



# Kairanga School

## Enrolment Procedures

### **Step 1 Determining Eligibility**

The Principal or BoT Liaison must meet with the family and decide whether to offer a place. This will involve reaching agreement on fees, satisfactory living arrangements and passport documentation, to satisfy the Code of Compliance.

#### **Note**

***Staff must determine and document that all international students enrolled in Years 1 to 6 of a school, or aged 10 are living with and continue to live with a parent.***

To ensure that international students are living with a parent, staff must document the student's name, date of birth and, if available, Immigration Service client number. These can then be given to the Immigration Service if it is suspected that a non-compliant applicant will try to enrol elsewhere.

### **Step 2 When processing the application, check:**

- i) The student's immigration status.
- ii) Check also to see that the student is the child of the parent. A Birth Certificate or Passport may be necessary.
- iii) The parent's immigration status.  
Check that the parent's permit is for the length of the student's course.
- iv) Advise the parent of the "Guardianship Visa" which will be concurrent with the student's permit.
- v) Advise the parent of the requirement that they must live and continue to live with their child, and what will happen if this condition of enrolment is breached.
- vi) Obtain details about the student's and parent's living arrangements in New Zealand.
- vii) Photocopy and file the information page and visa/permit page in the student's and parent's passports.

### **Step 3 Included on the Offer of Place form is:**

- i) For pupils aged between 5-11, a statement that enrolment is subject to the parent living and continuing to live with the student in New Zealand. Should a student be found not living with a parent or approved guardian, the school is required to notify the Immigration Service and the student permit may be revoked.
- ii) If a child between 11-13 is here without a parent/caregiver, they will only be accommodated in authorised and checked accommodation in a local homestay, approved by us, according to the standard set out by the NZQA.
- iii) A statement that enrolment is subject to the parent living and continuing to live with the student in New Zealand. Should a student be found not living with a parent, the school is required to notify the Immigration Service and the student permit may be revoked.

- iv) A space for the parent to declare their relationship to the student and that they have read, understood and accept the conditions of enrolment.

**Step 4 At the final stage of the enrolment process:**

- i) Ensure students and parents have the appropriate immigration documentation.
- ii) Photocopy and file the immigration documentation.
- iii) Record the parents contact details in New Zealand and in the home country.
- iv) Record the parent approved Hand-Over process for the end of the enrolment period. This must be in written form and counter signed by Parent/Guardian & School Representative.
- v) Provide the Parent/Guardian with two 24hr contact details for the school, including IS Co-ordinator and Principal phone number.
- vi) Record the intended hand-over process for the end of the enrolment period, counter-signed by parent/guardian and the IS Co-ordinator.

**Step 5 Post Enrolment:**

Ensuring that international students continue to live with a parent:

- i) Inform parents of the school process and procedure if the parent should be required to return to their home country.
- ii) Establish a monitoring process for ensuring students continue to live with a parent.
- iii) Schools should review this process at least quarterly in accordance with section 30.4 of the Code.
- iv) A parent on a Guardianship Visa is in New Zealand for the purpose of looking after their child. The school should contact the Immigration Service if the school has concerns about a student who is not living with a parent.
- v) Schools should notify the Immigration Service when an international student's enrolment is terminated.

**Step 6 Provision for emergency situations:**

Inform parents that in the event of their needing to return to the home country in an emergency:

- i) The parent must inform the school before leaving the country, where possible providing evidence of the emergency in the home country (e.g. medical or death certificate).
- ii) The school must approve the temporary residential care arrangements for the student.
- iii) If these requirements are met the school will notify the Immigration Service that it sanctions the parent's travel plans for a specified short period of time (eg 2-3 weeks).