NGAIO SCHOOL
SOAR TO NEW HEIGHTS

Bienvenue!

French Bilingual Unit

Application Form · 2027 Entry

Please complete this form and return it, with a copy of your child's proof of age and proof of address, to office@ngaio.school.nz. This is the only form you need to complete. You do not need to fill in a separate Ngaio School enrolment form.

Before you apply

- The French Bilingual Unit is a special programme within Ngaio School's enrolment scheme. There are 20 places for 2027.
- Applying does not guarantee a place. Places are offered in the order set out in the school's enrolment scheme and enrolment policy.
- Your child will have a short, friendly French language conversation with our teachers to confirm they have the basic level of French needed to learn in the unit. It is not a test and children do not need to prepare.
- Children who live in the Ngaio School home zone are entitled to enrol at Ngaio School whether or not they are offered a place in the unit.

1. Your child's details

Legal first name

Middle name(s)

Legal surname

Preferred name

Date of birth (dd/mm/yyyy)

Gender

Ethnicity (up to three, as your child identifies)

Expected start date

Year level at start of 2027

Early learning service (ECE) your child attended or attends

Previous school (if any)

2. Home address

Residential address (where your child lives most of the time)

Suburb

Postcode

Date moved to this address (if within the last 12 months)

Do you live within the Ngaio School home zone?

☐ Yes ☐ No ☐ Not sure

Please attach proof of address, for example a rates notice, tenancy agreement or utility bill.

3. Parent / caregiver details

Parent / caregiver 1

Full name

Relationship to child

Mobile

Email

Languages spoken at home

Parent / caregiver 2

Full name

Relationship to child

Mobile

Email

Languages spoken at home

4. Emergency contacts

Please give two people we can contact if we cannot reach you. They should be different from the parents/caregivers above.

Emergency contact 1

Full name

Relationship to child

Mobile

Other phone

Emergency contact 2

Full name

Relationship to child

Mobile

Other phone

5. Brothers and sisters

Name	Date of birth	At Ngaio School?	Class / year level	In the unit?

6. Health and medical

This helps us keep your child safe and well at school. Health information is stored securely and shared only with staff who need to know.

Does your child have any medical conditions, allergies or health needs that we should be aware of?

Regular medication or emergency treatment (for example asthma or allergy medication)? Please include any action plan details.

☐ A medical action plan is attached (if applicable)

7. Your child's French

This helps us understand your child's background and plan the language conversation. There are no right or wrong answers.

Which languages does your child speak, and where? (home, early learning, family overseas)

Does your child hear or speak French at home? Who speaks French with them, and how often?

Has your child attended a French-language early learning service, playgroup, class or school? Please give the name, dates and how often.

Anything else you would like us to know about your child's experience with French?

8. Supporting your child (optional)

This information is used only to plan support. It is not used to decide whether a place is offered. Children with additional learning needs have the same right to enrol and learn as other children.

Is there anything about your child's learning, health or wellbeing that you would like us to know so we can prepare to support them?

9. French language conversation

We will contact you to arrange a time. If your child needs any adjustments to take part comfortably, such as a parent present, a quieter space or extra time, please tell us here.

Adjustments needed

Privacy statement

Ngaio School collects this information to assess your application to the French Bilingual Unit and to manage enrolments. It will be seen only by staff and board members involved in the process. Some information, such as ethnicity, is also reported to the Ministry of Education as required, and health information is used to keep your child safe. Notes from the language conversation are stored securely. If your child is not offered a place, these notes are kept only for as long as needed for the enrolment process and are then securely destroyed. Under the Privacy Act 2020 you have the right to ask to see and correct the information we hold about you and your child. Please contact the school office on 04 939 6455 or at office@ngaio.school.nz.

10. Consents

Please tick each consent you give. You can change or withdraw a consent at any time by telling the school office.

- ☐ First aid: I consent to Ngaio School staff giving my child first aid when needed. We will contact me or my emergency contacts as soon as possible.
- ☐ Pain relief: I consent to my child being given pain relief, such as paracetamol, by school staff when needed.
- ☐ Hearing and vision tests: I consent to my child taking part in hearing and vision tests at school.
- ☐ EOTC in the local area: I consent to my child taking part in Education Outside the Classroom (EOTC) activities within the local area, such as walks and visits to nearby places, supervised by staff. Separate permission will be sought for trips further afield.
- ☐ Photos on the school website: I consent to photos of my child being published on the Ngaio School website.

> Our closed messaging group: Ngaio School uses an internal messaging system, a closed group for our school families, where photos of children's learning and school events are posted. Parents and caregivers are asked not to share photos of other children outside the group.

11. Declaration and consent

I/we confirm that:

- ☐ the information in this form is true and complete to the best of my/our knowledge;
- ☐ I/we understand a place is not guaranteed and that offers are made in line with the school's enrolment scheme;
- ☐ I/we agree to my/our child taking part in a French language conversation with Ngaio School staff, and understand the outcome will be recorded and used only for this enrolment process;
- ☐ I/we have read the privacy statement on this form.

Parent / caregiver 1

Full name (typed name counts as your signature)

Date

Parent / caregiver 2

Full name (typed name counts as your signature)

Date

You can also print this page, sign by hand and scan or photograph it.

Checklist before you send this form

- ☐ This application form is completed
- ☐ Proof of age (birth certificate or passport) attached
- ☐ Proof of address attached
- ☐ Evidence of previous French-language experience attached (optional)

For office use only

Date received	Received by	In-zone confirmed

Sibling criterion confirmed	Language conversation date	Conversation completed by

Outcome (offered / waitlisted, position __ / not offered)	Date family notified

Return to: office@ngaio.school.nz · Ngaio School, 45 Abbott Street, Ngaio, Wellington · 04 939 6455