



2025 Enrolment Application

Enrolment is also available online via the school website

Checklist (please ✓ the box)

This application for a place at Hillmorton High School must include the following and will not progress until ALL the documents required are provided.

All Enrolments

- If a New Zealand citizen, a copy of the student's Birth Certificate or Passport is attached
- If Australian citizen, a copy of the student's Australian Passport
- If born outside New Zealand and is a New Zealand Resident, a copy of the student's Passport and Permanent Resident Permit and/or Permanent Resident Visa
- If not a New Zealand or Australian resident or citizen, please provide: Student's passport with a copy of Student Visa and parent's Work Visa
- A copy of the student's latest full school report is attached
- You have read and agree with the enclosed Use of ICT, EOTC Agreement and signed **ALL** sections of this Enrolment Application

Note: Attach all learning assessment reports and contact the school SENCO – email: colemanl@hillmorton.school.nz

In Zone Enrolments

Proof of Residence - copy of a recent power bill, tenancy agreement, internet bill is attached

Criteria for Enrolment

Please complete Part A or Part B

A. Students residing in 'Home Zone'

- Priority 1** – must be given to students who have been accepted for enrolment in the Special Programme (Upland Specialist Programme) run by the school and approved by the Secretary for Education.

NOTE: Evidence must be attached for this permanent residential address (e.g. power bill, telephone account)

B. Students residing outside the 'Home Zone'

- Priority 2** – must be given to applicants who are siblings of current students.

Name and Year Level _____

- Priority 3** – must be given to applicants who are siblings of former students.

Name and Year attended _____

- Priority 4** – must be given to any applicant who is a child of a former student of the school.

Name and Year attended _____

- Priority 5** – must be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school.

- Priority 6** – must be given to all other applicants.

Enrolments received after the due date will be placed at the end of the ballot waiting list.

In-Zone Declaration

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you move to an out-of-zone address before your student's first day of attendance at the school, your student will not be entitled to attend the school. Students must also be living with a family member or responsible adult who has been given "primary duty of care" and is responsible for the student's welfare.

The Ministry of Education advises that parents should be warned of the possible consequences of deliberately attempting to gain unfair priority for enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary. If the Board has reasonable grounds for believing that the given in-zone address is not a genuine, on-going living arrangement with the primary caregiver, the Board may decline the offer of a place.

2025 Application Form

Entry level applying for:

Year 7 8 9 10 11 12 13 (circle one)

Student Details:

Last Name: _____ (as on Birth Certificate/Passport)

First and Middle Names: _____ (as on Birth Certificate/Passport)

Preferred Names: _____

Home Address: _____

Suburb: _____ Post Code: _____

Home Phone: _____ Student's Cell Phone: _____

Gender: Male – Tāne Female – Wahine Transgender - Takatāpui Gender diverse (circle one)

Date of Birth: ____/____/____

Name of current school: _____

Name of sibling currently attending Hillmorton High School: _____

Ethnicity:

NZ European

Maori Iwi/Tribe(s) _____

Other Please specify _____

Country of Birth: _____

If born outside NZ, date of arrival in NZ: _____

Citizenship:

NZ

Other Please specify _____

Is English your first language? Yes No (circle one)

If no, what is the main language spoken at home? _____

NB – A copy of the student's NZ Birth Certificate or Passport must be attached to this Application Form. If not a NZ Citizen, please provide proof of residency/eligibility to enrol.

Subject Choices

The Year 9 and 10 course books contain the curriculum information which will be available in July. Senior Course Book is available on our school website.

Explanation of Terms:

Primary/Secondary Caregivers and Emergency Contact

Examples:

If a student lives with both parents at the same address, then the parents are the primary caregivers. It is unlikely that there will be a secondary caregiver.

- If the student lives with a parent and their partner, then the parent is a primary caregiver. The partner is usually listed as the other primary caregiver.

If the student lives with a parent and no other adult, then the parent will be the only primary caregiver.

If none of the above examples apply, please read the following explanations.

Primary Caregiver/s – may include up to two adults that have guardianship of a student (e.g. parents or parent and a partner). The student lives most or all of the time with the primary caregiver. The primary caregiver is the main point of contact with the school.

Secondary Caregiver/s – can include up to two adults (e.g. parent that the student does not live with most or all the time). The secondary caregiver may have partial or no guardianship of the student.

NOTE:

The school sends all communication to the student's primary and secondary caregivers.

Both primary and secondary caregivers will be provided with independent personalised access to our web portal. This will allow them to view student attendance, reports, NCEA results (if applicable) and other school information.

Emergency Contact – this adult will be contacted by the school if the primary or secondary caregivers are not contactable at the time of any emergency. The alternative emergency contact is not one of the primary or secondary caregivers. They do not receive any communication from the school.

PLEASE NOTE:

It is important to include an email address in your details; the usual way we communicate with parents/caregivers is via email (this includes sending school reports, and most other communication).

Caregiver Details (refer to information on previous page)

Primary Caregiver 1

Relationship to Student: _____ (e.g. mother/father)
Last Name: _____ First Name (*preferred*) _____ Title Mr/Mrs/Miss/Ms/Dr
Postal Address (if different from physical address on previous page):

Post Code: _____
Cellphone: _____ Work Phone: _____
Email: (*please print clearly*): _____

Primary Caregiver 2

Relationship to Student: _____ (e.g. mother/father)
Last Name: _____ First Name (*preferred*) _____ Title Mr/Mrs/Miss/Ms/Dr
Postal Address (if different from physical address on previous page):

Post Code: _____
Cellphone: _____ Work Phone: _____
Email: (*please print clearly*): _____

Secondary Caregiver 1

Relationship to Student: _____ (e.g. mother/father)
Last Name: _____ First Name (*preferred*) _____ Title Mr/Mrs/Miss/Ms/Dr
Postal Address (if different from physical address on previous page):

Post Code: _____
Cellphone: _____ Work Phone: _____
Email: (*please print clearly*): _____

Secondary Caregiver 2

Relationship to Student: _____ (e.g. mother/father)
Last Name: _____ First Name (*preferred*) _____ Title Mr/Mrs/Miss/Ms/Dr
Postal Address (if different from physical address on previous page):

Post Code: _____
Cellphone: _____ Work Phone: _____
Email: (*please print clearly*): _____

Emergency Contact (*someone other than above*)

Name: _____ Relationship to Student: _____
Home Phone: _____ Cell Phone: _____

Student's Health Record

Doctor:	Surgery Phone Number:
Dentist:	Surgery Phone Number:

Medical Information: *circle one* **Medication Required:** (These can be stored in Sick Bay)

Asthma (Mild / Moderate / Severe)	Yes / No	
Diabetes	Yes / No	
Epilepsy	Yes / No	
ADD/ADHD	Yes / No	
Migraine	Yes / No	
Allergies (name allergy)	Yes / No	
Any other medical condition or disability?		
Dietary Requirements (School Lunch Programme)		

In Case of Illness, Accident or Emergency

If prescribed medication is to be administered at school, there is an additional form to be completed at time of enrolment. Please ask at the office.

I give permission for my student to receive paracetamol when necessary **Yes / No** (circle one)

If the School is unable to contact you, or if the accident is serious, I give permission for the school to either take my student to a Medical Centre or call an Ambulance.

If an Ambulance is needed for an accident, I agree to meet any costs incurred **Yes / No** (circle one)

In the event of an Emergency which requires the school to close at short notice (e.g. earthquake)

I give permission for my son/daughter to leave the school grounds after being checked off the roll by his/her form teacher. **Yes / No** (circle one)

Please note: If this permission is not given the student will remain at school, supervised, until collected by an authorised family member/caregiver.

Do you have a device to bring to school?	Yes	No	(circle one)
What device do you have: Chromebook ?	Tablet	Laptop	other _____
Do you have internet access at home?	Yes	No	

Permission to Publish Photographs/Video of a Young Adult

My son/daughter and I both **authorise /do not authorise** Hillmorton High School, or its representative to photograph/video him/her and to use the photographs/video in any school publication (for example newsletters, magazines, website) developed for school publicity or educational purposes. I understand that the images may be published in print, on video, on CD-ROM, or on the Web and may be distributed worldwide.

Parent/Caregiver Signature _____ Date / /

Student Signature _____ Date / /

All enrolling students will have an interview. Please feel free to add some information here that you feel is essential knowledge to support their transition to our school.

Behaviour (specify any specific needs/concerns and strengths – helpful advice or strategies)

Interests (Sports, arts, culture, languages, hobbies, talents, strengths, passions etc)

Learning (specify any learning support or diagnosed conditions – helpful advice or strategies) attach a copy of any/all learning assessment reports and contact the school SENCO – email: colemanl@hillmorton.school.nz
Aspirations, career choices, subject choices

Need to Know (especially medical needs or specific pastoral care matters, important family info)

Cybersafety and ICT USE Agreement

The use of Information and Communication Technologies (ICT) bring benefits to teaching and learning programmes within our school. We are committed to ensuring the safe and effective use of these resources. ICT covered by this agreement includes but is not limited to computers, storage devices (e.g. ipods, MP3 players) dvds, cameras, all types of mobile phones and any other similar technologies both owned by the school or privately. We reserve the right to audit these devices.

All students are required to complete before using ICT at Hillmorton High School.

Agreement / Te Kirimana

I shall respect the school's equipment and resources.

I take full responsibility and liability arising from my use of the Internet and ICT equipment.

I shall not discuss my name, address and telephone number or the name, address and telephone number of others without the permission of my teacher.

I shall identify myself in all correspondence.

I shall respect the rights, privacy and property of others. This includes their passwords and files.

I agree not to divulge my password to anyone.

I shall respect copyright and protect the school from infringement of copyright.

I agree not to access or send unsuitable, offensive or illegal material. This includes any material that is pornographic, racist, sexist, unethical, obscene, sexual or violent in nature.

I will not upload any inappropriate photographs, videos or material that would bring Hillmorton High School's reputation into question, nor will I go on to any social media sites e.g. Facebook or You Tube.

If I accidentally access unsuitable material, I will immediately return to Home page and inform the teacher without showing others.

My mail, files and internet use may be checked by staff or independent audit and I consent to this.

I understand that inappropriate use of the ICT may result in disciplinary action.

I agree not to download any files without the permission of a teacher

I will not connect any device (e.g. phone, camera) or attempt to run any software on the school system without a teacher's permission, including wireless technologies.

I will not use ICT to harass, threaten or in any way harm an individual or the school itself.

Student Statement

I have read and understood the school Cybersafety and ICT use Agreement and agree to abide by it. I understand when using ICT I am a representative of the school and shall always act in the best interest of the school. I understand if I fail to follow this agreement, I may lose the use of ICT at school and face disciplinary action.

Student Name _____

Student Signature _____

Date: / /

Parent/Caregiver Statement

I have read and understood the school Cybersafety and ICT use Agreement and agree to support the school in implementing it. I give permission for my child to use ICT resources at school.

Parent/Caregiver Name _____

Parent/Caregiver Signature _____

Date: / /

EOTC Parental Blanket Permission

Education outside the classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on the 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 and, may extend outside school hours.

Our school uses a process, which is monitored by the Principal and Board of Trustees, to identify and manage risk for all activity types. The Ministry of Education EOTC Guidelines identify four activity types, each with recommended parent/caregiver consent (as outlined below).

Staff analyse the risk associated with all EOTC activities and identify strategies to eliminate, isolate, and/or minimise the risks.

Event Type	Description	Type of consent required (Ministry Guidelines)
A	On-site – in the school grounds	
	Lower risk – e.g. sports day, horticulture, adventure-based learning (ABL) activities, painting murals, measuring for mathematics	No consent required
	Higher risk – e.g. school pool or climbing wall	Blanket consent
B	Off-site – short visits in the local community within school hours	
	Lower risk – e.g. museum, art gallery, botanic gardens, sports and recreation events	Blanket consent
	Higher risk – e.g. aquatic environments (river, beach), rock climbing	Separate consent for each event
C	Off-site – day trips, which extend out of school hours	
	Lower risk – e.g. farm visit; day hike in a local park or in local bush; city visit; train, bus or ferry trip	Blanket consent
	Higher risk – e.g. skiing, waka ama, rock climbing, swimming in natural environments (beach, river), field trip involving chemicals or heavy machinery	Separate consent for each event and risk disclosure
D	Off-site – multi-day trips further afield	
	Lower risk – e.g. trip to another region; sports tournaments; field trips to urban environments, and historic sites (having well-formed tracks)	Separate consent for each event
	Higher risk – e.g. overseas trips; field trips into natural water, bush, or alpine environments, or other hazardous environments (for example, where chemicals, heavy machinery, or other hazards are present); outdoor education camps; outdoor pursuit journeys in the “back country” (for example, biking, tramping, canoeing)	Separate consent and risk disclosure

Parent/Caregiver Statement

I have provided the school with up-to-date medical, and learning information and will make every effort to keep this information current.

I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this and I will inform the school as soon as possible of any changes in medical or other circumstances.

I agree that on some occasions, my child will be required to travel in a school van or in a private vehicle to various events. (It is the school's requirement that any vehicle used for transporting students must be registered, appropriately insured and have a current WOF and the drivers must have their full drivers licence).

I understand that the school will identify any foreseeable risks and hazards and implement correct management procedures to minimise these risks but also that some risks cannot be completely eliminated.

I agree to the participation of my child in all Type A and lower risk Type B and C EOTC activities while a student at Hillmorton High School.

Parent/Caregiver Name _____

Parent/Caregiver Signature _____

Date: / /

Student Statement

I understand that any EOTC event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom.

I will take genuine responsibility for my own learning and for the safety of myself and others.

I agree to

- follow the rules and instructions of staff and other supervisors at any event
- take part in all activities within challenge by choice options
- look after myself and my belongings
- tell the teacher if there are medical conditions that could affect my participation in the event
- be a good role model for Hillmorton High School

I understand that my parents/caregivers will be contacted, and I may be sent home if my actions are considered unacceptable by staff.

Student Name _____

Student Signature _____

Date: / /

Declaration by Parents/Guardians and Students

I will do my best to ensure that _____ (Student's name) complies with the school regulations and acts with common sense and consideration for others. I declare that the student will be residing permanently at the given address while attending Hillmorton High School and agree to the payment of course fees.

Parent/Caregiver Signature _____ Date _____

I will comply with the school regulations including attendance, uniform and homework and will act with commonsense and consideration for others.

In accordance with the Privacy Act 2020, I consent to this information,

- Being available to the Ministry of Education, New Zealand Qualifications Authority, and relevant institutions for the advancement of my education, including the Ministry of Social Development for future employment or further education opportunities or other agencies where disclosure is required for the maintenance of law and order.
- being available within the school for the purpose of improving my performance as a learner and ensuring my personal safety.
- Further, I agree to information regarding my school performance being transferred between educational institutions to which I transfer.

Student Signature _____ Date _____

Personal Information and the Privacy Act (2020)

The Privacy Act 2020 protects the information you give the School and details conditions under which personal information can be obtained, used, stored and exchanged with other interested parties. The School collects personal information from its students so that they can be enrolled at the School, have their attendance and progress recorded, be entered for examinations, or be contacted by the School. The School also collects information about the caregivers of the student so that they may be informed of student progress, or contacted by the School, and because the safety of the student is important.

Personal information may be disclosed to other education agencies, such as the Ministry of Education and the NZ Qualifications Authority; and to Government agencies such as the NZ Police if they demonstrate a statutory right to obtain it. Personal information may be retained by the School after the student leaves in order for the School to maintain a list of past students. Personal information may also be disclosed to the Hillmorton High School Parent Teacher Association to assist in compiling its membership register. Under the Privacy Act 2020 you have the right of access to all personal information held by the School about you. You also have a right to ask the School to correct any information held which is inaccurate. You can exercise that right by applying to the School. You also have an obligation to advise the School if/when any of the personal information you have provided changes. If for any reason your enrolment is not accepted, this enrolment form will be destroyed.