



# NELSON COLLEGE

## Enrolment Form

Waimea Road, Private Bag 16  
Nelson 7042

Phone (03) 548 3099

Email: [excellence@nelsoncollege.school.nz](mailto:excellence@nelsoncollege.school.nz)

Website: [www.nelsoncollege.school.nz](http://www.nelsoncollege.school.nz)

ONLINE ENROLMENT IS AVAILABLE  
VIA THE COLLEGE WEBSITE

### STUDENT DETAILS

<b>Legal Family Name</b> <i>e.g. Smith (as on Birth Certificate)</i>			
<b>Legal First Name(s)</b> <i>e.g. Christopher John</i>			
<b>Preferred First Name</b> <i>e.g. Chris</i>			
<b>Date of Birth</b>	____ / ____ / ____ <i>Day Month Year</i>	<b>Start Date:</b>	<b>Term:</b> <b>Year:</b>
<b>Current / Previous school</b>			

**Student will be starting at Year Level** *(tick one)*       9     10     11     12     13

**Name of sibling(s) at Nelson College** *(if any)*

**Mail to whom: (for official letters and invoices)**  
*e.g. Mr J & Mrs S Jones*

Address <small>(Include Emergency Services or Rapid number for Rural Addresses)</small>	Current Residential Address		Postal Address <i>(if different)</i>
	No. / Street		
Rural Delivery			
Suburb			
Town			
Postcode			

**An Ethnic Group is required by the Ministry of Education for statistical purposes. Please tick one or more.**

NZ European / Pakeha

Maori (plus Iwi and region if known)

Iwi 1: \_\_\_\_\_ Iwi 2: \_\_\_\_\_

Iwi 3: \_\_\_\_\_

Other: (please state) \_\_\_\_\_ First Language (spoken at home) \_\_\_\_\_

### ELIGIBILITY - this enrolment form is intended for domestic student only (International enrolments use International form)

Please confirm student eligibility (tick **one** box)

NZ citizen (attach copy of NZ birth certificate or NZ passport or NZ citizenship certificate)

NZ or Australian resident (attach copy of passport showing NZ residence class visa)

Australian citizen (attach copy of Australian passport)

Is not a Citizen or Resident of NZ nor a citizen of Australia (provide valid student visa/permit with conditions containing "Domestic Student")

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

**Has your son been stood down, suspended or excluded from a previous school?**       Yes  No

PRIMARY CAREGIVERS (as at the address given on the front page)	
Mrs/Ms/Miss/Dr First and Family Name:	Mr/Dr First and Family Name:
Relationship to student:	Relationship to student:
Home phone:	Home phone:
Cellphone:	Cellphone:
Email:	Email:
Work phone:	Work phone:
Occupation:	Occupation:
Employer:	Employer:
Text for attendance purposes <input type="checkbox"/> Yes <input type="checkbox"/> No	Text for attendance purposes <input type="checkbox"/> Yes <input type="checkbox"/> No

SECONDARY CAREGIVERS (Secondary Residence – if applicable)			
Mr / Mrs / Ms / Miss	Full Name:		
Relationship to student:			
Mr / Mrs / Ms / Miss	Full Name:		
Relationship to student:			
Postal Address:			
Number / Street:		Phone (Home):	
RD:		Phone (Work):	
Suburb:		Cellphone:	
Town:		Email:	
Postcode:		Occupation:	
Should school information be sent to this address? (e.g. reports, newsletters) <input type="checkbox"/> Yes <input type="checkbox"/> No			

EMERGENCY CONTACT (a person who can be contacted other than the above e.g.: friend, neighbour or grandparent)	
Full Name:	Relationship to student:
Home phone:	Cellphone:
Work phone:	

LEGAL ACCESS
<p>If parents are separated at whose address does the student normally reside:</p> <p><input type="checkbox"/> Mother/Guardian                      <input type="checkbox"/> Father/Guardian                      <input type="checkbox"/> 50/50</p> <p><b>Legal Access:</b> If a person does not have legal access to your son please provide a copy of the Court Order relating to the person named below:  Name: _____ Court Order attached (please tick) <input type="checkbox"/></p> <p>This request is made in the interests of the school providing good pastoral care for your son.</p>

PAYMENT OF ACCOUNTS – only complete if different from primary caregivers. A signature is required (see next page)	
<input type="checkbox"/> Secondary caregiver	<input type="checkbox"/> other (give contact details below)
<input type="checkbox"/> Both	Full Name:
	Relationship to student:
	Address:
	Email:

**TRANSPORT TO SCHOOL**

Travel to Nelson College by bus?  Yes  No

If yes, which bus?  City boundary (Atawhai)  Motueka (Inland)  Motueka (Coastal)  Hira  The Glen  
 Tui Glen  Dodsons Valley  Rai Valley  Richmond/Stoke  Mapua  Wakefield  Tahunanui

**HEALTH INFORMATION - For the ongoing health and wellbeing of your son please answer all questions in full. Information is for use by management, health professionals and counsellors only.****Family Doctor:****Dentist:****Conditions/allergies** *e.g. Asthma, wasp stings***Treatment** *e.g. Carries own inhaler (self controlling)***MEDICATION****Allowed Paracetamol:**  Yes  No**Allowed Ibuprofen:**  Yes  No

Do you require the College to hold and/or administer medication for your son?

 Yes  No*If 'Yes' the College will make contact to confirm details and complete the necessary consent form/s***Details of the medication:****IMMUNISATION****Is your son fully immunised?** Yes  No

We strongly advise that prospective students are up-to-date with routine vaccinations PRIOR to starting the school year.

**MENTAL HEALTH**Is your son currently experiencing, or has in the past experienced, any mental health issues  
e.g. anxiety, depression, eating disorder? Yes  No

Has your son ever been treated for mental health problems?

 Yes  No**Please give details of any treatment and or medication:****Medical Treatment**

Parents/Caregivers give permission for the administering of first aid by staff with first aid training. Non-prescribed medication will be given (according to the dosages specified) in emergency situations only. A register is kept of the medication and treatment given. Students who require non-prescription medication on a semi-regular basis are encouraged to provide their own supply that will be held in the College Office for their use only.

**LEARNING SUPPORT (Supporting documentation must be supplied)****Has your son**Been diagnosed with learning or behavioural conditions *e.g. ADHD, Dyslexia, ASD* Yes  NoBeen involved with learning support programmes: *RTLB support, Teacher Aide* Yes  NoBeen involved with English Language Learning tuition (*ESOL*) Yes  No

Had Special Needs Funding

 Yes  No**Describe any special circumstances (learning or behavioural) the school should be aware of that may affect class work, sporting or cultural activities:**

**DOCUMENTS TO BE PROVIDED Please tick that you have included the following with your enrolment**

1. Proof of 'Domestic Status' - ie a copy of NZ Birth Certificate, Passport, Residents Permit or similar
2. Copy of latest school report
3. Copy of Immunisation records (generated from your doctor)
4. Learning conditions documentation if applicable

**Enrolment Terms & Conditions**

Policies and information relevant to this enrolment are available on the college website enrolment page. For further clarification contact the Headmaster.

- I/we have read and understood the terms and conditions of the Nelson College Uniform Policy and agree that my son will abide by this policy.
- I/we declare that the information supplied is true and correct and agree to observe the following conditions of enrolment.
- Our son is required to abide by all school rules and regulations
  - Consent is given to take part in education outside the classroom on-site (within school grounds) and off-site (occurring during school time or finishing before 6pm)
  - Costs associated with College activities are paid before the activity takes place unless other arrangements are made with the Finance Office.

- For the purposes of the Privacy Act 1993, I hereby acknowledge and understand that:**  
This information is being collected so students and parents can be contacted as necessary and for a database relating to the future education, monitoring and reporting of the student's progress and pastoral care. This may include information from previous schools. The information collected may be used for statistical and research purposes, while ensuring that no individual is identified.

This student's work and/or photograph may be used in Nelson College publications, website and marketing material.

Nelson College is required to disclose personal information to government agencies, such as the Ministry of Education, Ministry of Social Development, New Zealand Qualifications Authority and other relevant institutions including the Nelson College Old Boys Association.

Name of Parent/Legal Guardian \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Signature of Student \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**Person responsible for payment of account (if different from above)**

Full Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**OFFICE USE ONLY**

Interview held with (designated staff member) \_\_\_\_\_ on \_\_\_ / \_\_\_ / \_\_\_

Deans approval		Residency approved (documents attached)		Initial data entry		Letter sent	
				KAMAR entry		Dual enrolled	