

ENROLMENT PROCEDURE

The enrolment procedure for Te Kura Māori o Ngā Tapuwae is as follows:

1. A parent enquires about the availability of a position for their child.
2. An enrolment pack is given or mailed out to them.
3. Once we receive a completed enrolment form, our current roll and waiting list will be assessed and they will be contacted by phone within a week. This call will inform them of whether there is a place available or if they have been added to the waiting list.
4. If there is a place available, contact is made with the parent/guardian/caregiver. This details the interview time and date and also requests that their birth certificate, immunisation certificate and last report be produced at the interview. It also requests the child be present as they will need to complete a listening and writing component at the level they will be entering.
5. The prospective parent and student will be interviewed by either the Principal, Deputy Principal or their designated representative.

NB: It is imperative that the prospective student has attended a Kohanga Reo or similar or has had the necessary language support of a minimum of 3 years. If the student meets these criteria then the following order of priority applies:

Criteria for Priority of Enrolment:

- i. Mana whēnua; Te Waiohūa, Te Ahiwaru, Te Aki Tai, Ngāti Mahanga, Ngāti Tāhinga.
- ii. Children residing in Mangere with family currently attending Te Kura Māori o Ngā Tapuwae.
- iii. Children residing in Mangere in our catchment area
- iv. Children outside of our catchment area with immediate family in the Kura eg. brother/sister.
- v. Children with extended whanau connections in the Kura
(E.g. existing families on the school roll / or who have been enrolled)
- vi. Recommendation letter from Kaumātua for existing families of the Kura.

In the event that there are no places available in the Year level of their need, their name will be placed on the waiting list which will be updated each term. Their enrolment will be prioritized according to the order previously stated. When a place becomes available the parents will be notified in writing and/or by phone. If there are any changes in their circumstances whilst on the waiting list you will need to make contact with the office to update your information.

6. Parents are notified of acceptance of their child although they must have completed the enrolment form, ICT contract and a dental enrolment form.
7. The child may not start school until he/she is fully outfitted in the correct uniform, unless dispensation has been given by the principal.
8. All students will adhere to the commitments deemed as appropriate by the official enrolment form

FURTHER ENROLMENT INFORMATION

Information for Parents of Students enrolling at Te Kura Māori o Ngā Tapuwāe on:

- ☞ Uniform
- ☞ Stationery
- ☞ Utungahau

Uniform

Students are required to have correct uniform when they enter the school. Except for the footwear the uniform can be purchased from the school office between the hours of 8.30am – 4.00pm.

Term 1 & 4 Summer Uniform to be worn

Term 2 & 3 Winter Uniform to be worn

Kura Tuatahi Year 0 – 8

Summer: Black shorts, school coloured polo shirt, any hat, black sandals

Winter: Black track pants, school coloured polo shirt, school polar fleece, track shoes and socks

Please note: This uniform is for both girls and boys. Please make sure school hats are worn during the summer months. All students should have a drink bottle for water

Girls Uniform – Y9 – Y13

Summer: Grey Skirt, White/Light Grey School Polo Shirt, Black Sandals

Winter: Grey Trousers, White/Light Grey Polo Shirt, School Cardigan, White Socks and Black Lace-up Shoes
(Optional) Grey Skirt and Brown Stockings/White Socks

Boys Uniform – Y9 – Y13

Summer: Grey Shorts, White/Light Grey School Polo Shirt, Black Sandals

Winter: Grey Trousers, White/Light Grey Polo Shirt, School Cardigan, Grey Socks and Black Lace-up Shoes
(Optional) Grey Shorts and Long Grey Socks

PE Gear Black Shorts and Whare T-Shirt

'Kura Number ones' - Year 9-13

The 'Kura Number Ones' are compulsory for all special occasions and trips outside of school.

If a student is not in full number one uniform they will not be permitted to leave school. These items need to be purchased before the first week of May each year.

This uniform includes a white hard collared shirt that fits well around the student's neck, a skirt for girls or trousers for boys and a Black Ngā Tapuwāe Dress Jersey, Kura Tie and Kura Blazer.

Natural coloured stockings are to be worn by all girls with their skirts.

Footwear

Black sandals for girls and boys during summer (Term 1 and Term 4)

Black leather lace-up shoes and grey knee-high socks (If wearing shorts) for boys (Term 2 and 3)

Black leather lace-up shoes and white ankle socks for girls (Term 2 and 3)

The girls may also wear brown stockings