

Application Form



Mt Hobson Academy

The unique approach for Years 1-13



Pathway to Opportunity



VILLA EDUCATION TRUST
a model for the 21st century

Admissions

Procedure for Admission:

Students can enter the Academy from Academic Year Level (Y4-13 Teacher Led) and Academic Year Level (Y1-10 Parent Led). Applications must be made on this official form.

Proposed entry to Mt Hobson Academy:

Please circle one of the options below to indicate either **Teacher Led** or **Parent Led**. Indicate the **Term and year** student will start. Indicate the **Academic Year Level** of student when commencing at MHA.

Teacher Led (circle one) Mt Hobson Academy (Year 4-13)	Term and year student will start:	Academic Year Level:
Parent Led (circle one) Mt Hobson Academy (Year 1–10)	Term and year student will start:	Academic Year Level:

Application sections specific to Teacher Led:

Please ensure the following sections are completed by Teacher Led applicants.

- **Section. 1 Application Form – Mt Hobson Academy**
- **Section. 2 Medical Information**
- **Section. 3 Mt Hobson Academy online student user agreement**
- **Section. 4 Acknowledgement Agreement**
- **Section. 6 Parent Declaration**
- **Section. 7 Student subject choices Year 11-13**

Application sections specific to Parent Led:

Please ensure the following section is completed by Parent Led applicants.

- **Section. 1 Application Form – Mt Hobson Academy**
- **Section. 5 Mt Hobson Academy – Parent Led Oversight Agreement**
- **Section. 6 Parent Declaration**

Supporting documents:

Please attach the following information with this completed application form:

- Copy of students NZ Birth Certificate or Passport with residency status or Student Visa.
- Passport style photograph of student for digital ID.
- Copy of student's most recent school report.
- Application fee of \$300.00 on submission of application, payable to:

Villa Education Trust
02-0192-0161844-000
(Please reference payment by including your child's full name)

Note: this fee is for domestic students only and is non-refundable and does not mean automatic acceptance into the Academy.

Email your completed application to: admin@mthobson.school.nz

Or by post to:

**Enrolments
Mt Hobson Academy
Villa Education Trust
P.O. Box 74276
Greenlane
Auckland 1546**

Informal conversation with Principal:

On receipt of the application, both the student and the parent(s) will be invited to attend an online meeting with Saira Boyle – Principal (Teacher Led) or with Erica Poole – Academic Manager (Parent Led) to discuss your child's individual learning pathway and to answer any questions you may have.

Once your child receives login details sent to you by our Administration Officer, an Academic Manager will set up an online Orientation meeting with your child to familiarise them with the online platforms they will be using and give them an overview of the school.

Application form Mt Hobson Academy



Section. 1

Applicant's details:

Applicant's First/Middle Name(s):

Applicant's Surname Name:

Date of Birth: Nationality:

Ethnic Group: Languages Spoken:

NZ Residency: (for non-NZ Citizens) Yes No Gender:

Home Address (with Postcode):

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Home telephone:

Previous Schools attended and years of attendance:

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Parents details:

Mother/Guardian:

Name: (in full)

Occupation:

Address:

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Home telephone:

Business telephone:

Mobile telephone:

E-mail address:

Father/Guardian:

Name: (in full)

Occupation:

Address:

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Home telephone:

Business telephone:

Mobile telephone:

E-mail address:

Any special requirements or requests regarding who to contact about your child's schooling e.g., where reports should be sent. (Please note below)

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Alternative Emergency Contact:

Name: (in full)

Relationship to student:

Home telephone:

Business telephone:

Mobile telephone:

E-mail address:

Person responsible for the payment of fees:

Name:

(Complete details below if this differs from parent/guardian information)

Address:

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Home telephone:

Business telephone:

Mobile telephone:

E-mail address:

Referees:

List the names, addresses and phone numbers of two people (not relatives) who will act as referees for this application.

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Section. 2

Medical Information: (Teacher Led Students only)

To ensure the school is aware of any medical conditions or allergies your child may have, please provide details below. While this information is confidential, it may be necessary for the safety of your child to inform relevant staff of medical information.

Child's Name: _____ Year Level: _____

Emergency Contact Person: _____ Mob: _____

Family Doctor: _____

Doctor's Phone Number: _____

Has your child ever suffered from any of the following?

1. Any medical conditions:

Asthma (If YES, give/attach details and supply current asthma action plan)

Diabetes Epilepsy Heart condition Hepatitis B Migraine/frequent headaches
Nose bleeds (If YES, please provide details)

2. Any allergic reactions to: (If YES, please state severity and treatment, and supply current action plan. This is especially important when going on camps and contact days)

Bee/wasp sting Medication Food Other

3. Hearing impairment or Visual impairment (If YES, please provide details)

4. Has your child had any other significant illness, operations, injuries, or is there any other information that may assist the school in caring for your child's health or well-being? **YES / NO** (If YES, please provide details)

5. Has your child experienced any learning challenges or personal difficulties e.g., anxiety that MHA should be aware of? **YES / NO** (If YES, please provide details)

6. My child requires the following prescription medicine if attending camp or a contact day.

At camps or contact days, I hereby give permission for the school first aid officer to examine and treat ailments and refer as necessary, to provide emergency care, and treatment of minor conditions. This includes administering minor non-prescription analgesics (e.g., paracetamol), as deemed professionally appropriate. **YES/NO** (Please circle)

Student Name:

Signature of Parent/Guardian:

Date:

Section. 3

Mt Hobson Academy online student user agreement: (Teacher Led Students only)

Mt Hobson Academy Agreement Overview

Digital technology continues to create opportunities to learn and connect our school community. Mt Hobson Academy believes in using a digital citizenship model to support safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

This agreement outlines Mt Hobson Academy's role in promoting the use of digital technology and online spaces for learning and supporting online safety approaches. It also outlines expectations and responsibilities of students as a member of our online community. It will also be used to support discipline processes when necessary.

Mt Hobson Academy Role

Mt Hobson Academy recognises a student's right to receive a high-quality education in a safe online and offline environment.

We will do this by:

- providing information and support to ensure you are aware of, and able to meet, your responsibilities
- teaching a curriculum that promotes positive online safety behaviours
- overseeing students' use of the school's/kura digital devices and platforms
- offering access to the internet and online services that is not unreasonably restricted
- using filtering software to minimise access to inappropriate online content
- allowing the use of technology for personal reasons during break times as long as it does not negatively impact on self and others
- supporting students who need help dealing with online incidents
- taking action when a negative online experience occurs between students even if it takes place outside of school hours
- securing the personal information the school collects about you
- protecting your freedom of expression under New Zealand's Bill of Rights
- having a plan in place to support students when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

Student Responsibilities

As a student of Mt Hobson Academy and a member of our community, it is expected that you will positively contribute towards making our school or kura a place that is safe, respectful, and fair online and offline. This means enacting our school values in online spaces and helping to shape a positive online culture. This is being a 'digital citizen'.

As a digital citizen, you will:

- **Keep it positive.** Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive.
- **Protect privacy.** Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.

- **Act cautiously.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher.
- **Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- **Be security smart.** Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and on-sharing their personal content without their knowledge and permission.
- **Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- **Recognise others work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.
- **Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens talk to a trusted adult about what can be done or contact Netsafe directly.

Online Incidents

Despite the advantage's technology offers and people's best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose. Mt Hobson Academy is committed to supporting you if something goes wrong online.

Online bullying. Incidents of online bullying or harm will not be tolerated at our school or kura. If you or somebody else is being bullied or harmed online, it's never okay at any time. This type of harm doesn't usually just go away. It's important to keep the evidence of what is happening to you or someone so this can be investigated. Don't put yourself at further risk by continuing any contact with the person or people who are bullying online or creating harmful or hurtful content. It's very important to let someone at school [teacher/principal] know what's happening so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau or guardian for support.

Report a problem. You should report an online incident or if you suspect something is happening online as soon as you can to [your teacher/principal]. Once the school is made aware of a problem, they will assess the problem and work to resolve it.

Online safety support. Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at [netsafe.org.nz](https://www.netsafe.org.nz)

Student Declaration

I am aware of the expectations, behaviours and values required of me when I use digital technologies at school, any online tools and platforms, and the school's systems and network. I understand these apply to all devices used at school whether they are owned by school or if it is my personal device.

I understand I have the right to use and experience online environments and digital technologies in positive ways and that others do also. With these rights, come responsibilities.

I understand and agree to support and uphold these expectations and responsibilities outlined in this agreement.

I know that if my actions or behaviours do not align with the User Agreement there may be consequences. This may include the loss of access to the internet on school owned devices or personally owned device used at school.

Student Full Name:

Student Signature:

Date:

Parent/Whanau/Guardian Declaration

I know that if my child behaviours or acts in ways that don't align with those detailed in the User Agreement there may be consequences which the school will talk to me about.

Parent/Whanau Name:

Parent/Whanau Signature:

Date:

Section 4.

Acknowledgement Agreement: (Teacher Led Parents only)

Please tick the boxes to confirm that you have read and accept the following Statements.

- We agree that our child will be subject to the rules, policy and discipline of the school.
- We understand that transport may be provided by vehicles driven by staff, parents, or by walking, especially at camps and contact days.
- The above medical information has been completed accurately.
- We agree to abide by the conditions outlined under Fees in the Prospectus (including providing 1 Terms written notice of withdrawal from Mt Hobson Academy).
- We have made payment of \$300.00 for the Enrolment Fee.
- We acknowledge responsibility for payment of fees and accept that non-payment will result in the student being required to withdraw from the school. Any debt recovery costs will be added to debt.
- We acknowledge it is our responsibility to inform the school of any change of address.
- We have provided a copy of our child's NZ Birth Certificate or Passport with residency status or Student Visa.
- We agree that our child will participate in the Education outside the Classroom program including attending camps at least once a year.
- We agree that we will always be respectful to all staff.
- Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. These contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment; training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.
- We agree that our child's photo may be used on the school website or in school promotional material.

Student Name:

Signature of Mother/Guardian:

Signature of Father/Guardian:

Date:

Section. 5

Mt Hobson Academy – Parent Led Oversight Agreement (Parent Led only)

For children enrolled within the private school - Mt Hobson Academy (MHA) in any form, there is a requirement to be able to demonstrate to the ERO that children/students are receiving an education at least the equivalent of what they would receive in a local State school.

We know that our programming and resourcing is to/above that standard.

For parents to be the main day organisers and tutors, there also needs to be an agreement that they are working under the ongoing guidance and planning of one of our registered teachers. This will include the provision of our projects and unit resources, group meetings, and ongoing availability for advice and oversight.

Parents will be expected to implement our programme but apply their strengths, knowledge of their children, and day/week organisation that suits their priorities.

The interactions will be well documented, and our staff will be highly supportive. If any issues arise these will be discussed fully, and a solution found and implemented.

It is important that you are in contact with MHA daily to confirm the attendance of your child. Please read the engagement requirement below and understand the process that will be implemented should daily check-ins not be upheld.

I agree to meet the 'check-in' requirements which involves connecting with the MHA Administration Officer daily for attendance purposes. This is in the form of video call, phone call or text, in the morning between 7.30am-11.30am. I am also required to provide evidence of my child's learning twice a term to Erica Poole the Academic Manager. If I do not meet this requirement the following process will be implemented:

- After 10 days I will receive a letter/email from the Academic Manager
- After 15 days I will receive a Phone call or reminder from the Academic Manager
- After 20 days I will be de-enrolled from MHA Parent Led programme

Please acknowledge your agreement (sign below) to the above statements.

Student Name:

Signature of Parent/Guardian:

Date:

Section.6

Parent Declaration: (All Parents to sign)

Private Act:

The information in the application form is being collected for the purpose of assessing this application for admission to Mt Hobson Academy and if the application is successful, administration of the school and maintenance of its records. Applicants and school families have the right to view and request correction of any of that information.

Academy Rules:

The Trust Board sets rules to ensure that all students are treated fairly, respect each other and their property. Rules may be changed from time to time as the Board sees fit. For **on-site** students, given the location of the academy and the frequency of our students in the community, it is important that rules are kept.

Attendance – students must attend academy on each scheduled day. When there is sickness, or another good reason, the school must be notified as soon as possible on that day. When the student returns to the Academy, a written/emailed note is required. For connected students, computer cameras must be turned on at all times.

Inappropriate Items – for **on-site students**, the normal items that schools and colleges exclude are not to be brought to Mt Hobson Academy (gum, alcohol, cigarettes, inappropriate literature, or electronic material).

Internet Use - the Internet and e-mail facilities must not be misused in terms of sending or downloading inappropriate materials. All students/parents will be required to sign a standard Cyber safety agreement form.

Declaration:

I have read the prospectus information and understand the special character of the academy, and the rules that will apply, and as a condition of acceptance of applicant, agree to abide by them. I declare that the information provided in this enrolment application is true and correct and we understand the Privacy Act information as given below.

Signature of Parent/Guardian:

Date:

Section. 7

Student subject choices Year 11-13: (Teacher Led Students in Y11-13 only)

At Mt Hobson Academy, senior students can take up to six subjects across NCEA Levels 1-3.

Please outline below your preferred subject choices/areas of interest. (Refer to our Prospectus for subject information).

Please attach any previously attained NZQA record of achievement.

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Additional Comments/Information:

Please record below if there is additional information you would like to provide, not already covered.

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