



Southland Adventist<sup>™</sup>  
Christian School

# ENROLMENT APPLICATION



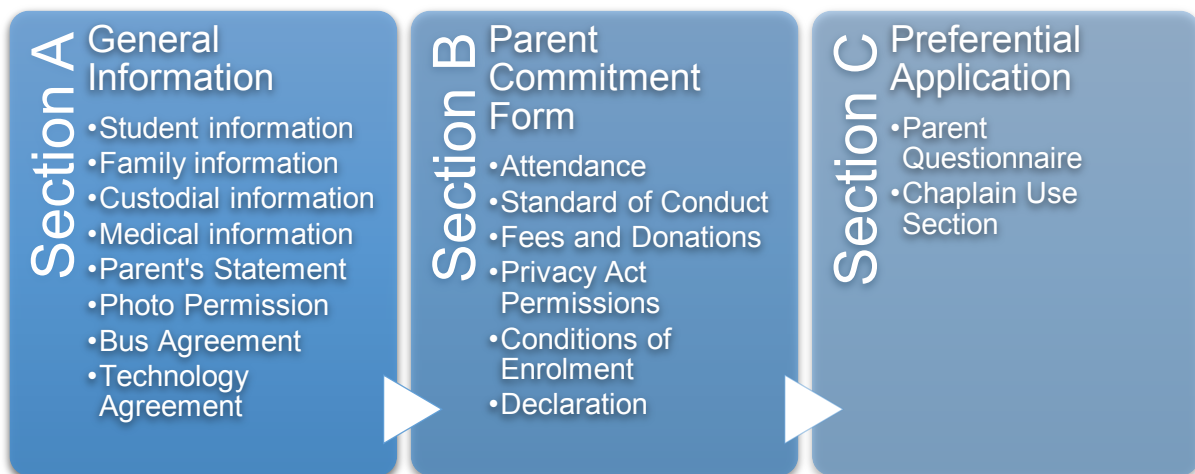
## CHECKLIST FOR COMPLETING YOUR APPLICATION

- Section A (general and background information) complete
- Section B completed and signed by both parents (if applicable)
- Section C (Attestation form for preferential applicants) forwarded to the Church Minister for completion
- A copy of the latest school report (for pupils who have attended a previous school)
- A preschool report for New Entrants (Before School Check form and Early Childhood Centre)
- A copy of the pupil's Birth Certificate (all students)

## IF APPLICABLE

- Non-NZ citizens who are Permanent Residents of NZ must provide a copy of their Residency Visa or Residency Permit
- Passport (overseas born students)

## CONTENTS



Please forward your completed application to:

**Attn: Principal – Enrolment Application**  
**PO Box 5007**  
**Waikiwi**  
**Invercargill**

or

[principal@sacs.school.nz](mailto:principal@sacs.school.nz)

# SECTION A

## GENERAL INFORMATION

### STUDENT INFORMATION

Surname: ..... DOB: .....

First names: ..... Gender: .....

Preferred name: .....

Current school name: ..... Current Year level: .....

Date first started school: .....

Proposed term and year of admission: ..... Proposed level of admission: .....

Kindergarten attended (if applicable): .....

Country of birth: ..... Citizenship: .....

Language(s) spoken at home: ..... Ethnic group(s): .....

Iwi affiliation: ..... NZ Residency (overseas students):

Yes  No

Current Church attending: .....

Special learning requirements, current/past learning programmes, existing medical conditions:

.....  
.....

### FAMILY INFORMATION

#### MOTHER/CAREGIVER/GUARDIAN

First name: ..... Phone (home): .....

Surname: ..... Phone (work): .....

Email: ..... Phone (mobile): .....

Home address: .....

Occupation: .....

#### FATHER/CAREGIVER/GUARDIAN

First name: ..... Phone (home): .....

Surname: ..... Phone (work): .....

Email: ..... Phone (mobile): .....

Home address: .....

Occupation: .....

## CUSTODIAL INFORMATION

Student lives with:  Both parents  Mother  Father  Other (please specify): .....

Are there legal custodial arrangements?  No  Yes (please specify below):

.....  
.....

If student lives with separate parents/caregivers, do you want both parents/caregivers to receive student reports?  Yes  No

## EMERGENCY CONTACT

Name: .....

Relationship to student: ..... Phone: .....

## MEDICAL INFORMATION

Doctor name: ..... Doctor phone: .....

Doctor address: ..... Immunisation:  Yes  No

Medical notes: ..... Dates: .....

.....  
.....

Allergies: ..... Before school check completed?  
 Yes  No

Dietary requirements: .....

Any other medical information regarding any of the following:

*Hepatitis, Polio, Diphtheria, Tetanus, Pertussis, HIB, Measles, Mumps, Rubella*

.....  
.....

## PERMISSIONS

Do you consent to your child being provided with any pain relief i.e. Panadol, or suitable medical treatment if required?  Yes  No

In an emergency, may the school act on behalf of the parent/caregiver?  Yes  No

## PARENT'S STATEMENT

Why do you wish your child(ren) to attend Southland Adventist Christian School?

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Signed:        Mother/Caregiver/Guardian .....        Date: .....

                  Father/Caregiver/Guardian .....        Date: .....

How did you hear about our school?

.....

.....

.....

## PERMISSION FOR USE OF PHOTOS

I/We understand that photos of my child/ren may be used by the school for the following purposes

- School Newsletters
- School Website
- School Facebook Group (note: this is a closed, private group)
- School events such as the end of year Prizegiving and Church Programmes
- Local Newspapers as part of a report on school related activities or events
- School, proprietors, church web sites specifically designed for the school system
- Other publications that are relevant to our school community

I /We understand that students will not be identified by name to respect their personal and family privacy.

I/We give permission to the Southland Adventist Christian School for this material to be used for the above purpose.

I/We understand that this permission is to be valid for the time my child/ren is enrolled at the Southland Adventist Christian School unless indicated otherwise.

Signed:        Mother/Caregiver/Guardian .....        Date: .....

                  Father/Caregiver/Guardian .....        Date: .....

## BUS INFORMATION

Are you requesting the bus to pick up and drop off your child daily?  Yes  No

## PARENT/CAREGIVER RESPONSIBILITIES

1. Ensure the children are aware of the Bus Rules.
2. Ensure the children are on time. The bus will not wait.
3. Ensure payments are kept up to date. Continuous non-payment will result in suspension or expulsion from the bus service. This decision will be taken by the Principal and the School Board.
4. If any student is found vandalising the bus, that parent/caregiver will be held responsible for the cost of repairing the damage. Bus seats will be checked at the end of each day and any damage reported to the principal who will notify the parents by letter.
5. Messages regarding the transportation of your children should be given to the Bus Driver with sufficient warning, and preferably in written and signed form.
6. Please inform the driver if your children will not need to be picked up in the mornings. This is common courtesy, and helps to keep the running costs and time down.
7. If a student continually misbehaves or endangers the safety of others, he/she may be asked to discontinue the use of the service. This decision will be taken by the Principal and the School Board.
8. Any complaints regarding the Bus Driver will be in writing, to the Principal who will notify the School Board.

## BUS RULES

- No students are to be on the bus without supervision
- All students will be given allocated seats and must remain in those seats at all times
- Students are to obey the driver's instructions
- For safety reasons standing or moving about in the bus is not permissible
- There should be no feet on the seats or seat backs of the seat in front of you.
- No feet in the aisles - for safety and politeness. No hands, elbows, feet etc., outside the windows. No objects to be thrown out of the windows or in the bus. No eating or drinking, this includes sweets and chewing gum. No vandalism. This includes graffiti, and damaging seat
- No bullying.
- With the permission of parent/caregiver, students may use a Mobile Device (phone, iPod, tablet etc.) when on the bus as long as the following conditions are adhered to: The device is for personal use only, any music/noises played from the device is through headphones, the use of the device is at the discretion of the driver - any misuse will result in the device being confiscated and passed on to the Principal, any use fits the Christian Special Character of the school and when the student arrives at school, the device must be handed to the Principal.

**THE BUS SERVICE REPRESENTS THE SOUTHLAND ADVENTIST CHRISTIAN SCHOOL. EVERYTHING THE DRIVERS AND PASSENGERS DO SHOULD REFLECT THE SPECIAL CHARACTER OF THE SCHOOL.**

**I agree to the conditions and rules of the Southland Adventist Christian School Bus Service, and have ensured that my children are aware of the Bus Rules.**

Signed: Mother/Caregiver/Guardian ..... Date: .....

Father/Caregiver/Guardian ..... Date: .....



# SECTION B

## PARENT COMMITMENT FORM

### TO BE COMPLETED BY **BOTH** PARENTS, WHERE BOTH ARE SUPPORTING THIS APPLICATION:

- As a parent of a child at Southland Adventist Christian School I recognise that the home and the Church are God's twin education institutes and that it is therefore vital that the Christian school and the Christian home work together in close co-operation.
- I agree to support the school staff and the school rules of courtesy, conduct and dress.
- I will read and seek to understand the School Standards as outlined in the prospectus.
- I support the school staff and board in recognising the need to discipline pupils for behaviour and actions that distract from the learning atmosphere and objectives of Southland Adventist Christian School.
- I realise that building strong relationships with my child's teacher to aid in the training of my child is as much my responsibility as it is the schools. Therefore, I will support the staff and programme, co-operate with them in discipline and lay a spiritual foundation through Godly example in the home. I will support the spiritual training of the school, follow through with any work assignments or slips to be signed, see that the children reach the school on time and send written reasons for absence of lateness.
- I will co-operate in training my children to respect school property and will pay for the replacement of any property that my child has abused beyond repair.
- I agree to ensure my child is dressed in correct school uniform, as prescribed by the school, while at school functions where the school uniform is required. If for any reason my child is not in correct uniform I will notify the school and immediately take the necessary actions to complete their uniform.
- I realise the importance of Parent Evenings for betterment of home and school. I will endeavour to attend these meetings or make an alternative arrangement.
- I agree that the fees for the education of my child/children at Southland Adventist Christian School will receive priority in my budgeting and will be paid by the required date. Should circumstances prevent me from paying fees in full by the due date, then I will immediately contact the school administration and discuss alternative arrangements.
- I will endeavour to co-operate with the school in all matters, realising that when we function in the spirit of unity it is then that God will command His blessing to be on the school.
- I will assist in positively publicising the school and its programmes among friends and family.

### ATTENDANCE

- The School requires punctual and regular attendance from all pupils.
- The school must be contacted to explain a lateness of absence.
- Leave from school during term time must be applied for in writing beforehand and is granted at the Principal's discretion.

### STANDARD OF CONDUCT

- I/We will ensure that the policies and rules as laid down by the School Board and Management are followed.

## FEES AND DONATIONS (PER TERM)

Paid to the New Zealand Seventh-day Adventist Schools Association (Proprietor's):

1. Compulsory Attendance Dues: \$147.50 per child (currently funded by Bainfield Adventist Charitable Trust)
2. Special Character Donation: \$25 (to fund Bible and Special Character initiatives)

Paid to the Southland Adventist Christian School:

1. School Bus Fee (for those who elect to use this service)
    - a. \$110: 1 student
    - b. \$190: 2 students
    - c. \$260: 3 or more students
  2. Technology Fee (Year 7 & 8 students only): \$15  
*This is to help pay for course materials the students bring home, such items made in wood-tech. If families elect to not pay this charge, their children will still be able to attend Technology, however they will not be able to bring home any completed projects.*
  3. Stationery Pack: \$20
- I/We accept responsibility for the payment of school fees as set out above.
  - Where school fees remain unpaid and no arrangement has been made between us and the school as to their payment, I/We agree to pay debt collection fees.
  - The board reserves the right to review any fee and it will notify us in writing of any change.

## PRIVACY ACT PERMISSIONS

- I/We acknowledge that these records will be held and used by Southland Adventist Christian School and any other organisation or group that functions under the auspices of the School for any lawful activity that these bodies undertake.
- I/We acknowledge that the information we have provided will be used to determine whether or not the applicant is offered a place at Southland Adventist Christian School.
- I/We are aware of our rights to have access to the information, to request correction of it, to be informed of any action taken in response to such a request and to have attached to the information a statement that we have requested a correction. We agree to pay any reasonable charges in connection with these requests.
- I/We acknowledge that the information may be provided to education authorities if required by law.
- I/We authorise the school to obtain any information about the applicant that may be necessary to achieve the purpose of educating the school's pupils and to disclose any information obtained during the course of the applicant's education to the applicant's parents.
- I/We acknowledge that if any information required by this application form is not provided, the application may be rejected.
- I/We give permission for the school and any other organisation or group that functions under the auspices of the school, to collect, store, pass on and dispose of information for any lawful activity that these bodies undertake.



**CONDITIONS OF ENROLMENT (PLEASE TICK BOXES)**

I/We the undersigned accept as conditions of enrolment that:

- Southland Adventist Christian School exists to lead young people into a saving relationship with Jesus Christ by developing their characters, minds and academic skills for service to God and man, for life and eternity.
- We will notify the school of any change in the information contained in this Application Form as soon as is reasonably possible.

**DECLARATION (PLEASE TICK BOXES)**

- I/We have read the above Parents Commitment, Conditions of Enrolment and Privacy Act and agree to abide by these conditions.
- I/We hereby submit an application for a place at Southland Adventist Christian School.

Signed:        Mother/Caregiver/Guardian ..... Date: .....

                  Father/Caregiver/Guardian ..... Date: .....

# SECTION C

## PREFERENTIAL APPLICANTS

### PREFERENCE DETERMINATION INTERVIEW QUESTIONNAIRE

Parent name: ..... Phone number: .....

Address: .....

Student name: ..... Year level: .....

1. Are parents/caregivers of the applicant(s) members of the Seventh-day Adventist Church?  Yes  No

If Yes, please complete the following:

- a) Which church is your membership held at currently? .....
- b) Which church is being attended currently? .....
- c) Name of Church Pastor: .....

If No, please complete the following:

- a) Are you members of a church congregation?  Yes  No (Go to Q2)
- b) Which church is being attended currently? .....
- c) Are you regular and active members of the congregation?  Yes  No
- d) Describe your involvement in church life? .....
- e) Name of Church Pastor: .....

2. Why did you choose this school for your child to attend? .....
- .....
- .....
- .....
- .....

3. What do you understand about the special characteristics of the Seventh-day Adventist Church as taught by the school?

- Salvation through Christ alone
- Sabbath
- State of the Dead and Second Coming
- Stewardship (tithe)
- Ellen G. White
- Healthy living (smoking, alcohol consumption, drug abuse)
- Promotion of a preferred lifestyle (Vegetarian diet)

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4. Are you prepared to become involved in the life of the school and support the various activities of the school (Parent/Teacher Interviews, Special School/Church programmes, Fundraisers, Community Outreach)?  Yes  No

5. At our school we encourage students to develop a personal walk with Jesus through prayer, Bible study, church attendance, family worship, and a healthy lifestyle. Are you prepared to support your child's spiritual development at home?  Yes  No

6. Other comments you would like to share: .....  
.....  
.....  
.....

Signed: Mother/Caregiver/Guardian ..... Date: .....

Father/Caregiver/Guardian ..... Date: .....

**CHAPLAIN USE ONLY**

..... (student name) is which of the following:

- Preferential with a particular connection
- Preferential with a general connection
- Non-preferential

Statement of Determination Sent  Yes  No

Certificate of Preference Sent (if preferential)  Yes  No

Signed: Chaplain: ..... Date: .....



**PLEASE READ OUR CONDITIONS OF ENROLMENT CAREFULLY BEFORE SIGNING  
ON THE FIRST PAGE OF THIS DOCUMENT**

Attendance Dues are compulsory as permitted by legislation. Unpaid fees may lead to your child being excluded from all Seventh-day Adventist Schools. In the event of a default in payment, then any recovery costs levied by a debt-collection agency will be charged to the account payer.

**ATTENDANCE DUES ARE DUE IN FULL AT THE BEGINNING OF EACH TERM.**  
*Payment plans are available by prior arrangement.*

Having applied for enrolment at a New Zealand Seventh-day Adventist Integrated School, I understand the following Terms and Conditions:

1. Attendance at a Seventh-day Adventist School is conditional upon the payment of Attendance Dues.
2. Payment of Attendance Dues is due at the commencement of each school term.
3. Attendance Dues will be invoiced for each student in Term 1, or on enrolment:
  - a. Years 1 – 8: \$570 per year (i.e. \$142.50 per term, or \$14.25 per school week)
  - b. Years 9 – 12: \$790 per year (\$197.50 per term, or \$19.75 per school week)
4. Accounts in arrears at the end of the term may result in exclusion
5. Payment plans can be applied for provided the account is up to date by the end of each term.
6. Failure to maintain payment plans up to date may result in exclusion
7. The parent or caregiver who enrolls the student is ultimately responsible for payment. Where another person or organisation is paying the Attendance dues, they must agree to do this by signing in the Yellow section of the Form.
8. Any costs, commissions, disbursements and legal fees incurred in the course of The Proprietor recovering outstanding Attendance Dues, will be recovered from the account payer.

I understand that the information given in this form may be disclosed to The Proprietor, or his/her agent for the purposes of collection of Attendance Dues and any other purposes provided for or envisioned in law as promulgated in the Privacy Act (1993)

I have read, understood and agree to comply with all terms and conditions as contained in this document. –

- As Parent/Caregiver/Guardian please sign in the Purple/Green Section overleaf.*
- If a sponsorship or scholarship arrangement is in place, please sign in the yellow section overleaf.*

School Codes							
ASDAH	<b>ASDAH</b>	Longburn	<b>LAC</b>	Rotorua	<b>ROT</b>	Waitakere	<b>WAI</b>
Balmoral	<b>BAL</b>	New Plymouth	<b>NPL</b>	South Auckland	<b>SASDA</b>	Wellington	<b>WEL</b>
Christchurch	<b>CAS</b>	Palmerston North	<b>PNACS</b>	Southland	<b>SACS</b>	Whakatane	<b>WHK</b>
Hamilton	<b>HAM</b>	Parkside	<b>PRK</b>	Tauranga	<b>TAU</b>	Whangarei	<b>WACS</b>