



Queenspark  
Te Hua Mānuka

Dear new family to Queenspark School

**Re: Living in the Queenspark School Zone**

I confirm that the information recorded on the attached enrolment application is a true and accurate record.

I realise that any incorrect information given could lead to this enrolment being annulled and reported to the Ministry of Education as part of the Enrolment guidelines as covered by the NZ Education Act 1989.

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 living arrangement that they intend to be only temporary eg · 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 not 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 can give a satisfactory explanation, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

**Stepping Up • Reaching Out**

Resolute • Respectful • Responsible



# Queenspark Te Hua Mānuka

I can confirm that my child is living at the address stated below which is located in the Queenspark School zone:

Date: \_\_\_\_\_

Parent/ Caregiver Name: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

It is the Queenspark School policy that all families live in zone at the time of enrolment and remain in zone for a minimum of 12 months.

**Please note that if you move out of the school zone this could have an impact on future siblings attending Queenspark School. Please check the school website for information on the out of zone sibling policy.**

If for any reason this information is found as incorrect, the enrolment will be annulled straight away.

**PLEASE RETURN THIS SIGNED LETTER TO SCHOOL ALONG WITH YOUR ENROLMENT FORM, PROOF OF ADDRESS, CHILD'S BIRTH CERTIFICATE AND IMMUNISATION FORMS.**