



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).