



Montessori @ Howick Primary
individuals ~ learning ~ growing ~ together

Howick Pakuranga Montessori Academy Trust
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ENROLMENT APPLICATION FORM

Anticipated start date Term ____ (1,2,3,4) of 20____

STUDENT DETAILS

Child's full name

First names _____

Surname _____

Date of Birth

___/___/___

Gender

Female/Male
(circle applicable)

Ethnic Details

The Ministry of Education requires schools to provide information in statistical returns

NZ Pakeha _____

NZ Maori _____

European _____

Asian _____

Cook Island _____

Samoa _____

Tongan _____

Niue _____

Tokelauan _____

Other (please specify) _____

PRE SCHOOL EDUCATION

Montessori Pre-school _____

Date Commenced

_____ month year

Date Finish(ed)

_____ month year

Current age

_____ Years/Months

Age at anticipated completion date

_____ Years/Months

Other Pre/School experience _____

Weekly preschool sessions presently attended or attending in final year at preschool

State number of full and/or half days per week _____

PRIMARY EDUCATION

Montessori Primary _____

Date Commenced

_____ month year

Date Finish(ed)

_____ month year

Other Primary _____

Date Commenced

_____ month year

Date Finish(ed)

_____ month year

SIBLINGS

Please note acceptance of your child at Montessori @ Howick Primary does not automatically secure a place for siblings. All children will be assessed on their own merits. A separate Enrolment Application will need to be completed for each sibling.

Are there siblings to be placed on Waiting List? Yes / No

Name _____ Male / Female Date of Birth ___/___/___

Name _____ Male / Female Date of Birth ___/___/___

Siblings already attending/attended Montessori @ Howick Primary

Do you have any other children who currently attend or who have attended Montessori @ Howick Primary? If so, please provide names and dates.

PARENT/GUARDIAN DETAILS

Name mother _____

Name father _____

Name guardian _____ (if applicable)

Address mother _____

Address father _____

Address guardian _____
(if applicable) _____

Contact Details	Mother	Father	Guardian
Home	_____	_____	_____
Business	_____	_____	_____
Mobile	_____	_____	_____
Email	_____	_____	_____

Is anyone denied access to your child? Yes / No

If Yes, please contact the School Principal and class teachers to discuss details in confidence. In the case of legal separation of parents/guardians where one parent/guardian is denied access to the child, we must have a copy of the Non-Access Order.

Parent / Guardian Assistance to the Trust

The Trust at Montessori @ Howick Primary is run by parent volunteers. There are many jobs required to be done to ensure that a Montessori education can be delivered to your child. You can join the Trust as a formal Trustee or assist on an informal basis. The Trust has an expectation that all parents volunteer their help in some way every year. Jobs include – administration, desk top publishing, promotion and marketing, financial/ accounting, fundraising, working bees, school trips, organising social events, gardening, cooking, foreign languages.

Please tell us what your skills are and how you would be able to help.

EMERGENCY CONTACTS

*In case neither parent/guardian listed above can be contacted by telephone in the event of an emergency, please nominate **two** other contact people.*

Name 1 _____

Relationship to Child 1 _____
(e.g. Aunt, grandparent, family friend)

Address 1 _____

Name 2 _____

Relationship to Child 2 _____
(e.g. Aunt, grandparent, family friend)

Address 2 _____

Contact Details

	Contact 1	Contact 2
Home	_____	_____
Business	_____	_____
Mobile	_____	_____
Email	_____	_____

Why are you choosing Montessori @ Howick Primary for your child?

Every child is unique, families have their own values and every school is different. It is important that there is a good fit and so the Trust and the Teachers want to know why you are choosing Montessori @ Howick for your child/ren.

These are some of the questions that we would like you to answer here and the Trust and Teachers would like to discuss further when they meet with you. This is an important part of the enrolment application procedure.

What is it about Montessori primary education that appeals to you?

Why do you feel that Montessori @ Howick Primary is a good choice for you and your child?

What are your goals and aspirations for your child at primary school?

SPECIFIC NEEDS – ADDITIONAL INFORMATION

It is important that the Teachers are aware of any special needs that your child has (learning, health/medical, social). Once your child has been offered a place and you have accepted, you will be required to complete a medical details form which will be sighted and held confidentially by the Teachers (not by the Trust). Are there any learning, health/medical, social or other issues that you feel are relevant to your child's application?

Yes / No

Please provide details _____

If you wish to discuss any issues in more detail with the teachers you are welcome to do so.

PROCEDURE FOR APPLICATION

Note – completion of this enrolment application form does not mean that your child has been accepted for a place at Montessori @ Howick Primary. The enrolment application form will be reviewed by the Teachers and Trustees. You and your child are required to meet with both the Trust and Teachers at school visits/open days. A successful application will result in a Contract for Services being offered to the parents which they must then formally accept.

DECLARATION

1. Information supplied on this form is true and correct. Any information that is subsequently shown to be false could result in my child being required to leave Montessori @ Howick Primary.
2. We/I have read the Information & Enrolment Booklet (IEB/Apr2013) and agree to the conditions and requirements therein stated.
3. In case of sickness or accident & the school is unable to contact parents or nominated Emergency Contacts, we/I give authority for medical assistance to be sought or given to my child. We/I give authority to the Principal to act on our behalf in any medical emergency.
4. We/I agree to abide by all Board of Trustee policies (both Howick Pakuranga Montessori Academy Trustees and Howick Primary School Trustees) and support the school's rules and regulations. We/I will support the school in maintaining high standards of work habits and good behaviour. We/I agree to take responsibility for loss or damage to school property caused by my child.
5. We/I agree to pay all the donations and resource contributions while my child attends Montessori @ Howick Primary School. We/I further understand that my child's attendance at school is dependant on these payments.
6. In terms of the Privacy Act, we/I understand that the personal information provided in this Enrolment Application form part of the essential information for Howick Pakuranga Montessori Academy Trust and Howick Primary School management purposes, and for appropriate statistical returns. Those named will have rights of access to and correction of the recorded information held by the school.
7. We/I **do / do not** give my consent for my child to appear on video, film or be photographed in class at school, & I understand that any photographs and or videos may be used for publicity and or promotion of Montessori classes and Howick Primary School.
8. We/I **do / do not** give permission for the Montessori Primary Teacher to contact the Preschool or Primary School Teachers(s) (or other relevant organisation) to discuss (in confidence) our child's application?

Signed (mother) _____ Print name _____ Date _____

Signed (father) _____ Print name _____ Date _____

Signed (guardian) _____ Print name _____ Date _____

Note – both parents must sign. Or state clearly if one parent only has custody.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.

OFFICE USE ONLY

Enrolment application form received Signed _____ Date _____ Anticipated start date ____ / ____ / ____	Non-refundable \$50.00 (incl. GST) Enrolment Application Fee paid Date _____ Method of payment _____ (cheque, bank transfer)	Name of Trustee & Teacher reviewing & checking form Name _____ Date _____ Name _____ Date _____
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