



## APPLICATION FOR ENROLMENT

YEAR OF REQUESTED ENTRY TO VILLA MARIA COLLEGE: 20\_\_

LEVEL OF ENTRY: (circle one) Year 7 / 8 / 9 / 10 / 11 / 12 / 13

### PROSPECTIVE STUDENT'S INFORMATION

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ CURRENT SCHOOL: \_\_\_\_\_

### NATIONALITY:

NZ Born **Please attach a copy of your child's Birth Certificate to the Application Form**

Not NZ Born Please state your child's nationality \_\_\_\_\_

Student is a NZ Citizen Yes / No

Student is a Permanent Resident Yes / No

Date of NZ entry \_\_\_\_\_

Date Residency granted \_\_\_\_\_

**Please attach a certified copy of the Permanent Residency Permit and the first page of your Passport or Student Visa**

### LANGUAGE:

What is the most frequently spoken language in the prospective student's home? \_\_\_\_\_

Does the student currently receive ESOL support? Yes / No. If so, how many hours? \_\_\_\_\_

### ETHNICITY:

To which Ethnic Group does your child belong?

NZ European / Māori / Pacific Island (Please state which) \_\_\_\_\_

Filipino / Chinese / Other (please state) \_\_\_\_\_

If Māori, please state iwi / hapu \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION:

#### Mother / Caregiver

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

Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Workplace: \_\_\_\_\_

Custody / Legal Guardian Yes / No

#### Father / Caregiver

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

Relationship to student: \_\_\_\_\_

Address: (only complete if different to Mother's)

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Workplace: \_\_\_\_\_

Custody / Legal Guardian Yes / No

**EMERGENCY CONTACT:**

Please give the name of a friend, relative or neighbour we can use as an emergency contact person.

Mr/Mrs/Ms/Miss \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**OTHER INFORMATION:**

Do you currently have a daughter enrolled at Villa Maria College? If yes - which year level \_\_\_\_\_

Have you enrolled another child at another level for next year? If yes – which year level \_\_\_\_\_

**SPECIAL LEARNING NEEDS:**

Please state any Special Learning Needs: Attach additional information if necessary.

\_\_\_\_\_  
 \_\_\_\_\_

**PUBLICITY:**

I consent to photographs of my child, her name, and images of her work being used in College publications and other College promotional material, local media and the College's social media. This may include publications through the Catholic Education Office.

Yes / No

**IMMUNISATION:** please provide an up-to-date immunisation certificate.

**FAMILY DOCTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**Name of Practice:** \_\_\_\_\_

**Address:**

**MEDICAL DETAILS:**

Please describe any serious illness, disability, conditions or allergies.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Medic Alert Bracelet Number (if applicable): \_\_\_\_\_

Does your child require any medication to be given during school hours? Yes / No  
 (If yes, a 'Medical Authority Form' from the school office will need to be completed)

**Do you consent to your child being given Panadol if required? Yes / No**

If yes, how many? One / Two

**Please remember to advise the College if any information changes.**

Villa Maria College, 21 Peer Street, Christchurch 8042, New Zealand  
 Tel: +64 3 348 4165 Email: villa@villa.school.nz

**SPECIAL CHARACTER INFORMATION:**

1. Is your child entitled to Preference of Enrolment according to the criteria set out by the Catholic Bishops of New Zealand (*see below*). Yes / No

**If yes - attach the Preference of Enrolment Certificate obtained from your Parish Priest**

2. What is your local parish? \_\_\_\_\_

3. If your child is attending a State Primary or Intermediate School, has she attended the Parish Programme of Religious Education (PPRE). (**Attach evidence**) Yes / No

4. Has she been involved in their local parish community?  
eg. as an altar server or in a youth group Please specify \_\_\_\_\_

5. Has she received the following Sacraments in the Catholic Church?

* Baptism	Yes / No	* Reconciliation	Yes / No
* First Communion	Yes / No	* Confirmation	Yes / No

6. **Would your child be interested in attending the sacramental programme provided through the school leading to: (please indicate)**

Baptism	Yes / No	Reconciliation	Yes / No
First Communion	Yes / No	Confirmation	Yes / No

**Criteria for Preference of Enrolment in Integrated Catholic Schools:**

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a grandparent or other significant adult in the child's life, such as an aunt, uncle or godparent, undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

**CONSENT:**

In accordance with the *Privacy Act 1993*, I consent to information being available to the wider College community, Eg. Parent Teacher Association, Villa Maria College Christchurch Ltd, the Past Pupils' Association, Ministry of Education, New Zealand Qualifications Authority and reputable institutions for the advancement of my daughter/dependant's education and to other agencies as required for the maintenance of law and order.

In accordance with the *Privacy Act 1993*, I consent to information being available within the College for the purpose of improving my daughter/dependant's performance as a learner and ensuring my daughter/dependant's personal safety.

**As a condition of enrolment and attendance of my daughter/dependant, I/we undertake to pay, as they fall due, the Attendance Dues and Parent Contributions as set by Villa Maria College Christchurch Ltd and the Board of Trustees.**

**Signed by both parents:** Parent / Caregiver 1 \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Caregiver 2 \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note: Your enrolment is not complete unless you provide the following documentation:**

- |                                  |          |  |          |
|----------------------------------|----------|--|----------|
| * Birth Cert & Immunisation Cert | Yes / No | *Preference Certificate or Letter of Support | Yes / No |
| * Residency Permit /Student Visa | Yes / No | *Evidence of PPRE attendance if applicable   | Yes / No |

**Please remember to advise the College if any information changes.**

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## PAST PUPIL CONNECTION WITH VILLA MARIA COLLEGE

**PROSPECTIVE STUDENT'S NAME:** \_\_\_\_\_

### MOTHER

Current Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ Years at Villa: **19**\_\_\_\_\_ to **19**\_\_\_\_\_

Email address: \_\_\_\_\_

Name of House/Vertical Group: (circle) Brodie / Claver / Ennis / Grace / McAuley / Mercy

### SISTER/S

Sister/s who are current pupils \_\_\_\_\_ Year Level \_\_\_\_\_

Sister/s who are past pupils \_\_\_\_\_ Years at Villa: **19** \_\_\_\_\_ to **19** \_\_\_\_\_

\_\_\_\_\_ Years at Villa: **19** \_\_\_\_\_ to **19** \_\_\_\_\_

Name of House/Vertical Group: (circle) Brodie / Claver / Ennis / Grace / McAuley / Mercy

### SIBLINGS

Sibling/s at other Catholic Schools \_\_\_\_\_ Name of School: \_\_\_\_\_

Sibling/s at other Catholic Schools \_\_\_\_\_ Name of School: \_\_\_\_\_

Sibling/s at other Catholic Schools \_\_\_\_\_ Name of School: \_\_\_\_\_

### GRANDMOTHER

Current Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Years at Villa: **19** \_\_\_\_\_ to **19** \_\_\_\_\_

Email address: \_\_\_\_\_

Name of House/Vertical Group: (circle) Brodie / Claver / Ennis / Grace / McAuley / Mercy

### AUNT/S

**1)** Current Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Years at Villa: **19** \_\_\_\_\_ to **19** \_\_\_\_\_

Email address: \_\_\_\_\_

**2)** Current Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Years at Villa: **19** \_\_\_\_\_ to **19** \_\_\_\_\_

Email address: \_\_\_\_\_

Name of House/Vertical Group: (circle) Brodie / Claver / Ennis / Grace / McAuley / Mercy



## **Preference vs Non-Preference**

Preference Certificates can only be obtained through a Parish Priest. You will need to speak to your Parish Priest or Parish Secretary and show evidence of Baptism. Please read the criteria below carefully to see if your child qualifies for a preference certificate. They may qualify even if they have not been Baptised.

### **Criteria for Preference of Enrolment in Integrated Catholic Schools**

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- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been Baptised, the child's participation in the life of the school could lead to the parents having the child Baptised.
- 5.4 With the agreement of the child's parent/guardian, a grandparent or other significant adult in the child's life, such as an aunt, uncle or godparent, undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

### **Non-Preference Enrolments**

A commonly asked question is how to enrol if a family does not meet any of the five criteria for a 'preference place' at Villa Maria College.

We are able to enrol up to 5% of our maximum roll as 'non-preference'. However, this is only possible if we have space available after the preference applicants.

Families who do not meet the preference criteria are still welcome to apply for a place.

These applications will be wait-listed until we know how many non-preference places may become available. Letters will be sent informing you whether your child has been accepted or placed on a wait-list.

We encourage all non-preference students and those preference students who may have had little contact with the Church, to attend our annual 'Sacramental Programme'. This covers the Sacraments of the Church and explains what they are and why we celebrate them, thereby giving students a better understanding of life in a Catholic College. Students can choose to undertake the sacraments at the completion of the programme should they wish.