

## The Gardens School Enrolment In-Zone Verification Procedure

The Gardens School is bound by the law relating to the operation of enrolment schemes, as stated in the Education Act (1989). We are unable to enrol students who cannot meet the Ministry of Education expectations for proof of address.

*Under Section 15 sub-section 240 (1) of the Crimes Amendment Act 2003, providing false and incorrect information constitutes obtaining by deception a benefit by making false representation intended to deceive. The information you provide must be true and correct and you acknowledge, by signing any of our enrolment forms, that you understand the implications of fraudulently providing false details.*

All new enrolments must produce **four** forms of evidence (original paperwork - a photocopy is not acceptable) to confirm in-zone residence. The documentation must be in the name of the parent/caregiver on the child's birth certificate (or other certified document eg adoption / custodial papers) will need to be provided. This paperwork must show the latest/current date – please note we may ask for documentation up to six months old as further verification.

### **Owner / Occupier (4 forms of evidence required )**

- Agreement for Sale & Purchase
- Utility Bills – Telephone, Power, Gas, Internet
- Council - Land Rates, Water Rates
- Vehicle Registration
- Government Department – Inland Revenue Dept, Work & Income, Immigration Dept
- Electoral Roll Confirmation

### **Tenant/Renter (4 forms of evidence required )**

- Tenancy Agreement showing tenure/rental period; must reside at this address for 12 months; landlord will be contacted (this is a compulsory requirement)
- Bond Lodgement form with Ministry of Business, Innovation & Employment
- Utility Bills – Telephone, Power, Gas, Internet
- Council - Land Rates, Water Rates
- Vehicle Registration
- Government Department – Inland Revenue Dept, Work & Income, Immigration Dept, Justice eg Jury Service
- Electoral Roll Confirmation

**Boarder(Owner Letter + 4 forms of evidence required )**

Due to a significant increase in the presentation of fraudulent documents, enrolment applications under the “Boarder” category will be forwarded to the Board of Trustees for consideration at their monthly meeting.

- Letter from owner/lessor confirming boarding situation – must include telephone/power/gas account showing owner’s name and address
- Bond Lodgement form with Ministry of Business, Innovation & Employment
- Vehicle Registration form / Change of Ownership
- Electoral Roll Confirmation
- Government Department – Inland Revenue Dept, Work & Income, Immigration Dept, Justice eg Jury Service

The following will not be accepted as confirmation of in-zone residence:

- Address on envelope
- Course acceptance/results letter
- Personal letters
- Hire Purchase Agreements

**Children Residing with extended family must product two of the following:**

- Court Appointed custody
- Specified period of time the child will be residing
- Documentation that supports reason for not residing with parent
- Custody documents
- Lawyers instruction

**We are unable to process any enrolment until suitable documentation is provided:**

- **FOUR** forms showing evidence of address (we may ask for documentation up to six months old)
- Parent/Caregiver's name on documents
- Birth Certificate of child; passport may be required to show visa status