



# Living address verification form

To be submitted in support of enrolment application

To the parent/caregiver of the applicant,

Cornerstone Christian School’s enrolment scheme may be downloaded from the school website: [www.cornerstone.ac.nz/enrolment-scheme](http://www.cornerstone.ac.nz/enrolment-scheme).

The enrolment scheme requires for priority to be given to applicants for whom the school is a reasonably convenient school. The board has defined an ‘area of reasonable convenience’ which is described and mapped in the enrolment scheme.

If the applicant’s living address should change after this form is submitted the school must be notified. This should be done by contacting the enrolment registrar by email: [enrol@cornerstone.ac.nz](mailto:enrol@cornerstone.ac.nz).

We need to be sure that the living address provided is genuine. In addition to providing a document showing proof of the living address (e.g. a bank statement, power bill or rental agreement) it will assist us if you complete the following questionnaire. If an issue arises we may contact you to further assist us to assess the genuineness of the living address.

**Please fill in this section**

Name of student:	
1. What is the living address that will be the student’s usual place of residence when the school is open for instruction?	
2. Have you lived at this address for more than one year?	Yes No (circle one)
3. If you answered “no” to question 3, do you own the property?	Yes No (circle one)
4. If you answered “no” to Question 3, do you intend to stay at this address permanently?	Yes No (circle one)
5. If the student will be boarding, what is the reason for the boarding arrangement?	

**Please read the information below and sign over the page to acknowledge that you have read it.**

The living address details held on the school database at the close of the pre-enrolment period must be the applicant’s usual place of residence when the school is open for instruction.

This means that if you currently live in the ‘area of reasonable convenience’ but move out of it before your child’s first day of attendance at the school your child will not be entitled to enrol.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making a living arrangement which they intend to be only temporary, e.g.

- Renting accommodation on a short-term basis, or
- Arranging temporary board with a relative or family friend, or
- Using the living address of a relative or friend as an “address of convenience”, with no intention to live there on an ongoing basis.

Please initial here \_\_\_\_\_ ; continued over page.

Before enrolment takes place (i.e. before attendance begins), if the board has reasonable grounds for believing that the address will not be a genuine, on-going living arrangement, the board may withdraw any offer of a place which it may have made on the basis of the given living address.

After attendance has begun, if the school learns that a student is no longer living within the 'area of reasonable convenience' and has reasonable grounds to believe that a temporary residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

**Please sign the following statement to acknowledge that you have read the information above.**

*I confirm that the address which I have provided to the school will be the usual place of residence of:*  
\_\_\_\_\_ *when the school is open for instruction. I will advise*  
(student's name) *the school of any subsequent change of address.*

Signed by parent/caregiver: \_\_\_\_\_

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

**If the student will be boarding please also sign the following statement.**

*I confirm that* \_\_\_\_\_ *with whom my child will be boarding, will have the*  
(adult's name) *primary duty of care and should therefore be the*  
*school's first contact in matters related to*  
*discipline and progress at school.*

Signed by parent/caregiver: \_\_\_\_\_

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

Please check that you have attached a document linking the child's parent/primary caregiver to the living address specified on the form (e.g. a copy of a rates notice, rental agreement, utility bill or bank statement).

*Tick if attached*

I have attached proof of my child's living address.