Year 9 Out of Zone Application Priorities 2-5 • 2025



BALLOT PRIORITIES

The exact number of Out of Zone placements will depend on the number of applications received from students living in the College home zone.

The Amendment Act 2010 states that:

- Priority 2 must be given to any applicant who is the sibling of a current student of the school
- Priority 3 must be given to any student who is the sibling of a former student of the school
- Priority 4 must be given to any applicant who is a child of a former student of the school
- 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

In situations where the number of applicants for Year 9 exceeds the number of places available for Out of Zone students, selection will be by ballot. If a ballot is required at our College, it will be held on **Wednesday 11 September 2024** and will be supervised by a Justice of the Peace, practising lawyer, or a sworn member of the police. **Due to the college experiencing continued growth, we cannot determine the number of Out of Zone placements available for Years 10-13 in the 2025 academic year. The number of placements will be checked and reviewed in January 2025. Therefore, the date for a proposed ballot for Years 10-13 will be advertised and all Out of Zone applicants will be emailed the scheduled date of that ballot. If your application has been successful, you will be asked to confirm your acceptance or rejection within 14 days of the date the letter was sent. If you do not respond within the 14 days, the place will be offered to the first person on the waiting list established by the ballot.**

The final deadline for receipt of applications for OUT OF ZONE students is 4pm Wednesday 4 September 2024. The ballot takes place on Wednesday 11 September 2024.

All form fields must be filled in completely. If not applicable, please write N/A. Only completed applications with the enclosed documents below will be accepted. All incomplete forms will be returned to you for completion. Own Home An agreement for Sale & Purchase if the purchase has been within the last 3 months. AND a current electricity account; OR a verification from an electrical supplier; OR welcome letter (in this instance a request may be made at a later date for the current electricity account if you are unable to provide one at the time of application). Confirmation from an electricity supplier must show both your name and address. AND a copy of one other utility account e.g. phone bill, insurance receipt, car registration that is current with name and address. Rental A Tenancy Agreement (must be valid for the period of 12 months from the first day the student commences school at Botany Downs Secondary College and it must be a council approved rateable dwelling of which your family are the **SOLE** occupants (boarding/homestays or renting part of a house are not permitted). AND a current electricity account; OR a verification from an electrical supplier; OR welcome letter (in this instance a request may be made at a later date for the current electricity account if you are unable to provide one at the time of application). Confirmation from an electricity supplier must show both your name and address. **AND** the bond lodgement receipt from the Department of Building & Housing. AND a copy of one other utility account e.g. phone bill, insurance receipt, car registration that is current with name and address.

	Included documentation (if applicable) for Legal Guardianship Order/Authorised Primary Duty of Care (see section D). Legal Guardianship Order/Authorised Primary Duty of Care must be a long-standing arrangement and not created solely for the purpose of gaining entry to the school. If Authorised Primary Duty of Care, written evidence from a NZ Lawyer must be provided and attached, substantiating the legality and existing long-term nature of this relationship.
	For New Zealand Citizens – Birth Certificate or Passport or New Zealand Citizenship Certificate. Please make colour copies of these and hand in with your Enrolment Form
	For Non-New Zealand Citizens – Copies of Student's Passport with Residence Permit or Student Passport with Student Visa and Parent Passport with Work Permit
	A copy of your child's latest school report (2024)
	A copy of your child's immunisation record (available from your GP)

NOTE: Please provide copies of documentation as we are unable to make copies of your originals.

Botany Downs Secondary College may actively collect information and make all enquiries necessary in its opinion to ensure that enrolment details contained in this application are accurate.

To complete the application process, you and your child will be required to attend an enrolment interview. We will contact you to arrange an interview time. Upon completion of the enrolment process, the College will send you written confirmation of acceptance.

Note: Students with a non-English speaking background who have lived in New Zealand for less than four years may be required to take an ESOL test.

Please return your completed application to:

Miss Melanie Smith Enrolment Officer Botany Downs Secondary College 575 Chapel Road East Tamaki Auckland 2016

Other Information:

BDSC ENROLMENT

Year 9 Out of Zone Application Priorities 2-5 • 2025



ADMIN USE ONLY

Date Received	Enrolled By	
Entered in Kamar	Interview Date	
Data File Entered	Start Date	
Scanned		

If you have any enquiries, contact our Enrolment Officer Miss Melanie Smith on 09 273 2310 ext. 359 enrolments@bdsc.school.nz

Priority Category										
Priority 2 - applicant is the sibling of a current student of the school										
Priority 3 - applica	ant is the sibling of a former student of the school									
Priority 4 - applica	applicant is a child of a former student of the school									
Priority 5 - applicant 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										
A: Particulars	of Student									
Gender:	Male / Tāne		Fe	male / Wahine						
	Gender diverse not further defin Ira tāngata kōwhiri kore	ied /		ansgender male to female / nakawahine						
	Transgender female to male / Tangata ira tāne			ender diverse not elsewhere classified / tāngata kōwhiri kore						
Legal Surname:										
Legal First Name:										
Middle Name(s):		Preferred Fi	rst Nan	ne:						
Address:										
				POSTCODE						
Student Email Address:										
Student Mobile Phone:		Date of Birth	า:							
Country of Birth: Current School:										
Previous Schools Attended in NZ										
(at any stage):										

NEW ZEALAND CITIZEN (COLUMN 1)				NON-NEW ZEALAND CITIZEN (COLUMN 2)				
NZ Birth Certificate Number:			ı	Date of Entry into NZ:				
OR NZ Passport Number:				Student Passport Number:				
If Not New Zealand Born:			ı	Residence Permit Numbe	r:			
Date of Entry into NZ:			(OR Student Visa Number:				
OR NZ Citizenship Number:			ı	Parent Passport Number:				
OR Passport Number:			ı	Parent Visa Number:				
				OR Refugee Status:		Yes	No	
CULTURAL IDENTITY (p	lease ti	ck your cultural identity	/. If	you have two, please p	olace 1	and 2 by	each)	
NZ European		Korean		Fijian		Indian		
NZ Māori*		Other Asian		Samoan		Middle E	astern	
Australian		British/Irish		Tongan		Sri Lanka	an	
Chinese		Other European		Niuean		South Af	rican	
Japanese		Fijian Indian		Other Pacific Peoples		Latin Am	erican	
Other:								
*If you selected NZ Māori, p	lease st	ate your lwi:						
B: Caregivers - Residence A This is the person legally responsible for the student, living at the same address as the student. It is Botany Downs Secondary College's expectation that all students will reside permanently with their natural public Legal Guardian for the duration of the student's attendance at Botany Downs Secondary College. Contact with parents and recording of student progress is conducted by email. Please complete the email section.								
CAREGIVER 1 - RESIDEN	ICE A							
Surname:			ı	First Name:				
Relationship to Student:			ı	Home Number:				
Mobile Number:			I	Business Number:				
Address:								
						POSTC	ODE	
Email Address:								
Occupation:								
Employer/Workplace:								

CAREGIVER 2 - RESIDENCE A			
Surname:	First Name:		
Relationship to Student:	Home Number:		
Mobile Number:	Business Number:		
Address:			
		POST	CODE
Email Address:			
Occupation:			
Employer/Workplace:			
C: Caregivers - Residence B Parents or other adults that have responsibility for the stu CAREGIVER 1 - RESIDENCE B	dent, but do not live at the	same address.	
Surname:	First Name:		
Relationship to Student:	Occupation:		
Home Number:	Mobile Number:		
Email Address:			
Home Address:			
		POST	CODE
CAREGIVER 2 - RESIDENCE B			
Surname:	First Name:		
Relationship to Student:	Occupation:		
Home Number:	Mobile Number:		
Email Address:			
Are there any specific custody orders that the College should lf yes, please describe:	d be made aware of?	YES	NO

D: Legal Guardian/*Authorised Primary Duty of Care Legal Guardian (i.e. Permanent Legal Guardianship Order: S47 Parenting Order, Care of Children Act 2004 - obtained through the NZ Family Court - must be attached.) If *Authorised Primary Duty of Care, written evidence from a NZ Lawyer must be provided and attached, substantiating the legality and existing long-term nature of this relationship. Legal Guardian Authorised Primary Duty of Care Surname: First Name: Relationship to Student: Occupation: Home Number: Mobile Number: Email Address: Home Address: If your child is in a shared custody situation, the secondary address is as follows: Address: E: Emergency Contact Contact person in event of an emergency if Parent/Legal Guardian/Authorised Primary Duty of Care are not available NOT PARENT OR CAREGIVER. The contact person in the event of an emergency should be a relative or neighbour who can be contacted during the day by the school should some medical or other unforeseen emergency arise. The contact person will be contacted only if neither parent/Legal Guardian/Authorised Primary Duty of Care can be contacted. Surname: First Name: Home Number: Mobile Number: Relationship to Student: F: Sibling Information Please complete if applicable. Sibling(s) CURRENTLY attending Botany Downs Secondary College: Whānau: Name: Year: Name: Year: Sibling(s) who were FORMER students attending Botany Downs Secondary College: Whānau: Name: Year: Do you wish your child to be in the same Whānau as the sibling? YES NO (Once Whānau has been allocated, it cannot be changed.)

G: Background Information / Interests						
Hobbies and leisure activities:						
Community involvement:						
Music, Drama, Dance (please indicate any performing art that your child participates in):						
Sports - what does your child play?						
Cultural - what is your child involved in?						
Other personal interests and aspirations:						
Any awards? (Please list awards or certificates and other achievements that your child h	nas received):					
List anguage Ability						
H: Language Ability Only complete this section if English is NOT your first language.						
VEC. NO.						
Is English your second language? YES NO What is your first language?						
How long have you lived in New Zealand?						
Has your child participated in an English as a Second Language (ESOL) programme in their current school?	YES	NO				
How long have they been attending this programme?						
If you are new to New Zealand, did your child attend an English programme at their previous overseas school?	YES	NO				
If so, how long have they been attending this English programme?						

I: Special Circumstances									
*Please be assured that any information you provide is treated as strictly private and	confidential.								
Does the student have a medical or physical disability or a learning difficulty that may affect their classroom learning? Examples would be, but are not limited to, Autism, ASD (Autism Spectrum Disorder), Dyslexia, Dyspraxia, and ADHD.									
My child has a physical disability:									
My child has a learning difficulty:	YES	NO							
Has your child been involved with any supported learning programmes or had Teacher Aide support at previous schools such as the Aspiring Centre at Somerville?	YES	NO							
My child has currently or previously received funding for their learning or behaviour e.g. ORS, HHN, ICS (In-class support), IRF (interim response funding) or additional external support e.g. RTLB	YES	NO							
If yes, please provide a brief description of any of the above:									
Do you have something you would like to discuss with us as a separate issue at the									
time of enrolment, with our SENCO (Special Education Needs Coordinator)?	YES	NO							
If yes, please provide an Educational Psychologist, Medical or Occupational Therapy As application and give a brief description of any of the above:	sessment Report(s) with this							
J: Counselling									
Please be assured that any information you provide is treated as strictly private and	confidential.								
Has your child received support from Counsellors at their previous school?	YES	NO							
Please indicate if any of the below agencies or services have been involved:									
Child Youth and Family/Oranga Tamariki?	YES	NO							
Whirinaki (or other child adolescent mental health service)?	YES	NO							
Private Practitioner/Psychologist/Psychiatrist/Private Counsellor?	YES	NO							
Other?	YES	NO							

Or, would you prefer a confidential discussion with one of our Counsellors?

YES

NO

K: Medical

To assist us in providing the best care for your child, please complete the following questionnaire with as much detail as possible.

While this information is confidential, it may be necessary for the safety of your child, to inform relevant staff of medical conditions. Student health may change during the course of their schooling. Please notify the College Nurse as soon as possible with any changes to medical details on 09 273 2310 ext. 374.

MEDICAL CONDITIONS (please tick)									
Allergies. Please clearly specify:									
	Asthma	Back/Neck Problems		Coeliac disease		Diabete	es		
	Epilepsy	Headaches/Migraines		Heart Condition		Moblity	challenges		
Othe	r (specify):								
REA	CTIONS (please tick)								
	Bee or wasp stings	Hay fever		Insect bites		Latex/pl	asters		
	Medications	Sulfa		Sunlight					
Othe	r (specify):								
	STUDENTS WITH AS					YES	NO		
		na Society recommends having Jurse and please provide a co	_		res up	pdating every	y 6 to 12 months.		
MED	DICATIONS								
the C	College Nurse. Please co	ular medication, it is advisable ntact the College Nurse to dis the administration of the pres	cuss	these requirements, and	d to o	btain a copy			
Regu	lar medication(s):								
	RING your child have any hea	arina loss?				YES	NO		
		enough to affect their learning	12			YES	NO		
) :			YES	NO		
Does your child wear a hearing aid?									
	VISION Does your child have any vision impairment or concern? YES NO								
Is the vision impairment significant enough to affect their learning? YES NO						NO			
	Does your child need to wear glasses/contact lenses? YES NO						NO		
	•								

VAC	CINATIONS (pleas	se tick)							
Has your child completed their childhood immunisation programme? (If unsure, please contact your GP or Practice Nurse) YES NO									
Pleas	se supply a copy of	your chi	ld's vacc	ination record.					
	Diphtheria		Hepati	tis B		HIB (Haemophilus influenzae Type B)		HPV (H Papillor	uman navirus)
	Measles		Mumps	5		Pertussis (Whooping Cough)		Polio	
	Rubella		Tetanu	S		Varicella (Chickenpox	<u>:</u>)	Rotaviri	us
	Pneumococcal		Mening	gococcal B		Covid-19			
Othe	r (specify):								
PER	MISSION FOR AD	MINIST	ERING	MEDICATION					
Allov	ved Paracetamol?	YE	ES	NO		Allowed Ibuprofen?		YES	NO
Allov	ved Antihistamine?	YE	S	NO					
Fami Nam	ily Doctor e:					Phone Number:			
Fami Nam	ily Dentist e:					Phone Number:			
indig	me circumstances, it estion and colds etc.					n for such things as stir	ngs/bi	ites, abrasion	s, cuts,
Par Prir	ent/Guardian/Autho mary Duty of Care nature:					·	Date	÷:	
 IN CASE OF ACCIDENT OR EMERGENCY In case of an accident or emergency and the College cannot contact you, or if the accident is serious, the College may: Transport the child to an Accident and Emergency Clinic for treatment. Call an ambulance. Administer the student's prescribed medication supplied to the College Nurse. Use our Ventolin Inhaler in an asthma emergency, if own medication is unavailable. Use our Defibrillator in the event of a student suffering cardiac arrest. I give permission for Botany Downs Secondary College to make such arrangements as are necessary for the treatment of my child and agree to meet any costs incurred. 									
Prin	ent/Guardian/Autho mary Duty of Care nature:	rised					Date	2 :	
In case of a serious accident or emergency, an Ambulance will be called. A parent/ guardian will also be called so please always ensure that the College has your current contact details.									

L: The Purpose of the Privacy Act, 1993

I hereby acknowledge:

- The information in this enrolment application has been provided voluntarily.
- The Board of Trustees of Botany Downs Secondary College is collecting the information for the purpose of providing a
 database of information relating to the future education, guidance, monitoring and reporting of students' progress and
 pastoral care. In an emergency, at the discretion of the Principal, information from the file could possibly be given to an
 agency such as the police or a doctor.
- We will share personal information about students' progress and well-being with those people named in our records as the parent(s), caregiver(s) or guardian(s) of that student. We will only share other personal information with the parent(s), caregiver(s), guardian(s) or extended family/whānau of a student who are noted in our records as able to receive that information.
- The information collected may be used for a variety of statistical and research purposes, while ensuring that no individual can be identified.

M: Declaration of Usual Place of Residence

For the purpose of enrolment, the home address given on this form **MUST** be the student's usual place of residence when the college is open for instruction.

I confirm that I will advise the College of any subsequent change of address	YES	NO			
I confirm that this is the student's only residential address	YES	NO			
Please state other address if the student resides there too:					

Please list below your child's place of residence and schools attended in the last three years:

НС	OME ADDRESS	SCHOOL ATTENDED
2022		
2023		
2024		

N: College Donation

The College donation helps cover shortfalls in government funding to cover such items as class materials, computer technology, library books, sports and cultural equipment, or any such purpose as may be approved by the Board of Trustees.

Donation tax credits can be claimed from the Inland Revenue Department. You can find out more about this, and apply, by visiting the page about donations on the IRD's website.

The College is very appreciative of the support from families who pay the College donation.

O: Student Undertaking

I request that I be admitted to Botany Downs Secondary College.

I agree to abide by the Botany Downs Secondary College's responsible use CyberSafety Agreement, outlining the students' rights and responsibilities regarding the use of IT.

I have read the CyberSafety Agreement, Behavioural Expectations - Our Way, Use of Mobile Phones, and Uniform and Presentation Standards as set out in the enrolment documentation and I will always abide by these.

P: Parent/Guardian/Authorised Primary Duty of Care Undertaking

I/We hereby undertake with the Botany Downs Secondary College Board of Trustees to observe the conditions and expectations as outlined in the enrolment documentation, so far as they affect me, and the student enrolled.

I/We agree to uphold and abide by the College standards and behaviour expectations as set out in 'Our Way'.

I/We agree to abide by the Botany Downs Secondary College's responsible use of CyberSafety Agreement, outlining the students' rights and responsibilities regarding the use of IT. A copy of this agreement is included in the Enrolment Information booklet and must be read by students/caregivers.

I/We agree to pay contributions toward activities, college trips, sports, subject consumables where appropriate, cocurricular activities and events that are identified in the Option Booklet, or by correspondence at home.

I/We consent to my child's photograph or college work being used for publicity material (e.g. on our prospectus, or website, or in displays).

I/We agree to the use (including disclosure) of the above information by the staff of the college for any purpose related to the education and well-being of the student concerned.

I/We confirm that my child will reside permanently with their parent/s or Legal Guardian or Authorised Primary Duty of Care for the duration of their attendance at Botany Downs Secondary College.

 $\textbf{I/We give permission} \ \text{for you to contact previous school(s)} \ \text{for further information required}.$

I/We declare that the information provided on this enrolment application is true and correct.

Parent/Guardian/Authorised Primary Duty of Care Signature:	Date:	
Parent/Guardian/Authorised Primary Duty of Care Signature:	Date:	

CHECKLIST

keep these for your records/information:			
		Behavioural Expectations - Our Way	
		Uniform and Presentation Standards	
		BYOD - Bring Your Own Device	
		CyberSafety Agreement	
		Use of Mobile Phones	

Please confirm that you have read the following sections in the Enrolment Information booklet, and will

GENERAL INFORMATION

- 1. Applications must be made and will be processed according to the Botany Downs Secondary College enrolment policy with the official application form completed in full. Supplementary documentation required is as follows:
 - a) Verification of usual place of residence. Owners must supply a copy of a Sale & Purchase agreement, a recent electricity account (or provide verification from the electrical supplier) and one further utility account e.g. phone bill, insurance receipt, car registration that is current with name and address.

Those renting must include a copy of a fixed term rental agreement of a council approved rateable dwelling that is valid for the period of 12 months from the first day the student commences school at Botany Downs Secondary College, of which your family are the **SOLE** occupants (boarding/homestays or renting part of a house are not permitted). A recent electricity account (or provide verification from the electrical supplier). A bond lodgement receipt from the Department of Building & Housing and a shipping receipt for personal and household items from overseas or other cities. If not applicable then a receipt for the purchase of essential household items is to be supplied.

For those families who have moved from an address in New Zealand, a copy of the Post Office mail re-direction receipt is to be supplied, along with a copy of the 'Final Reading' electricity account of their previous address.

- b) A copy of the applicant's latest school report.
- c) A copy of the applicant's immunisation record.
- d) For New Zealand Citizens Birth Certificate or Passport or New Zealand Citizenship Certificate.
- e) For Non-New Zealand Citizens Copies of Student's Passport with Residence Permit or Student Passport with Student Visa and Parent Passport with Work Permit.
- 2. Applicants will be required to attend an enrolment interview at the college.
- 3. A Student/Parent/Guardian/Authorised Primary Duty of Care Undertaking verifying that information provided in the official enrolment form is true, must be signed.
 Legal Guardianship Order/Authorised Primary Duty of Care must be long-standing arrangement and not created solely for the purpose of gaining entry to the school. If Authorised Primary Duty of Care, written evidence from a NZ Lawyer must be provided and attached, substantiating the legality and existing long-term nature of this relationship.
- 4. The above procedures apply to all year level enrolments. The Board of Trustees advises that places at all year levels are likely to be at a premium.

Further information about the school can be found on the Botany Downs Secondary College website - www.bdsc.school.nz

Please note that all incomplete forms will be returned to you for completion.

Please return your completed application to:

Miss Melanie Smith Enrolment Officer Botany Downs Secondary College 575 Chapel Road East Tamaki Auckland 2016