrolment purposes and forms an essential part of the information held by the school on your child. All information collected around your child's enrolment may be disclosed to appropriate education, health and welfare authorities and for data-gathering purposes by the New Zealand Ministry of Education, in accordance with the principles of the Privacy Act 2020. It will not be disclosed to any other person or agency unless such disclosure is authorised or required by law. Information collected may include academic, learning support and pastoral support. Privacy Act 2020 rights and obligations can be found at [www.legislation.govt.nz](http://www.legislation.govt.nz)

## PERMISSIONS, AGREEMENTS and GUARANTEES

### School Expectations and Uniform Requirements

*Applicant:* I have read the Permissions, Agreements and Guarantees listed above, the school expectation and the uniform requirements. My signature below indicates that I agree to abide by the school rules and the uniform requirements and that I will attend school regularly, respect the right of others to learn, wear the correct Mount Roskill Grammar School uniform and do my best to bring credit to the school, myself and my family.

*Parent or Guardian:* I have read the Permissions, Agreements and Guarantees, the school rules, and the uniform requirements. I agree to support the school by ensuring that the applicant abides by the school expectations and the uniform requirements, attends school regularly, respects the right of others to learn, and wears the correct Mount Roskill Grammar School uniform every day.

### 'On Foot' Excursions

*Parent or Guardian:* I understand that the applicant may be involved in activities which require walking off the school campus under the jurisdiction of members of staff (such as cross country runs and walking along and crossing public roads to areas surrounding the school). My signature below indicates that I give permission for the applicant to participate in these 'on foot' excursions. I am aware that excursions (trips) requiring transport will be individually and expressly authorised.

### Publication and Display of the Applicants' work and Photographic Image.

It is the School's policy to display students' work wherever possible (including newsletters, prospectus, yearbook, open day displays, website etc) and to use their image, individually or as part of a group, in the same school publications. The Privacy Act requires that we have the permission of the students and their parents to do so.

*Applicant:* My signature below indicates that I give permission for the school to display my work and image in the school publications listed above.

*Parent or Guardian:* I am aware that under the Privacy Act the school requires my permission for the display or publication of my child's work or photograph. My signature below indicates that I give my permission for the school to display or publish my child's work in the school publications as listed above.

### BYOD – Bring Your Own Device

We strongly encourage year 9 students at MRGS to bring devices to class. This means that the device is owned by the students / family and goes home with them at the end of the day. Digital technology is now a vital component of learning to enable our students to be work-ready when they leave our school. Students benefit from bringing in their own devices to use in class.

We recommend a laptop/notebook or Chromebook that connects to our Wi-Fi as we are a Google Apps for Education School.

Many students bring a smartphone to school, this is **NOT** a BYOD learning device as it is limited not only by its size but by its applications. Please note that students do not need to purchase the Microsoft Office Suite as it is provided by the school. The School will publish purchasing advice each year. For families experiencing hardship we have options to support your student to ensure they have what they need for their learning.

For any BYOD queries, please contact Mr Coker, Deputy Principal. [john.coker@mrqs.school.nz](mailto:john.coker@mrqs.school.nz)

### Cybersafety Use Agreement

#### To the student, and the parent/legal guardian/caregiver

I have read and agreed to the digital citizenship agreement

#### We understand that Mount Roskill Grammar School will:

- Do its best to keep the School cybersafe, by maintaining an effective digital citizenship programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the citizenship guidelines and responsibilities detailed in use agreements
- Keep a copy of this signed use agreement form on file
- Respond appropriately to any breaches of the use agreements
- Provide members of the school community with education around digital citizenship designed to complement and support the use agreement initiative
- Welcome enquiries from students or parents around digital citizenship
- Provide an avenue for complaints/concerns around harmful digital communications for all members of our school community to access.
- Students will be directed to Netsafe for Cybersafety Support.

My signature below indicates that I agree to meet the expectations as listed above.

I guarantee that the information I have provided in this application is correct to the best of my knowledge.

I am aware that any misleading information given in this document may affect the validity of the applicant's enrolment.

I am aware that the information provided will be used by the School for educational purposes.

I give permission for Mt Roskill Grammar School to receive learning information from my child's previous school to support their transition, and which may include academic, learning support and pastoral support.

I fully understand that the applicant will be included in routine health checks when necessary.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent (Guardian/Caregiver) \_\_\_\_\_

Date \_\_\_\_\_



## STUDENT DIGITAL CITIZENSHIP AGREEMENT

This sheet is to be retained by the parent/caregiver

*Note:*

- (a) The abbreviation 'ICT' is used in this document to refer to the term 'Information and Communication Technologies'.
- (b) 'Digital Citizenship' refers to the positive use of the Internet and ICT devices/equipment, including mobile phones.
- (c) Where the Internet is referred to, it includes the internal ICT networks/intranets operated by the School.
- (d) 'ICT devices/equipment' include, but are not limited to, those mentioned in the document.
- (e) Additional information around digital citizenship can be found at <http://www.netsafe.org.nz/>

### 1. The Student Digital Citizenship Agreement

- 1.1. A teacher will go over this use agreement with you and answer any questions. If you have any more questions later, you should ask staff, including Mr Coker the Deputy Principal who has been designated the School's Cybersafety Manager. If your parent/legal guardian/caregiver would like to discuss any digital citizenship issues, The Cybersafety Manager will be happy to discuss this with them.
- 1.2. You cannot use the School's computer network, Internet access facilities, computers and other Mt Roskill Grammar School ICT equipment/devices until this Student Use Agreement has been signed by a parent/legal guardian/caregiver and signed by you, and the agreement has been returned to the School.

### 2. Use of ICT.

- 2.1. While at School or a school-related activity, you must not have involvement with any material or activity which might put yourself at risk. As well, you must not at any time use ICT to upset, harass, or harm anyone else, or the school itself, even if it is meant as a 'joke'.

Unacceptable use could include acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, plagiarism, gaming, impersonation/identity theft, spoofing, gambling, fraud, copyright infringement, or cheating in an examination. Behaviour the School may need to respond to also includes the use of websites to facilitate misconduct which puts at risk the safety of the school environment.

- 2.2. If any privately-owned ICT equipment/device, such as a laptop, desktop, tablet, mobile phone, camera, or recording device or portable storage (like a USB or flash memory device), is brought to school or a school-related activity, the school digital citizenship rules apply to that device. **If you are not sure whether it is appropriate to have a particular device at school or at a school-related activity, you should check with the relevant teacher before bringing it.**

### 3. Monitoring

- 3.1. The School reserves the right at any time to check work or data on the School's computer network, Internet access facilities, computers and other School ICT equipment/devices. For example, in order to help make sure that the School stays cybersafe, an appropriate member of staff may at any time check student email or work.
- 3.2. If there is a suspected breach of use agreement involving privately-owned ICT, the matter may be investigated by the School. The School may ask to check or audit that ICT equipment/device as part of its investigation into the alleged incident.

### 4. Consequences.

- 4.1. Depending on the seriousness of a particular breach of the use agreement, an appropriate response will be made by the School. Possible responses could include one or more of the following: a restorative discussion, informing parents/legal guardian/caregiver, loss of student access to school ICT, taking disciplinary action. If illegal material or activities are involved, it may be necessary for the school to inform the police.

# **ADDITIONAL DIGITAL CITIZENSHIP GUIDELINES FOR STUDENTS**

**This sheet is to be retained by the parent/caregiver**

- 1. Mobile phones.** Away for the day.
- 2. Accessing the Internet at school on school ICT.** The only time you can access the Internet at school on a school computer of any kind is when a teacher gives permission and there is staff supervision. If other Internet access on the School site or at a school-related activity is permitted, for example, via a privately-owned laptop, mobile phone or any other ICT device, it must be in accordance with the digital citizenship rules in this agreement.
- 3. Borrowing school ICT.** If you have permission to use school ICT equipment at home or anywhere else away from school, it should not be given to anyone else to use unless at the direction of a staff member. The school ICT is to be used only for the purpose it was lent, and you should explain this to your family or whoever else you are with. If a problem occurs, you must report it to the relevant teacher straight away.
- 4. Digital citizenship rules apply all online interactions.** Devices should be used appropriately and not be used for involvement with inappropriate material or activities, such as:
  - upsetting or harassing students, staff and other members of the school community even as a 'joke'.
  - inappropriately using text, email, photographs or film, phone messages, web browsing, images or any other functions.
  - having a mobile phone in your possession, or near you, during any assessment. All phones should be turned off and left in your bag at the front of the assessment room.
  - taking or using video or photos of others without permission.
- 5. Care of the computers and other school ICT equipment/devices, and their appropriate use includes:**
  - you must not damage or steal any equipment, or try to damage the ICT network. If the damage is deliberate, it will be necessary for the School to inform your parent/legal guardian/caregiver. Your family may have responsibility for the cost of repairs or replacement.
- 6. Students need permission from staff to:**
  - use storage devices to back-up work or to take work home/back to school. (It is likely the School will need to check any storage device for such things as viruses.)
  - print material when in the classroom situation. Any material printed out of class must be appropriate in the school environment.
  - contribute material to the School Internet/Intranet site. As well, there should be no student involvement in any unofficial school Internet/Intranet site which represents the School or official school opinion.
- 7. Students must be considerate of other users. This includes:**
  - sharing with other users and not monopolising equipment.
  - avoiding deliberate wastage of ICT-related resources including bandwidth, through actions such as unnecessary printing, and unnecessary Internet access, uploads or downloads.
  - no intentional disruption of the smooth running of any computer or the School network.
  - obtaining permission from any individual before photographing, videoing or recording them.
- 8. Respect for privacy, safety and security when using the Internet and ICT includes:**
  - if you accidentally access inappropriate, dangerous or illegal material you should:
    1. not show others
    2. close or minimise the window
    3. report the incident to a staff member immediately.
  - you should use data storage devices only in accordance with school regulations. This includes portable devices such as USB and flash memory devices.
  - you must have no involvement in any activity which could put at risk the security of the School computer network or environment. For example, no involvement with malware such as viruses or involvement with any form of electronic vandalism or theft. This includes 'hacking' and any other unauthorised access.



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## STATUTORY DECLARATION FOR IN-ZONE APPLICANTS

I, (full name) \_\_\_\_\_

of (address where you live) \_\_\_\_\_

(occupation) \_\_\_\_\_

solemnly and sincerely declare that:

1. I am the parent/guardian/caregiver of (name of applicant) \_\_\_\_\_
2. That the information contained in this application is true and correct in every respect.
3. That the applicant's current residential address is:

The applicant's previous addresses and school(s) attended over the last four years (is) are correctly set out below:

|   | Home Address of Student (eg 37 Frost Rd, Mt Roskill) | School Attended (eg Mt Roskill Intermediate) |
|---|--|--|
| 2026 / 2027<br><small>(if different from above)</small> |  |  |
| 2025  |  |  |
| 2024  |  |  |
| 2023  |  |  |

3. I understand that students accepted under the In-Zone criterion are expected to remain in zone while attending the school.

### NOTE: TO MAKE A FALSE DECLARATION IS A CRIMINAL OFFENCE.

The Ministry of Education has advised that parents should be warned of the possible consequences of deliberately attempting to gain priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary. For example:

- renting accommodation in-zone on a short-time basis;
- arranging temporary board in-zone with a relative or family friend; or
- using the in-zone address of a relative or friend as an "address of convenience" with no intention to live there on an ongoing basis.

If the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of gaining priority enrolment at the school, then the Board of Trustees may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the Board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

The school retains the right to make all inquiries necessary in its opinion to obtain information that may assist it to reach a decision in any particular case.

**Authority to release information: I understand that Mount Roskill Grammar School may request information from the above schools for the purpose of:**

- (i) ascertaining the learning needs, conditions, or any special circumstances relating to my student
  - (ii) verifying my student's residential address
- and accordingly I authorise the release of that information

**I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957**

Declared at \_\_\_\_\_ Date: \_\_\_\_\_

Day/Month/Year

Signed: \_\_\_\_\_

(Caregiver or Guardian)

**Before me:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of authorised witness: \_\_\_\_\_

Capacity: Justice of the Peace  Solicitor

**Note:** Any alterations made to this Statutory Declaration must be initialled by the declarant and the witness





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## CAREGIVER'S STATUTORY DECLARATION

Before completing the declaration, please read the requirements relating to caregivers on page 2 of the application form. You will be asked to provide evidence that your role as caregiver fits into one of the categories.

**NOTE: TO MAKE A FALSE DECLARATION IS A CRIMINAL OFFENCE.**

I, *(full name of caregiver with whom the Applicant lives)* \_\_\_\_\_

of *(address where you live)* \_\_\_\_\_

*(occupation)* \_\_\_\_\_,

do solemnly and sincerely declare that

1. \_\_\_\_\_ ("the Applicant") resides with me at  
*(full name of Applicant)*

\_\_\_\_\_  
*(address)*

on a fulltime permanent basis and has done so since \_\_\_\_\_ *(date)*.

2. I am fully aware of the zoning regulations that relate to Mount Roskill Grammar School and I confirm that the Applicant is entitled to make an in-zone application to the School.

3. I have been authorised by the parents of the Applicant to accept all correspondence from Mount Roskill Grammar School with respect to the Applicant.

4. I will notify Mount Roskill Grammar School immediately if there is any change in the living arrangements with respect to the Applicant.

And I make this solemn declaration believing the same to be true and correct by virtue of the Oaths and Declarations Act 1957.

Declared at \_\_\_\_\_ Date: \_\_\_\_\_

Day/Month/Year

Signed: \_\_\_\_\_

*(Caregiver or Guardian)*

**Before me:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of authorised witness: \_\_\_\_\_

Capacity: Justice of the Peace

Solicitor

**Note:** Any alterations made to this Statutory Declaration must be initialled by the declarant and the witness

