

## DOCUMENTATION REQUIRED PRIOR TO ENROLMENT AT BROWNS BAY SCHOOL

*The documentation listed on check list below will be required immediately prior to a child starting at Browns Bay School.*

*Students will not be able to start at school until this documentation is received by the school.*

*Under legislation, the Board of Trustees has the right to annul any enrolment accepted on the basis of false information presented.*

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| **1.** | **For any child starting school in New Zealand for the first time:**  ***NZ Born Students***   * The birth certificate for your child or NZ passport * The immunisation certificate for your child   ***Students Born outside NZ***  ***NZ Citizens***   * NZ passport or Citizenship Certificate   ***All Other Nationalities***   * Passport * Entry stamp showing date of first entry to NZ   ***and***   * (a) Residency Permit or * (b) Student Permit together with parents passport and Work Permit | **School use only** |
| **2.** | **Proof of place of residence at the time of starting at Browns Bay School**  **For all students:**   * A current utilities account (power or gas) or a supply agreement if an account has not yet been received.   **AND** at least one of the following:  OWNER OCCUPIED PROPERTY   * The most recent rates demand * A recent purchase agreement * A current telephone land line account   RENTAL PROPERTY   * Current rental/tenancy agreement * The most recent telephone land line account |  |
| **3.** | **Further documentation may be requested by the school.** |  |

***NOTE: To make a false declaration is a criminal offence.***

*The Ministry of Education has advised that parents should be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary. The Board of Trustees may review and annul the enrolment under Section 110A of the Education Act 1989.*