

Enrolment application

## Early Childhood Ākonga | Student

Ākonga (student) name

If you prefer to complete an online application, please go to [www.tekura.school.nz](http://www.tekura.school.nz)

Please complete all sections. An incomplete application will result in a delay in processing.

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### Enrolment criteria

To be considered for enrolment in Te Aho o Te Kura Pounamu (Te Kura) as an Early Childhood ākonga (student), the ākonga must be:

1. aged 2 years to under 6 years old
2. a New Zealand citizen, permanent resident or domestic student
3. not enrolled in a primary school, or about to be enrolled within the first two weeks of February that year
4. meet the criteria for enrolment in Te Kura ECE programme.

To enrol, children must not be enrolled in a licensed ECE service for more than 12 hours a week.

☐ My child is not enrolled in a licensed ECE service for more than 12 hours a week.

As part of the enrolment requirements at Te Kura we will require documents for the ākonga to be attached. This includes a copy of the child's birth certificate and any relevant documentation as per gateway.

### Submitting application

Once your application is complete, please save and email to [enrolment@tekura.school.nz](mailto:enrolment@tekura.school.nz)

For further information please:

Phone **0800 65 99 88 option 1**

Email **[enrolment@tekura.school.nz](mailto:enrolment@tekura.school.nz)**

## Geographical isolation

- ☐ This gateway is for children who are unable to attend a licensed and/or chartered English or Māori medium ECE service because of distance from their home.

To qualify, the nearest licensed and/or chartered service must be more than six kilometres away from the child's home.

Distance from nearest ECE service:

kms

## Geographical inaccessibility

- ☐ This gateway is for children who are unable to attend a licensed and/or chartered English or Māori medium ECE service because of inaccessibility from their home.

To qualify, the nearest licensed and/or chartered service must be located behind a geographic barrier (e.g. an un-bridged river) that prevents reasonable access to the service.

Please describe the geographic barrier(s) which prevents regular access to a reasonably convenient ECE service in as much detail as possible.

## Itinerancy

- ☐ This gateway is for children of families whose itinerancy requires a change of licensed and/or chartered ECE service each school term.

The minimum enrolment period is six months.

Parents/caregivers must provide, at the commencement of enrolment, an itinerary demonstrating that they will change location at least once per term and that each change in location will require a change of licensed and/or chartered ECE service. A written declaration to that effect will also be required.

Te Kura will review these enrolments every six months. For this review, caregivers will provide a written declaration confirming that they continue to meet the requirements of this gateway. Caregivers will also provide an updated itinerary to demonstrate continued eligibility.

If applying under Itinerancy, please complete the itinerary below.

Please describe with as much detail as possible your **proposed location/address, dates of move, duration of stay and contact phone numbers.**

## High health needs

- ☐ This gateway is for children with a long-term illness or medical condition preventing their attending a licensed and/or chartered ECE service.

Caregivers must provide, each year, a medical certificate from a medical practitioner specialising in the condition preventing attendance, or a referral letter from a general practitioner to a specialist.

## Special Circumstances

- ☐ This gateway is for children who do not meet the criteria for any other ECE gateway but may be enrolled by Te Kura because of special circumstances.

What circumstances are you applying under?

Examples of special circumstances include cases where:

1. a sibling has a medical condition such as a bone marrow transplant preventing, for reasons of cross-infection, the child attending a licensed and/or chartered ECE service
2. the child's caregiver has a medical condition preventing attendance at a licensed and/or chartered ECE service or
3. other special circumstances, as discussed by Te Kura and a Ministry of Education manager.

## Ministry of Education referral

- ☐ This gateway is for children who do not meet the criteria for any other ECE gateway. Referrals through this gateway are at the discretion of the Ministry of Education.

Referrals must be signed off by a Ministry of Education Manager who must be satisfied that:

1. the child's family/whānau face multiple barriers (e.g., transport and cultural barriers) in accessing a local face-to-face ECE service that meets their needs; and/or
2. there is a high probability that without access to Te Kura, the child will have no, or less than optimal, access to ECE.

The Ministry referral letter must:

1. clearly state how the child's enrolment in Te Kura meets these criteria; and
2. set a date for Ministry review to ascertain whether the enrolment in ECE by distance education is still required for the child.

## Overseas

- ☐ This gateway is for children temporarily travelling or residing overseas who cannot otherwise access a local ECE service. Enrolments through this gateway are at the discretion of Te Kura and children residing in New Zealand will be given priority over overseas enrolments.

## Learning Support Needs

- ☐ This gateway is for children with learning support needs that are unable to be met by a licensed and/or chartered ECE service within a reasonable distance or travel time from their home.

Caregivers must provide a Ministry of Education – Learning Support report detailing the nature of the child’s learning support and immediate teaching needs. This report will include verification that no locally available service is able to meet the child’s learning support needs.

# Ākonga | Student personal details

First name

Last name

Preferred first name

Gender

☐ Male

☐ Female

☐ Diverse

☐ Unspecified

Birth date

Ethnicity

Iwi

First language

New Zealand Citizen

☐ Yes

☐ No

Permanent Resident of New Zealand

☐ Yes

☐ No

Verified Domestic Student

☐ Yes

☐ No

Country of citizenship

# Ākonga | Student contact details

Contact phone

Other phone

Primary email

Secondary email

## Home address

Address line 1

Address line 2

Address line 3

Address line 4

Post Code

Country

Is the postal address the same as the above? ☐ Yes ☐ No

## Postal address

Address line 1

Address line 2

Address line 3

Address line 4

Post Code

Country

## Supervisor details (required)

- Supervisor – It is a requirement of all Early Childhood ākonga to have a nominated supervisor.
- Support People – These are the people who will support your ākonga/child with their learning and other areas of their life.

For more information on a supervisor's role, please refer to:

<https://www.tekura.school.nz/supervisors/the-essentials/supervisor-role/>

We can only discuss enrolment and personal information with the people on this list (or people named later). Please list these below.

First name

Last name

Birth date

Relationship

Mobile phone

Home phone

Primary email

Secondary email

Does the supervisor and the ākonga live at the same address? ☐ Yes ☐ No

### Home address

Address line 1

Address line 2

Address line 3

Address line 4

Post Code

Country

Does the supervisor have the same postal address as the ākonga? ☐ Yes ☐ No



### Postal address

Address line 1

Address line 2

Address line 3

Address line 4

Post Code

Country

Do you want to share anything extra about this support person? ☐ Yes ☐ No

Please list all other support people who can contact Te Kura to discuss the ākonga education. This includes all legal guardians as defined by the Care of Children Act 2004 regardless of whether they live with the ākonga or not. Please see our Privacy Statement for more information.

Name

Contact email

Relationship

Name

Contact email

Relationship

Name

Contact email

Relationship

## Whānau, culture, wellbeing and learning details

**Whānau** – Do you want to share anything extra about your ākonga/child or whānau, especially if it helps support learning?

☐ Yes ☐ No

**Culture** – Do you want to share anything extra about your ākonga/child's/whānau, culture, especially if it helps with learning?

☐ Yes ☐ No

**Wellbeing** – Is there anything you want to share with us about your ākonga/child's wellbeing?

☐ Yes ☐ No

**Learning** – Is there anything you want to share with us about your ākonga/child’s learning, your hopes and dreams for them, their interests and/or how they like to learn?

☐ Yes    ☐ No

Our Bilingual Pathway offers opportunities for blended learning and support in English, Te Reo Māori and Te Ao Māori. Is this something you are interested in?

To find out more about our Bilingual and Immersion learning, [click here](#).

☐ Yes    ☐ No    ☐ Unsure

## Ākonga | Student assistance details

**My ākonga/child has funding for their learning from the Ministry of Education or another organisation.**

If yes, tell us more (reason, timeframe, amount, ORS Verification Number etc.)

☐ Yes ☐ No

**My ākonga/child has or requires Ministry of Education Assistive Technology (for their learning needs).**

If yes, tell us more about those needs.

☐ Yes ☐ No

**My ākonga/child has siblings or whānau members who are enrolled with Te Kura.**

If yes, tell us the siblings/whānau names and ākonga ID (if known).

☐ Yes ☐ No

## Ākonga | Student digital and online learning details

How confident do you feel supporting your ākonga/child with the Te Kura learning programme online?

- ☐ Excellent
- ☐ Alright
- ☐ Not to good

Where will you and your ākonga/child do most of their Te Kura learning programme?

- ☐ Where they live
- ☐ At somebody else's home
- ☐ At a public place like a library or cafe
- ☐ Somewhere else (please tell us where)

What kind of device will you and your ākonga/child access the Te Kura online programme and communication platform on?

- ☐ Desktop computer
- ☐ Laptop
- ☐ iPad
- ☐ Tablet
- ☐ Phone
- ☐ We don't have a device
- ☐ Other (please tell us about the device)

Do you have access to an internet connection where you and your ākonga/child will do most of their Te Kura online programme?

☐ Yes ☐ No

Is there anything else you want to tell us about working online, your device or internet connectivity?

☐ Yes ☐ No

# Terms and Conditions

## 1. Academic Record

Te Kura needs to confirm the ākonga academic record to date with their previous school. The principal or class kaiako from the previous school must complete an ākonga educational profile if requested. If the ākonga has been home-schooled, the family must provide details. The privacy statement below explains who will have access to this information. If you have any concerns, please contact us.

## 2. Privacy

### Privacy statement for ākonga, whānau and other third parties

This privacy statement explains what information Te Aho o Te Kura Pounamu (Te Kura) collects about the people we deal with who do not work for Te Kura and how we process it.

### Why we collect personal information

Te Kura collects personal information from ākonga (students), whānau (family) and other persons for the primary purpose of being a provider of education, including enrolling ākonga and delivering teaching and learning. Te Kura is also required to collect personal information in order to comply with the Education and Training Act 2020 and other requirements of the Ministry of Education. This information will be used for:

- the educational and general advancement of the ākonga
- carrying out the activities of the school
- making sure our services are fit-for-purpose and delivered in a way that meets educational standards and keeps ākonga and kaimahi (staff) safe.

### The personal information that we collect

We collect personal information in a number of ways, including:

- When it is provided to us directly – for example during the enrolment process, when ākonga submit schoolwork and when completing other forms and surveys
- From third parties (usually with consent) – for example, when we receive information about the progress and achievement of an ākonga from their previous school prior to them enrolling at Te Kura
- When personal information is generated by using our systems and services – for example when ākonga use our Learning Management System (My Te Kura), or when anyone uses our website or wi-fi network
- Where CCTV cameras are operating at Te Kura's sites (signage will indicate where this is happening). The use of CCTV is to ensure security for kaimahi and visitors, to act as a deterrent to any potential criminal activity, to help detect and capture evidence in the event of any crime, and to allow an assessment of and enable a quick response to incidents when emergency services are required.

Any images captured may be viewed only in circumstances approved by Te Kura's Privacy Officer in accordance with the Privacy Policy.

### How we share personal information

The school may provide personal information to other third parties if the information relates to the education, health, welfare or safety of the ākonga, both during and after enrolment at Te Kura. These third parties include:

- government agencies such as the Ministry of Education, New Zealand Qualifications Authority, the Education Review Office, Oranga Tamariki and the Ministry of Social Development
- schools and kura that our ākonga are moving to or from, or are dual-registered for tuition
- online education providers that the Te Kura Academic Committee has approved as a beneficial educational resource in addition to its own courses.

### Providing information to online education providers

Increasingly, Te Kura is facilitating access for its ākonga to a variety of online education providers that offer programmes and resources of value to students. These sites are designed for the New Zealand Curriculum and NCEA, and Te Kura recommends these sites to our students as they provide learning resources, which can supplement Te Kura courses. Te Kura makes every effort to confirm that these providers have robust privacy policies and are secure in terms of maintaining personal data.

Student name, identification number and email address, and the email address of the parent/caregiver/guardian of the student, may be provided to online providers to facilitate registration on their sites. By submitting an application for enrolment, students authorise the school to disclose such personal information to third parties in accordance with this privacy statement.

Any students with questions, concerns or feedback about such online education providers, the sites, or the registration process should email [curriculum@tekura.school.nz](mailto:curriculum@tekura.school.nz).

### Parents and guardians' access to information

Under the Education and Training Act 2020 and the Education (School Boards) Amendment Regulations 2022, schools must report to each student at the school **and their parents or guardians** on the student's progress and achievement.

Under the Care of Children Act 2004 the duties, powers, rights, and responsibilities of a parent or guardian include making decisions about educational matters **whether or not the child lives with the guardian**. These duties, powers, rights, and responsibilities must be exercised jointly with any other guardians of the child.

Te Kura will share the information it is legally required to with parents and guardians, **including non-custodial guardians**. As a child gets older

and gains in maturity and understanding, Te Kura will give greater consideration to their views about how much information they wish to share with whom and how often.

#### **Personal information about ākonga**

Under the Privacy Act 2020, any personal information held by Te Kura about an ākonga other than information about their educational progress and achievement can only be released to the ākonga or their authorised agent, such as a Lawyer for the Child appointed by the Family Court. Personal information about an ākonga will only be released to another party, including parents and guardians, with the student's written permission or where the Privacy Act or other legislation provides for an exception to be made.

#### **Personal information about whānau and other persons**

Under the Privacy Act 2020, any personal information about parents, guardians and other persons that is held by Te Kura can only be released to that person or their authorised agent. Personal information will only be released to another party with the person's written permission or where the Privacy Act or other legislation provides for an exception to be made.

#### **How we store and protect personal information**

Te Kura may use third-party service providers to store personal information and provide us with services. This means that we may transfer personal information to, or access it from, countries other than New Zealand.

Te Kura recognises that we are accountable for the personal information we hold wherever it is in the world. Where we can, we will send personal information only to countries that have adequate privacy laws in place (such as New Zealand, Australia or the EU). However, where we cannot do this, we take reasonable steps to ensure that any third-party service providers we use can meet our privacy and security expectations.

Te Kura retains personal information only for as long we need it to perform our contractual obligations or meet our legitimate interests, or comply with our legal obligations, including the requirement to retain information in accordance with the Public Records Act 2005.

Wherever personal information is stored, we take reasonable steps to ensure that it is protected against loss or unauthorised access, modification, use or disclosure.

#### **Requesting access to/correcting personal information**

Individuals have the right to access and request corrections to the personal information held by Te Kura.

Requests to access and correct information about a student's educational progress and achievement should be directed to their kaimanaaki (learning advisor), kaiako (teacher) or kaiawhina (support person).

Requests to access and correct information about a student's enrolment or contact details, or the contact details of parents, guardians and other

persons should be directed to the Student and Whānau Support team [hub@tekura.school.nz](mailto:hub@tekura.school.nz)

Any other requests for access to or correction of personal information should be put in writing to the school's Privacy Officer [privacy@tekura.school.nz](mailto:privacy@tekura.school.nz)

If you have any concerns about the way we've collected or processed your personal information, let us know, so we can try to put the matter right. If we can't resolve your concerns, you can also make a complaint to the Office of the New Zealand Privacy Commissioner by:

- Calling 0800 803 909
- Completing an online complaint form at [www.privacy.org.nz](http://www.privacy.org.nz)
- Writing to the Office of the Privacy Commissioner, PO Box 10-094, The Terrace, Wellington 6143, New Zealand

### **3. Authentication**

Te Kura has to ensure that work presented for assessment is the ākonga own work. The ākonga or Supervisor of a ākonga enrolling in courses that lead to New Zealand national qualifications must ensure that they/the ākonga understands that work sent in for assessment must be their own. Plagiarism detection software may be applied to any work presented for assessment.

This means:

- The ākonga undertakes to present their own work for assessment. If working online in Te Kura's online learning environment (My Te Kura), the ākonga accepts an authentication statement at the start of each course. The ākonga is also reminded of the authentication requirements for all assessment activities at the time of submission.
- In courses that lead to New Zealand national qualifications, assessment activities may require supervision. These will be accessed by or provided to the Supervisor, must be done with the Supervisor, be completed under test conditions, and the completed assessments returned to Te Kura by the ākonga in the designated dropbox in My Te Kura. The ākonga must complete the online authentication statement and supply their Supervisor's name and the relationship of the Supervisor to them when uploading the assessment activity to the designated dropbox in My Te Kura. The same procedure applies to examinations. For practice exam results to be used as derived grades, the exam conditions must meet NZQA requirements by having an Exam Supervisor who is independent of the ākonga and their family. The Supervisor's identity and relationship to the ākonga must be verified by a person who is recognised as having standing in the community.

Agreement to the declaration statement in the ākonga enrolment application is confirmation of this.



#### 4. Information Communications Technology

The following Te Kura Information Communications Technology (ICT) Ākonga Use Agreement is for the protection and safety of ākonga enrolled at Te Kura.

When using ICT it may not always be possible for Te Kura to filter or screen all inappropriate material. For a guide to the range of material that Te Kura would regard as inappropriate, go to the [Netsafe](#) website.

It is therefore your responsibility to:

- not deliberately access such material
- not distribute such material by copying, printing, emailing, posting on the internet or any other method, and
- not have any involvement with such material.

You should only use Te Kura ICT for purposes relating to schoolwork and Te Kura ICT must not be used for any purpose or in any way that harms or might harm other people.

If you become aware of or accidentally access any inappropriate material on Te Kura ICT, you must immediately report this to your kaiako.

Te Kura reserves the right to monitor your communication, work or data relating to communication technologies.

Te Kura also has a Cyber Safety policy for the protection and safety of its ākonga.

Agreement to the declaration statement in the ākonga enrolment application is confirmation of this.

#### 5. Course availability

Te Kura may be required to withdraw or restrict enrolment to courses at any time. If you enrol in a course that is subsequently withdrawn or restricted in terms of enrolment, we will contact you to discuss other study options.

Refer to [Learning Programmes Ngā Kaupapa Ako](#) for the latest information on available courses, along with materials, equipment and books required for each course.

#### 6. Complaints

Ākonga and their support people can discuss the ākonga learning needs and concerns with Te Kura staff. If the concern cannot be resolved, Te Kura has formal complaints procedures. Te Kura recognises that anyone making a complaint should feel safe and supported and that by making a complaint ākonga will not be disadvantaged.

Refer to [Complaints](#) for information about our complaints process.

#### 7. Items to be provided by ākonga

Some courses may require you to provide your own materials, and/or audio/video equipment and/or textbooks. If your course is online, you will need access to a computer with internet connectivity. In order to utilise audio/video resources, you will need access to the equipment required to play or receive them.

Other courses may require you to provide particular materials and/or equipment.

Refer to [Learning Programmes Ngā Kaupapa Ako](#) for the latest information on available courses, along with materials, equipment and books required for each course.

Most Te Kura courses are available online or use online resources. You will need to have access to a computer with internet connectivity in order to enrol in these courses. Please ensure you have such access or are eligible for our Laptop and Connectivity programme, before enrolling in an online course.

Refer to [Laptop and Connectivity](#) for information about our device and internet assistance programme.

#### 8. Duration of enrolment

Ākonga may remain enrolled up to and including the end of the school year in which the ākonga turns 19 years of age. The ongoing enrolment is dependent on the ākonga continuing to meet the eligibility criteria determined by the Ministry of Education.

If you do not return work on a regular basis you will be removed from the roll.

## Confirmation

From time to time, we publish material that has been produced by ākonga or is about ākonga, for educational purposes, to share the results of learning within the School community, and to promote the School within the wider community.

I give my permission for Te Kura to publish ākonga images. ☐ Yes ☐ No

I give permission for Te Kura to publish ākonga schoolwork. ☐ Yes ☐ No

You are advised to read through our full Terms and Conditions.

Please confirm you have read, understood and accept the following declarations.

As a parent/caregiver of a Te Kura ākonga, I understand that:

- all materials supplied by Te Kura must be returned when requested
- I must provide direct supervision for any practical activities the ākonga is asked to complete as part of their schoolwork
- I must check I understand any safety and disposal guidelines provided with practical activities and ensure they are followed
- I will permit Te Kura kaiako to visit and discuss schoolwork
- I must inform Te Kura immediately of any change in contact details or circumstances
- if course/s are online, the ākonga must have regular access to a computer and internet connectivity
- ākonga must regularly engage in learning to stay on the roll.

☐ I have read the Terms and Conditions.

☐ The information I have given in this application is accurate.

Name

Date

## Submitting application

Once your application is complete, please save and email to [enrolment@tekura.school.nz](mailto:enrolment@tekura.school.nz)

or post to: **Student and Whānau Support**  
**Te Aho o Te Kura Pounamu**  
**Private Bag 39992**  
**Wellington Mail Centre**  
**Lower Hut 5045**

For further information please:

Phone **0800 65 99 88 option 1**

Email [enrolment@tekura.school.nz](mailto:enrolment@tekura.school.nz)