



KOHIA TERRACE SCHOOL

Terms of Application for Enrolment

The following terms apply to and are to be read in conjunction with the Application Form and Statutory Declaration.

1. Entry to Kohia Terrace School at all levels will be on an application basis. The applying family will need to complete an application form that can be gained from the school office. Selection for entry to the school will be based on the application presented by each family which will include:
 - child's birth certificate/passport
 - child's residency visa (*if applicable*)
 - proof of residential address
 - any other information the Board of Trustees may require from time to time.
2. In the event of false or misleading information being provided in the application or enrolment forms, the Board reserves the right to ask for the child to be removed from the school. It should be noted that false statutory declarations are a breach of the Crimes Act.
3. Advance completion of the application form is essential for the Board to consider a request for entry. Applications are to be lodged at the school office and then processed by the Board sub-committee in the order in which they are received.
4. The parents of new entrants accepted will be advised of acceptance in October of the preceding year.
5. Applications for enrolment of in-zone students should be received by the school office three working days prior to the student commencing.
6. It is essential that the school has a current address at all times. Therefore parents or legal guardians are required to inform the Board of Trustees immediately they change address.
7. A child will be taken off the school roll after 20 days from the last attendance at the school unless the school has been advised of the situation regarding the child's absence.
8. The Statutory Declaration part of the application form must be completed before a Justice of the Peace, Solicitor, or other person authorised to take Statutory Declarations under the Oaths and Declarations Act 1957.
9. On the student's first day at school the parents or caregivers are to complete the enrolment form.
10. The Board at times may hold ballots for entry into Kohia Terrace School. These will be carried out as per the relevant Ministry of Education Guidelines.