



Horowhenua College

Enrolment Zone

Proof of residential address

Student name: _____

Address:

.....

.....

Proof of address information

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain enrolment by knowingly giving a false address or making an in-zone arrangement that they intend to be only temporary, for example:

- renting accommodation in-zone on a short-term basis;
- arranging temporary board in-zone with a relative or family friend;
- using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis.

Before enrolment takes place (ie. before attendance begins), if the Board has reasonable grounds for believing that the given in-zone address will not be a genuine, ongoing living arrangement, the Board may withdraw any offer of a place it might have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of gaining enrolment at the school, then the Board may review the enrolment. Unless the parents/caregivers can give a satisfactory explanation, the Board may annul the enrolment. This course of action is provided for under clause 13 of Schedule 20 of the Education and Training Act 2020.

A new enrolment will be one of the following options:

(Tick one)

☐	Option 1: In zone address - home residence
☐	Option 2: Out of zone address - sibling of currently enrolled student
☐	Option 3: Out of zone address

Option 1: In zone address - home residence

Parents/primary caregivers are required to provide one document from List A and one from List B, to prove the in-zone address of the enrolling student.

tick	List A	tick	List B
	Sale and purchase agreement for house		Electricity or insurance bill (no older than 3 months)
	Rental/tenancy agreement		Current insurance policy
	Horowhenua District Council rates demand (no older than 3 months)		Government agency statement eg WINZ
			Registered Kiwisaver or Superannuation scheme (No older than 3 months)

Declaration and Signatures

I confirm that the address that I have provided to the school in the enrolment form will be the usual place of residence of(student's name) when the school is open for instruction. I will advise the school of any subsequent change of address.

I confirm that I am the parent/primary caregiver of (student's name)

Parent/primary caregiver name:

Parent/primary caregiver signature:

Date:

Office Use Only	
	List A document
	List B document

To be completed if the primary caregiver is not the parent.

Student Name	
Who will the student be living/boarding with?	
Address of the living/boarding accommodation?	
How long has the living/boarding arrangement been in place?	
Is it a long-term living/boarding arrangement?	
What are the reasons for the living/boarding arrangement?	
If the arrangement is temporary, why is that so?	
What is your home address?	
Will the person(s) with whom the student is living/boarding have a primary duty of care?	

Note:

- **The student will not be considered as living in-zone if an out-of-zone parent remains the primary caregiver**
- **Proof of address is required from List A and List B (see option 1)**

If any issues arise from the above information, the Board might wish to interview you to ensure the genuineness of the application.

I confirm that the information provided is an accurate and true representation.

Name: Signature:

Date:

Office Use Only	
	List A document
	List B document
	Primary duty of care confirmed

Option 2: Out of zone address - sibling of current enrolled student

To be completed in the case of a student who lives outside the enrolment zone and who will have a sibling (brother or sister) at any year level who is enrolled at Horowhenua College on the first day of term one, next year.

Student name:

Address:

.....

.....

Name of sibling who will be enrolled at Horowhenua College on the first day of next year:

..... Year level in 2027:

..... Year level in 2027:

..... Year level in 2027:

Parent Name: Parent signature:

Date:

Office Use Only	
	Confirmation that the currently enrolled sibling will still be enrolled on day 1, term 1, next year
	Check that the address of the sibling is out-of-zone. Note: this does not have to be proven by documents from List A or B. Instead, check that the address of the currently enrolled sibling on KAMAR is the same as the address on this enrolment form.

Option 3: Out of zone address

To be completed in the case of a student who lives outside the enrolment zone.

Student name:

Address:
.....
.....

Parent Name: Parent signature:

Date:

Office Use Only	
	Check that the address is out-of-zone. Note: this does not have to be proven by documents from List A or B.