

Application for Enrolment - Section A

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Thank you for completing this Application for Enrolment. Please either scan and email, post or drop in to our office. Once your application has been received, you will be sent a letter of acknowledgement advising that you are on our enrolment interview list.

Once all required documentation is received, your application will be held until such a time as there are spaces available to allocate to new students. At this time, you may be invited to attend an enrolment interview.

Invitations to enrolment interviews and allocation of spaces are made in accordance with our Enrolment Preference Policy (as outlined in Section B, Page 1 of this Application for Enrolment).

Please note that attending an enrolment interview does not guarantee a space (as there are frequently more applicants than spaces available). If no space is available for an interviewed applicant, they will be placed on our waiting list.

Within two weeks of attending an enrolment interview, you will be advised if your application was approved by the Maranatha Foundation Board, if space is available, or if the applicant will be placed on our waiting list.



Student Details

Legal First Name/s: _____

Legal Surname: _____

Preferred First Name: _____

Preferred Surname: _____

Male/Female _____ Date of Birth: _____

Requested Start Date: _____

Ethnicity: _____ 1 _____

_____ 2 _____

Iwi Affiliation: _____ 1 _____

_____ 2 _____

Citizenship: _____

Arrival in NZ (if applicable): _____

First language: _____

Second language: _____

Other languages: _____

Siblings who are past or present students: _____

Names and date of birth of younger siblings: _____

Checklist for Completion:

- ☐ For each student: one copy of Sections A, B, C (or D), E, F, G
- ☐ Latest School Report (for students who have attended a previous school)
- ☐ *NZ Citizen:* Copy of NZ Birth Certificate or Passport
- ☐ *Non-NZ Citizen/Permanent Resident of NZ:* Copy of Residency Visa/Permit
- ☐ Immunisation Certificate

For Office Use

Date Received:	Receipt:	Start:	Class/Year:
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New Entrant Details

Prior participation in Early Childhood Education

Did the child attend one or more Early Childhood Education service(s) in the six months prior to starting school? Please complete the table below for the last service(s) attended.

1. If the child was attending more than one service *at the same time*, please enter hours per week for up to three services.
2. If the child attended one service, but changed to a different service within the six months prior to starting school, please complete the table for the *last service only*, not both.
3. If the child's attendance hours varied, or the parent/caregiver is uncertain, please enter an approximate or average number of **hours per week**.

Please enter the number of hours per week for up to three services:	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
a. Kōhanga Reo			
b. Playcentre			
c. Kindergarten <i>or</i> Education and Care Centre			
d. Home based service			
e. Playgroup			
f. The Correspondence School – Te Aho o Te Kura Pounamu			

Did the child regularly attend Early Childhood Education?

"Regularly attend" means the child was booked in to a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

- ☐ Yes, for the last ____ year(s).
- ☐ Not regularly, only occasionally with no on-going schedule.
- ☐ No, did not attend ECE.

Name of current Early Childhood Education service: _____

Other Level Student

Present School: _____

Present Year Level: _____

Reason for Leaving: _____

Please include a copy of the latest school report.

Before and/or after interview, do you give Maranatha Christian School permission to contact the applicant's ECE/school for additional information?

- ☐ Yes ☐ No

Parent/Guardian/Caregiver Details

First Contact	Second Contact
Relationship to student:	Relationship to student:
Surname:	Surname:
First Name:	First Name:
Title:	Title:
Marital Status:	Marital Status:
Home Address:	Home Address:
Suburb:	Suburb:
City: Postcode:	City: Postcode:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Church attending:	Church attending:
Occupation:	Occupation:
Business Name:	Business Name:
Business Address:	Business Address:

Custodial Parent/Caregiver

Student lives with: Both parents Mother Father Other

If other, specify name and relationship: _____

If there are legal custodial arrangements, please state these arrangements:

Emergency Contact Details

Please list details of alternative caregiver if parents cannot be reached in an emergency.

Full Name:	Relationship to student:
Home Phone:	Mobile Phone:
	Email:

e-Communications:

The school sends newsletters, reports and other information electronically, please indicate your preferred email address for this: _____

Student Medical Details

Family Doctor's Name: _____

Phone: _____

Doctor's Surgery Name: _____

Doctor's Surgery Address: _____

Medical History

Allergies: _____

Conditions: _____

Treatment: _____

Sight: _____

Hearing: _____

Other health factors or other requirements the school should know about:

Transport arrangements

Do you intend to use the school bus service (if space is available)? (circle answer): YES / NO

Consents

Please **tick** the consents that you agree with for your child:

Paracetamol

☐ I give permission for the school to administer paracetamol to my child without the need to contact me first (you will be notified if administered):

Antihistamine

☐ I give permission for the school to administer antihistamine (in the event of an allergic reaction) to my child without the need to contact me first (you will be notified if administered):

Vision & Hearing Screening

☐ Your child will be routinely screened by the Vision & Hearing Technician if your child has not had a B4 School Check. Results will be entered on the Ministry of Education or Ministry of Health secure databases. Your child will be screened unless you **tick this box to opt out**.

These consents are valid for the time my child attends Maranatha Christian School unless I notify the school otherwise in writing.

Photo Permissions

The use of student photos and subsequent permissions has become quite problematic for schools in recent years. In an attempt to tidy this area, we have created a new set of permissions that cover a range of scenarios where we would use images of students to promote the school both within our community and beyond.

Please note, when using images of students (outside of the school buildings or online) we will either use no names at all or where necessary, use first names only).

Due to the complexity of removing images of children completely from around the school and school community events (viewed only by those within the school community), we encourage all families to give permission for images of their children to be used for these purposes, eg class photos, noticeboards, slideshows at Prizegivings, etc.

Please **tick** the consents that you agree with for your child:

I give permission for images of my children to be used around the school and at school community events (viewed only by those within the school community):

☐

Yes

☐

I would like to discuss this with the Principal

Shared Digital Photos

Please note, the question below seeks permission to use and share online photos of your child/ren within closed school community groups, eg Maranatha Facebook page, School Camp photos shared with families of students who attended the camp and other group events including sporting and cultural activities, etc.

By ticking this question you are agreeing to other families within this closed group having access to photos that will include your child/ren. You hereby agree that any photos shared within this group that contains children other than your own **will not** be further shared by you.

I give permission for images of my child/ren to be used and shared online within a closed school community group (refer to examples above):

☐

Yes

☐

No

I give permission for images of my child/ren to be used and shared online within the school and wider community, eg newsletters, the school website, etc.

☐

Yes

☐

No

These consents are valid for the time my child attends Maranatha Christian School unless I notify the school otherwise in writing.

Introduction to Our Child

Please note: If your child is under 4 years of age, this page may be required to be re-submitted closer to interview date.

Student's Name: _____

I/we consider our child has particular strengths in the following areas: (eg, academic, creative, social, spiritual)

I/we are aware of learning difficulties in the following areas:

Does your child receive any specialist therapy? (eg, Speech/Language Therapy; Early Intervention Services)

I/we would like our child to participate in or be especially encouraged in the following areas:

I/we believe our child's temperament to be:

For Older Students

Hobbies/Areas of Interest

Community Involvement:

Sports Background:

Parents' Statement

Maranatha Christian School is a state integrated school, with a defined "special character".

In accordance with the School Integration Deed, the school gives preference of enrolment to members of Hope Centre or Discovery Elim Christian Centre, or children whose parents are committed Christians and are active members of other Christian churches with a similar Pentecostal foundation.

Why do you wish your child/ren to attend Maranatha Christian School?

Personal views on the Christian faith

Describe your personal stance with regard to Christian beliefs and practice:

Father:

Mother:

Parents' Covenant and Declaration

- ☐ We, having become familiar with the aims and objectives of Maranatha Christian School, commit ourselves to support the school's principles.
- ☐ We will actively participate in the education of our children, with specific reference to behaviour encouraged and expected by the school. (Refer to the behavioural Expectations page attached.)
- ☐ We agree that Christian education is a partnership between school and parents. To know and have an understanding of what our child is learning, we recognise the need to work together with teachers. We will liaise directly with our child's teacher when necessary, will attend parent-teacher interviews and parent forums each term.
- ☐ We are aware the school encourages the active involvement of parents in the life of the school. To this end, we will familiarise ourselves with school activities through the fortnightly school newsletter and will respond quickly to special requests when able. Where able, we will offer ourselves for rostered services to assist the cause of the school.
- ☐ In case of disagreement we commit to act at all times within the spirit of the 'Matthew 18 Principle'. We will go directly to the person(s) involved to bring about a peaceful resolution as much as it lies within our power. If this cannot be reached, we will then approach the Principal.
- ☐ We will encourage our child to the best of our ability to live by Christian standards and to develop a personal relationship with God.
- ☐ We commit ourselves to making full payment of attendance dues within 14 days of the accounts being issued.
- ☐ The voluntary donation enables my/our children to receive Maranatha Christian School's distinctive education.
- ☐ We accept that our child's continued enrolment at Maranatha Christian School is subject to our fulfilling the commitments we have made. We therefore sign with the full intention of meeting these obligations and responsibilities.

Declaration

I/we have read the above Parents' Covenant and Declaration and agree to abide by these conditions. I/we hereby submit an application for a place at Maranatha Christian School.

SIGNED:

Father/Guardian: _____ Mother/Guardian: _____

Date: _____ Date: _____

Application for Enrolment - Section C



Reference from Church Pastor/Minister or Senior Leader

Confidential Document

Maranatha Christian School is a state integrated school, with a defined “special character”. In accordance with the School Integration Deed, the school gives preference of enrolment to members of Hope Centre or Discovery Elim Christian Centre, or children whose parents are committed Christians and are active members of other Christian churches with a similar Pentecostal foundation.

This document must be completed by a Pastor/Minister or senior leader of the church congregation at which the applicant and his/her family attend and worship. Your response will be kept confidential.

Name of applicant family: _____

Name of student: _____

Name of person giving reference: _____

Position of person giving reference: _____

Name and address of church: _____

Denomination: _____

Referee's phone number: _____

Email address: _____

Church attendance:

Husband always ☐
mostly ☐
seldom ☐
never ☐

Wife always ☐
mostly ☐
seldom ☐
never ☐

Children always ☐
mostly ☐
seldom ☐
never ☐

What reservations do you have about this family enrolling at Maranatha Christian School?

Any other comments (please include current ministry involvement):

Signed: _____

Position: _____

Date: _____

When completed please send to:
Or post to:

office@maranatha.school.nz
Enrolments
Maranatha Christian School
PO Box 30 438
Lower Hutt 5040

Application for Enrolment - Section D

Character Reference Form (if family does not have a Church Pastor/ Minister or Senior Leader Reference)

Form to be completed by Employer/Manager, Teacher, Māori or Pasifica Community Leader, Public Servant or someone else of standing in the community.



MARANATHA
CHRISTIAN SCHOOL

Confidential Document

The family named below has applied for enrolment of their child/ren at Maranatha Christian School. Please complete this form and post to the address below. Your response will be kept confidential.

Name of applicant family: _____

Name of person giving reference: _____

Daytime telephone: _____

Evening telephone: _____

Address: _____

Email address: _____

How long have you known the family: _____

How do you know the family: _____

Please comment on the following aspects as they relate to the family's suitability for enrolment at Maranatha Christian School:

Relationships and involvement
with the Community: _____

Known strengths and/or weaknesses: _____

Please tick the most appropriate box for the following:

	Excellent	Good	Poor
Honesty & Integrity			
Courtesy towards others			
Reliability			

Comments: _____

Signed: _____ Date: _____

When completed please send to:

Or post to:

office@maranatha.school.nz

Enrolments

Maranatha Christian School

PO Box 30 438

Lower Hutt 5040

Application for Enrolment - Section E

Schedule of Fees & Donations

Maranatha Christian School is a state-integrated school. The Maranatha Foundation Board (MFB) is the proprietor and owns all the land and buildings. The Maranatha Christian School Board of Trustees is the elected governance board for the school.

Fees & Conditions

Attendance Dues \$155.25 (incl GST) per term per student

Attendance dues are compulsory fees paid to the Maranatha Foundation Board to pay for the on-going maintenance and development of the school buildings.

Please notify the school as soon as practicable of possible departure from the school so that the full roll can be maintained and the school does not suffer from lack of funding due to a reduced roll.

Attendance dues are payable within 14 days of the invoice being issued.

Where attendance dues remain unpaid and no arrangement has been made (or arrangement has been dishonoured) with the Proprietors and/or Board of Trustees as to payment, the Proprietors and/or Board of Trustees may require the removal of child(ren) from the school.

I agree that my personal information may be shared with a debt collection agency, in a case where my attendance dues remain unpaid and no arrangement has been made. I acknowledge that I will be responsible for paying any costs, without limitation, incurred during the collection of any outstanding fees.

Maranatha Christian School reserves the right to request a copy of the bill-payers credit report from a credit bureau.

Other expenses may be incurred for any optional extra-curricular activities, such as participation in after school sports teams.

Voluntary Donations

Voluntary Donation \$165.00 per term per student
Special Character Donation \$15.00 per term per student

The voluntary donation payment is used to; cover student stationery, technology resources, learning support, sports equipment, education outside the classroom (trips), other such expenditure as the Board considers necessary, which is not fully covered by government grants. This donation does not cover school camps.

The Special Character donation is used specifically for special character development and promotion, including funding for Christian resources and professional development, as well as for other related expenditure, as the Board considers necessary.

All voluntary donations are exempt of GST and qualify for a tax rebate. An annual donation receipt will be issued for donations paid.

Acceptable forms of payment include Electronic Banking & Automatic Payment (regular payments that ensure the account is paid within 14 days of start of each term). **Please note:** there is no eftpos facility available on the school premises.

- All **Attendance Dues** to be paid into the Maranatha Foundation Trust bank account number: 03 0531 0320193 00
- All **other fees & donations** to be paid into the Maranatha Christian School Board of Trustees bank account number: 12 3142 0335555 00

Father/Guardian: _____ Mother/Guardian: _____

Date: _____ Date: _____

(Signature indicates agreement of above Schedule of Fees & Conditions)

Application for Enrolment - Section F

Statement of Faith

- ❖ We believe in one God, revealed to us through the Father, Son and Holy Spirit. ¹
- ❖ We believe that the Bible is the inspired and infallible Word of God. ²
- ❖ We believe in Jesus'
 - Virgin birth ³
 - Sinless life ⁴
 - Death ⁵
 - Bodily resurrection ⁶
 - Return to heaven ⁷
 - Second coming and millennial reign. ⁸
- ❖ We believe that
 - All have sinned and
 - Face judgement but we can be saved through the sacrificial blood of Jesus on the cross. ⁹
- ❖ We believe in water baptism by immersion.
- ❖ We believe in the ministry of the Holy Spirit evidenced by
 - The conviction of sin
 - Baptism in the Holy Spirit normally evidenced by speaking in tongues
 - The infilling of our lives bringing the resultant fruit of the Spirit ¹⁰
 - Equipping us to serve
 - Miracles, signs and wonders in the name of Jesus ¹¹
- ❖ We believe that marriage is the legal, moral and spiritual union of one man and one woman to the exclusion of all others, voluntarily entered into for life. We believe God intended marriage to be a partnership of mutual love, respect and honour, and that it is the biblical context for God's gift of sexual intimacy. We believe that marriage between one man and one woman is the ideal and God-intended context in which to conceive and raise children. ¹²
- ❖ We believe that God created humans with two distinctly different genders, one biologically male and the other biologically female. Male and Female He created us before we were born. ¹³
- ❖ We believe in sharing our faith with all people.
- ❖ We believe in building the Kingdom of God by working with other Christian believers, as we are only part of the one Body of Christ. ¹⁴

Footnotes

1. Gen 1:1, Matt 28:19, John 10:30
2. 2 Tim 3:15, 2 Pet 1:21
3. Isaiah 7:14, Matt 1:23, Luke 1:25
4. Heb 4:15
5. 1 Cor 15:3, Eph 1:7, Heb 2:9
6. John 11:25, 1 Cor 15:4
7. Mark 16:19
8. Acts 1:11, Rev 19:11
9. John 3:16-19, John 5:24, Rom 3:23, Rom 5:8-9, Eph 2:8-10, Titus 3:5
10. Rom 8:13-14, 1 Cor 3:16, 1 Cor 6:19-20, Eph 4:30, Eph 5:18
11. John 2:11
12. Gen 2:24
13. Gen 1:27, Psalm 139:13-14
14. Rom 8:9, 1 Cor 12:12

The Special Character of the school is upheld by the Christian beliefs and values held by the church as defined by the Pastors Conference. These beliefs are expressed in the above Statement of Faith.

I/we agree to demonstrate a willingness and ability to uphold the above Statement of Faith.

Father/Guardian: _____ Mother/Guardian: _____

Date: _____ Date: _____

(Signature indicates agreement of above Statement of Faith)

Application for Enrolment - Section G

Uniform & Standard of Dress

Maranatha Christian School is a uniform school. We believe that wearing a uniform promotes a sense of belonging, unity and care for appearance. All clothing should be clean, neat, and tidy and named clearly.

Students are to wear the correct uniform items and maintains a neat and tidy uniform appearance. Uniform is to be worn as detailed on the Uniform Graphics below.

If you are unsure about uniform and standard of dress requirements, please discuss these with the Principal or School Office.

Special Notes

- Summer sandals may be worn in Terms 1 and 4, must be black but should not be a type of jandal. Closed shoes may be worn all year round. These must be all black leather-type lace-up, buckle-up or velcro traditional school shoes with black laces, rounded toe and with no ornaments.
- During Terms 1 & 4 (summer), school hats must be worn by students when outside.
- Girls' hair is to be out of the eyes, off the face, and tied back if longer than shoulder length.
- Hair ties, ribbons, clips and headbands must be plain in style and colour (navy blue, red, white, brown or black).
- Boys' hair is to be tidy, out of the eyes, off the face and off the shirt collar.
- Hairstyles that include shaved markings and artificial colourings are not permitted.
- If hair extensions/braids/weaves are used by girls, these are to be a natural hair colour.
- Jewellery is not permitted except for the wearing of small plain studs in ears by girls (silver or gold).
- Wrist watches are permitted.
- Makeup is not permitted; this includes nail polish.

Students are required to bring a note from a parent/caregiver if they are for any reason unable to wear, or be provided with, the correct uniform.

I/we agree to uphold the above Uniform & Standard of Dress for my child/ren:

Signed: _____

Date: _____

(Signature indicates agreement of above Uniform & Standard of Dress)



Application for Enrolment - Section H

Blanket Consent Form for Trips

Education Outside the Classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on school grounds, and off-site. Our students participate in a wide range of learning opportunities within and outside the school grounds. All class teachers are encouraged to provide extension and enrichment opportunities for their students. These learning opportunities sometimes require travel outside the school.

The school uses a process to identify and manage risks at every level of activity and this process is monitored by the board and the principal. We recognise four levels of activities, each with specific requirements regarding parental/caregiver consent.

Level	Activity
1.	At school, or within the immediate local environs, e.g. cross-country runs, fun days, nature studies on the bus track, delivering cards on Hill Road. Consent required: Blanket permission provided on enrolment.
2.	Off-site events occurring entirely in school time e.g. choir trips, swimming lessons, class trips to the museum. Parents are advised of the finishing time if it is later than 3:00 pm. Consent required: Blanket permission provided on enrolment, but parents are informed that the event is to occur.
3.	Off-site or on-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity, e.g. rock climbing, kayaking Consent required: Parent/caregiver informed consent is required for each specific event.
4.	Events occurring overnight, e.g. school camp. Consent required: Parent/caregiver informed consent is required for each

- ☐ I give permission for _____ to attend Level 1 and 2 school trips and visits during their time at Maranatha Christian School.
- ☐ I understand I will be notified of any Level 2 trips/events and I understand I have the right to send an email exempting my child from a school trip/event.
- ☐ I understand the school has in place EOTC guidelines. These include risk analysis procedures and the requirement to plan all school trips with a focus on child safety and enjoyment.
- ☐ I give permission for my child to travel by bus or private vehicle to Level 2 events on the condition that the vehicles used hold a current Registration and Warrant of Fitness and are being driven by someone with a full driver's licence.
- ☐ I understand that my child's contact details and health records will be used by the trip organiser and will keep these updated by informing the office of any changes.

SIGNED:

Father/Guardian: _____ Mother/Guardian: _____

Date: _____ Date: _____

Behavioural Expectations

Our behavioural Expectations are based on scripture.

We have the privilege of an education

Colossians 3:23

*Whatever you do, work at it with all your heart, as working for the Lord,
not for human masters*

**It is our responsibility to ensure we respect our own right,
and the right of others, to an education**

2 Timothy 2:15

*Do your best to present yourself to God as one approved, a worker who does
not need to be ashamed and who correctly handles the word of truth*

It is our responsibility to be diligent learners

We have the privilege of a safe and clean environment

Matthew 7:12

*So in everything, do to others what you would have them do to you, for this
sums up the Law and the Prophets*

**It is our responsibility to respect and encourage others, and to be good
stewards of property and God's creation**

Ephesians 6:1

Children, obey your parents in the Lord, for this is right

It is our responsibility to be obedient to adults in charge

1 Peter 1:15

But just as he who called you is holy, so be holy in all you do

**It is our responsibility to make wise choices, responding to situations
with love and discernment (seeking wise counsel, when needed)**

Updated 07.03.22