

# Application for Enrolment - Section A

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: \_\_\_\_\_

Immigrants: Date of entry into New Zealand: \_\_\_\_\_

Main language: \_\_\_\_\_

Other languages spoken: \_\_\_\_\_

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 <b>hours per week</b> 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.**

## Parent/Guardian/Caregiver Details

<b>First Contact</b>	<b>Second Contact</b>
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:
<b>Business Address:</b>	<b>Business Address:</b>

## 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:

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## 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:
	<b>Email:</b>

## 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  No

## 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)

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

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

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

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

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### For Older Students

Hobbies/Areas of Interest

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Community Involvement:

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Sports Background:

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## 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?

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### Personal views on the Christian faith

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

**Father:**

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**Mother:**

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## 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 school fees within 14 days of the beginning of each term (or once accounts are issued). We will abide by all conditions detailed on the Schedule of Fees & Conditions.  
The voluntary donation enables my/our children to receive Maranatha Christian School's distinctive education and covers basic stationery requirements etc.
- 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: [office@maranatha.school.nz](mailto:office@maranatha.school.nz)  
Or post to: 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: [office@maranatha.school.nz](mailto:office@maranatha.school.nz)

Or post to: Enrolments  
Maranatha Christian School  
PO Box 30 438  
Lower Hutt 5040

# Application for Enrolment - Section E

## Schedule of Fees & Conditions

1. Attendance Dues	\$135.00 per term per student
2. Bus:	\$160.00 per term, first child in family
	\$150.00 per term, second child in family
	\$50.00 per term, any subsequent child in family

Attendance dues are paid to the proprietors of Maranatha Christian School to pay for the on-going maintenance and development of the school buildings.

Other sundry expenses may be charged for teaching and learning programmes or any additional extra-curricular activities incurring extra costs. Parents will be notified of such expenses in advance.

**One term's written notice of intention to withdraw your child(ren) from the school is required. Where no notice is given a fee of one term's attendance dues will be charged in lieu of notice.**

All fees are payable within 14 days of the beginning of each school term.

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. Any outstanding bus fees will incur a penalty charge of 10%. Where bus fees remain unpaid the removal of the child/ren from the bus may be required.

I agree that my personal information may be shared with a debt collection agency, in a case where my fees 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.

## Voluntary Donations

3. Voluntary Donations	\$110.00 per term per student
4. Special Character Donations	\$15.00 per term per student

The voluntary donation payment is used to; cover basic student stationery, subsidise bus transport to events, e-learning equipment, Learning Support staff, other such expenditure as the Board considers necessary, which is not covered by Government grants.

The Special Character donation is used specifically for special character development in the school, funding for Christian resources, eg, Bibles in classrooms and Christian courses for teachers.

A tax credit refund (one third of the donation) can be claimed from IRD annually. To allow parents to claim this tax credit, a Donations Statement is sent out annually detailing the 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.

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. <sup>1</sup>
- ❖ We believe that the Bible is the inspired and infallible Word of God. <sup>2</sup>
- ❖ We believe in Jesus'
  - Virgin birth <sup>3</sup>
  - Sinless life <sup>4</sup>
  - Death <sup>5</sup>
  - Bodily resurrection <sup>6</sup>
  - Return to heaven <sup>7</sup>
  - Second coming and millennial reign. <sup>8</sup>
- ❖ We believe that
  - All have sinned and
  - Face judgement but we can be saved through the sacrificial blood of Jesus on the cross. <sup>9</sup>
- ❖ 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 <sup>10</sup>
  - Equipping us to serve
  - Miracles, signs and wonders in the name of Jesus <sup>11</sup>
- ❖ 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. <sup>12</sup>
- ❖ 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. <sup>13</sup>

## 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. 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 for girls must be plain in style and colour (navy blue, red, white, brown or black).
- Boys' hair is to be short, 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)*



# 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 people, 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 choices that bring honour and glory to God, His school and our family**

Updated 01.02.19