

Enrolment application

# Full-Time 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 a full-time ākonga (student), the ākonga must be a New Zealand Citizen, Permanent Resident, or other verified Domestic Student, residing in New Zealand and be unable to attend a local school, due to one of the categories on pages 2 and 3. Please provide the stated documentation required for the category.

Ākonga aged 5–19 (or up to 21 with Ongoing Resourcing Scheme funding or a Section 37 agreement) may be enrolled with Te Kura where they meet the entry criteria.

## 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)**

## Access

- The ākonga is unable to attend a reasonably convenient school because of its distance or inaccessibility from their home.**

(i.e. the ākonga lives more than 3.0 km (Year 1–8) or 4.8 km (Year 9–15) from the nearest school or bus route, or are located behind a geographic barrier.)

Please complete the geographic details on page 4. We will contact the Ministry of Education School Transport Service Agent to confirm.

- The ākonga would otherwise need to change school each term because their caregivers are itinerant, the minimum period of itinerancy being six months.**

Please complete the itinerary on page 4. We need locations, dates and duration of stay.

- The ākonga is pregnant, or has the primary care responsibility for a child.**

Please provide a medical or midwife's certificate (on letterhead) stating the estimated due date, or a copy of the baby's birth certificate.

- The ākonga is an elite athlete, dancer, musician, sports person, outstanding actor, or performer and their development programme precludes attendance at a reasonably convenient school.**

Please attach a letter of attestation from the formally constituted and recognised national body for the sport or art:

- attesting that the ākonga exceptional attributes mean that they are likely to either represent New Zealand or develop to the top of the field for their age-group
- confirming that the programme planned for their development is appropriate and precludes attendance at a regular school
- advising the likely duration of enrolment
- providing an educational profile from the ākonga previous school.

## Referral

- **The Ministry of Education is referring the ākonga due to assessed psychological or psycho-social reasons.**

Psychological grounds reside within the ākonga and are of sufficient severity alone, or when combined with psycho-social grounds within the ākonga relationships in the wider environment, to prevent or seriously impede attendance at a reasonably convenient school.

If you have not already contacted the Ministry of Education, it is recommended that you contact your local MOE office to arrange the referral before submitting an application.

- **The Ministry of Education is referring a non-enrolled ākonga.**

Ākonga is under 16 years of age, and is non-enrolled and is unwilling to attend school and local schools are unable to meet the ākonga needs.

- **The Ministry of Education is referring the ākonga after being excluded or expelled from School.**

Ākonga is under 16 years of age and excluded from school, or is over 16 years of age and expelled, and the local schools are unable to meet the ākonga needs.

- **Oranga Tamariki (Ministry for Children) is referring the ākonga who is in their custody.**

Please include a letter signed by the OT manager that:

- a. clearly states the supervision arrangements for the ākonga study with Te Kura
- b. provides an educational profile, and the name of the previous school
- c. sets a review period for ascertaining whether a face-to-face schooling option is available and appropriate.

## Itinerancy

Parents, caregivers, or guardians must provide, prior to initial and continued enrolment, an itinerary showing a change in location at least once each term, that would require a change of school.

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.**

## Geographical isolation/inaccessibility

Distance from nearest bus route/school:

kms

or

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

## Ākonga | Student personal details

National Student  
Number

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 full-time ākonga to nominate a supervisor. If you are over 16 you can be your own supervisor or nominate someone else.
- Support People – these are the people who will support you with your learning and other areas of your life.

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

First name	<input type="text"/>
Last name	<input type="text"/>
Birth date	<input type="text"/>
Relationship	<input type="text"/>
Mobile phone	<input type="text"/>
Home phone	<input type="text"/>
Primary email	<input type="text"/>
Secondary email	<input type="text"/>

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

### Home address

Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>

Does the supervisor have the same postal address as the ākongā?  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 ākongā education. This includes all legal guardians as defined by the Care of Children Act 2004 regardless of whether they live with the ākongā or not. Please see our Privacy Statement for more information.

Name

Contact

Name

Contact

Name

Contact



## Whānau, culture, wellbeing and learning details

**Whānau** – Do you want to share anything extra about your whānau, especially if it helps us with ākonga learning?

Yes  No

**Culture** – Do you want to share anything extra about your culture, especially if it helps us with ākonga learning?

Yes  No

**Wellbeing** – Is there anything you want to share with us about ākonga wellbeing?

Yes  No

**Learning** – Is there anything you want to share with us about ākonga learning or how the ākonga likes to learn?

Yes  No

**Education** – Would you like to share about the last school or any other education experiences for the ākonga?

Yes     No

**Te Reo Māori** – Would you like some or all of the ākonga learning to include te reo Māori and te ao Māori?

Yes     No     Unsure

## Ākonga | Student assistance details

The ākonga has or had in the past a teacher aide (or someone else) to help with their learning. If yes, tell us more (time, hours, need etc.)

Yes  No

The ākonga has or had additional 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

Does the ākonga have or require Ministry of Education Assistive Technology (for their learning needs).

If yes, tell us more about those needs.

Yes  No

If the ākonga is at secondary level, do they require (or already have) Special Assessment Conditions for their learning/assessments in NCEA?

If yes, tell us more about the needs and if they have had SAC approved from another school.

Yes  No

Does the ākonga have 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 does the ākonga feel about doing their Te Kura work online?

- Excellent
- Alright
- Not too good

Where will the ākonga do most of their Te Kura work?

- 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 the ākonga do most of their Te Kura work on?

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

How good is the internet connection where you will do most of your Te Kura work?

- No internet
- Poor
- Okay
- Great

Is there anything else you want to tell us about working online, 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 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 ākongā**

Under the Privacy Act 2020, any personal information held by Te Kura about an ākongā other than information about their educational progress and achievement can only be released to the ākongā or their authorised agent, such as a Lawyer for the Child appointed by the Family Court. Personal information about an ākongā 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 ākongā own work. The ākongā or Supervisor of a ākongā enrolling in courses that lead to New Zealand national qualifications must ensure that they/the ākongā 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 ākongā undertakes to present their own work for assessment. If working online in Te Kura's online learning environment (My Te Kura), the ākongā accepts an authentication statement at the start of each course. The ākongā 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 ākongā in the designated dropbox in My Te Kura. The ākongā 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 ākongā and their family. The Supervisor's identity and relationship to the ākongā must be verified by a person who is recognised as having standing in the community.

Agreement to the declaration statement in the ākongā 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.

#### 9. Examinations

Examinations for externally assessed achievement standards can be sat overseas only if you meet the following requirements. (This does not apply to ākonga in the Cook Islands or Niue.)

You must be:

- living outside New Zealand at the time of NZQA exams in New Zealand (usually early November to early December each year)
- enrolled through our:
  - full-time gateway OR
  - fee-paying overseas gateway in at least three NCEA subjects.
- able to 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.

**Note:** Overseas exams are held in October and arranged through Te Kura.

- You cannot sit New Zealand scholarship exams overseas.
- Some examples of persons of standing in the community are:
  - Currently practicing lawyers, medical doctors/dental surgeons.
  - Elders/pastors from a church, temple, mosque, or synagogue.
  - Serving members of armed forces, police officers, senior government officials.

## 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**  
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**Lower Hut 5045**

For further information please:

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