



Application for Enrolment

Mission Statement

Craighead Diocesan School encourages:

“The pursuit of excellence in all fields of endeavour, spiritual, academic, physical and cultural, with emphasis on the development of each girl within a caring, Christian family atmosphere, so that each is well-educated, responsible, confident and capable of contributing to society.”

PART A: Please circle one option:	This Application is for a <u>DAYGIRL</u>
	This Application is for a <u>BOARDER</u>

PART B: STUDENT INFORMATION	
Family Name _____ First Names _____ Preferred Name _____ Physical Address (Please include Rural Rapid Number if applicable) _____ _____ _____ Post code _____ Contact Phone _____ Emergency Phone Contact (other than parent)(give name) _____	Student to start at Craighead in Year (e.g. 2004) _____ Form (e.g. Yr 7) _____ Date of Birth _____ (please attach photocopy of birth certificate) Nationality (country where student was born) _____ Date first started school (when 5) _____ Present school _____ Religious Affiliation _____ Family connection with Craighead, if any (give name/dates) _____ _____

◆MOTHER	
Family Name: _____ Title: Mrs/Miss/Ms/Dr First Names: _____ Postal Address (if different from above) _____ _____ _____ Does the daughter live with the mother? Yes / No Is the mother a legal guardian? Yes / No Does the mother have access rights? Yes / No	Home phone: _____ fax: _____ Cell Phone number _____ E-mail address: (For Newsletters and other communications) _____ _____ Work phone: _____ fax: _____ Occupation: _____ Workplace: _____ _____

◆FATHER	
Family Name: _____ Title: Mr/Dr First Names: _____ Postal Address (if different from above) _____ _____ _____ Does the daughter live with the father? Yes / No Is the father a legal guardian? Yes / No Does the father have access rights? Yes / No	Home phone _____ fax _____ Cell Phone number _____ E-mail address: (For Newsletters and other communications) _____ _____ Work phone: _____ fax: _____ Occupation: _____ Workplace: _____ _____

♦ **OTHER CAREGIVER/HOMESTAY** (if this section is appropriate to your family please complete)

Family Name: _____	Home phone: _____ fax: _____
Title: Mr/Mrs/Miss/Ms/Dr First Names: _____	Work phone: _____ fax: _____
Postal Address (if different from Student address) _____	Cell Phone number: _____
_____	E-mail address: (For Newsletters and other communications) _____
_____ Post Code _____	
Relationship: (eg Stepmother/Stepfather) _____	
Does the student live with the caregiver Yes / No	Occupation: _____
Is the caregiver a legal guardian? Yes / No	Workplace: _____
Does the caregiver have access rights? Yes / No	

PART C: OTHER STUDENT INFORMATION

Ethnic Group: (please circle) NZ European/Pakeha NZ Maori South-East Asian Chinese Fijian Samoan

NZ Maori Tribe (Iwi) : _____ Other ethnic group (please state) : _____

Citizen or Permanent Resident of: (country) _____

If the applicant was not born in New Zealand, or is not a New Zealand citizen or Permanent Resident you will need to supply evidence from a passport of the applicant's residency status.

Place in family: (i.e. 2/3 – second of 3 children) _____

Sister/s who have attended Craighead: (Name/s) _____

Newsletters are to be sent to:

(Please indicate) Father, Mother, Other

If other please state _____

Reports are to be sent to:

(Please indicate) Father, Mother, Other

If other please state _____

Invoices/Accounts are to be sent to:

(Please indicate) Father, Mother, Other

If other please state _____

How did you find out about Craighead: (Please circle)

Old Girl	A&P Show	Family Connection
Church	School Event	Cultural Event
Sporting Event	Newspaper	Word of Mouth
Website		
Other.....		

PART D : BOARDING APPLICANTS TO COMPLETE:

- We affirm and agree that it is our intention that our daughter _____ (insert name) will be a Boarder at Craighead Diocesan School for a minimum of three years.
(Signature required) _____
- We affirm that we will fully disclosed any medical or health issues which may make the community life of the Boarding House an inappropriate environment for our daughter to be in.
(Signature required) _____

◆ **SPECIAL CHARACTER AND PREFERENCE**

FROM THE DEED OF INTEGRATION BETWEEN CRAIGHEAD DIOCESAN SCHOOL BOARD OF PROPRIETORS

being the Proprietor of Craighead Diocesan School, Timaru and **HER MAJESTY THE QUEEN** acting by and through the Minister of Education

Clause 6 (i) – extract

The parties hereto accept and agree that the School was originally established to provide education with a special character and that at the date hereof it provides education with the special character described in this clause. The School has a direct affiliation with the Diocese of Christchurch of the Church of the Province of New Zealand (commonly called the Anglican Church) and with the strength and support of this Church affiliation provides education based on the beliefs and philosophies of the Christian faith. It is the policy of the School to present an education balanced between tuition, religious, recreational and cultural activities aimed at developing character and maturity in the pupils. Integral to this policy has been instruction in the Christian faith and the use of the Chapel as a place of regular prayer and worship for the whole school. The special character of the School derives from its close association with the Anglican Church and a determination to provide an education for pupils which is based on the philosophy that only in the context of Christian faith and practice can knowledge be completely understood and personality fully developed. The pursuit of excellence is stressed in all fields of endeavour within the school. The School lays great emphasis on the development of each individual child within a family atmosphere.

For your daughter to become a preference student you are required to demonstrate support of the School's Special Character. If you choose to do this fill in the section below.

We jointly and severally undertake and agree:

1. At all times to support the Special Character of Craighead Diocesan School as set out in Clause 6 of the Deed of Integration (see above).

Please demonstrate your support by initialling the relevant boxes (ticks will not be accepted)

- To support the School in the provision of education based on the beliefs and philosophies of the Christian faith.
- To support the School in the provision of an education balanced between tuition, religious, recreational and cultural activities aimed at developing character and maturity in the pupils.
- To support the School in the provision of instruction in the Christian faith.
- To ensure our daughter/s participate in the use of the Chapel as a place of regular prayer and worship for the whole school.
- To support the school in the pursuit of excellence in all fields of endeavour within the school and the development of each individual child within a family atmosphere.

2. To support the School in every way possible.
3. To pay on her admission, such deposit as may be requested by the Craighead Diocesan School Boards. This deposit is non-refundable.
4. To pay promptly on receipt of account, fees charged by the Boards.
5. To pay promptly on receipt of account such disbursements as are incurred by her at School.
6. To give six school weeks notice prior to the end of the term in writing to the Principal before withdrawing her, or pay the Board of Proprietors six weeks school fees in lieu of notice. This applies to Daygirls only. For a Boarder, twelve school weeks notice in writing to the Principal before withdrawing her, or pay the Board of Proprietors one term's boarding fees in lieu of notice.
7. The Craighead Diocesan School Boards shall be entitled from time to time and at any time to increase or reduce the per term level of fees by giving notice to us.
8. To advise the School immediately upon the change of any information supplied in this application.
9. That the information on this form may be disclosed to other agencies which demonstrate a statutory right to obtain it under the Privacy Act 1993, where it relates to the education, health, welfare or safety of the student.

Please supply the names and address of two persons for reference (*preferably one from your own Minister, Vicar or Priest*)

1	_____	2	_____
	_____		_____

We understand the completion of this application places _____ (name) on the waiting list for entry to the School, but does not guarantee her entry to the School.

Signature of parent/legal guardian _____ Date _____

Signature of parent/legal guardian _____ Date _____

Signature of caregiver _____ Date _____
(where appropriate)

◆ **SCHOOL DISCIPLINE**

1. To enable the School to function it is necessary to have rules for behaviour. A code of rules based on courtesy and common sense has been drawn up for the smooth running of the School. These are kept to a minimum, so that the students may develop self-discipline and set good standards for themselves.
2. The Principal has overall responsibility for discipline and is assisted by members of the School Staff and senior students.
3. Students are expected to maintain a high standard of conduct and personal appearance at all times. They are required to behave courteously to teachers and other students, both in and out of the classroom, and to abide by the rules of behaviour laid down by the School.
4. For infringements such as:
 - (a) Lateness
 - (b) Incorrect wearing of uniform
 - (c) Loud, rough or discourteous behaviour
 - (d) Uncompleted workan offending student may be placed in detention or on report.
5. For more serious misbehaviour such as:
 - (a) Theft, other dishonesty, or bullying or harassment of other students
 - (b) Smoking, or consumption of alcohol or drugs on School premises, at School functions, or at sporting fixtures away from School, or at any time while under the authority of the school or in School uniform
 - (c) Remaining away from School without reasonable excuse
 - (d) Continual misbehaviour or disobedience
 - (e) Any behaviour which the Principal at her discretion considers to be inappropriate or likely to affect the proper functioning or discipline of the School or adversely influence other students or bring the School into disreputeParents will be informed and appropriate action will be taken by the Principal and the Board.

To be signed by student:

I will comply with the school rules and regulations and act at all times with common sense and consideration for others and agree to be subject to the discipline of the School, the Principal and the School Boards.

Signature of student _____ Date _____

To be signed by Parents/Legal Guardians/Caregivers

I/We undertake to ensure that my/our daughter will comply with the school rules and regulations, will act at all times with common sense and consideration for others and will be subject to the discipline of the School, the Principal and the School Boards.

Signature of Parent/Legal Guardian _____ Date _____

Signature of Parent/Legal Guardian _____ Date _____

Signature of Caregiver _____ Date _____
(where appropriate)