

# **Stella Maris Catholic Primary School**



## **Enrolment Pack**





Dear Parents and Caregivers

Thank you for your interest in Stella Maris Catholic Primary School. I welcome your enquiry and consideration of our school community as a place for your child's education.

At Stella Maris our teaching and learning programmes engage students in learning and ensure high levels of achievement in a safe and secure environment. We have a dedicated staff who ensure the individual learning needs, interests, strengths and aspirations of the students and their whānau are met.

As a Catholic school our Catholic Special Character underpins all that we do and who we are as a school community. We follow the example of Mary, Star of the Sea who is our navigator on our shared faith journey with Jesus and there is an expectation that all actions and behaviours will be guided by the Marian Values.

The Stella Maris community is based on family, whānau. The family consists of students, staff, whānau, and the Hibiscus Coast Parish who join together to form a community that is wholeheartedly committed to the education of our young people.

We encourage, and indeed expect, that our students will become life long learners, each developing the Spirit of Stella Maris to take them on to further education, into the workplace and adult life. The Key Competencies in the New Zealand Curriculum are at the base of all learning and ensure our students are self managing, relate well to others, and participate and contribute actively in their learning journey.

Central to the mission of Stella Maris is the promotion of excellence. Our commitment to our whānau is to provide an inclusive and safe environment that challenges, supports and empowers each individual to be the best they can, thereby preparing them for the next steps on their learning journey.

I look forward to receiving your application and welcoming your family into the Stella Maris Community.

Ma te Atua koe e manaaki  
May God Bless you

Catherine Cyprian  
Principal

*"Tiaho mo te Atua - Shine for God"*



# Enrolment Application

## Stella Maris Catholic Primary School

STUDENT INFORMATION – Please complete the following where applicable. Please note a separate enrolment application is required for each individual child in your family.

### Child Information Sheet

Family Name			
Christian / Given Names			
Preferred Name			
Address <i>(Fuller details over page)</i>	Postcode:		
Home Phone No.			
Mobile Phone No.			
Emergency Phone No.			
Sex	Male	–	Female
Place and Date of Birth	Date of Birth      /      /      Place of Birth  <i>A copy of your child's Birth Certificate and Immunisation Certificate must accompany this application</i>		
Birth Certificate sighted <i>(Office Use)</i>	Yes	–	No <i>(Or enclose copy)</i>
Immunisation Certificate sighted <i>(Office Use)</i>	Yes	–	No <i>(Or enclose copy)</i>
Position in Family i.e. 1st child, 2nd child etc.			
Religion	<i>Catholic Enrolments require a completed preference form</i>		
Living with both Parents	Yes	–	No
Does the child identify as Maori state iwi	Yes	–	No
Ethnicity of the child	1st	2nd	
State any other siblings to attend this school	Child 2: Name: DoB:	Child 3: Name: DoB:	Child 4: Name: DoB:
Language/s spoken at Home			
School or Preschool attended <i>(state public or private)</i>	<i>Please complete pre-school form included with this enrolment application</i>		

## Family Information

Please complete the following where applicable. Use arrows across columns if information is repeated.

	1. PARENT/GUARDIAN <i>Residing with Child</i>	2. PARENT / GUARDIAN <i>Residing with Child</i>	PARENT <i>*Not Residing with Child</i>
Title (e.g. Mr/Mrs/Ms)			
Surname			
Christian Name			
Preferred Name			
Relationship to Child			
Home Address			
Billing Address			
Mailing Address			
Home Phone Number			
Mobile Phone			
Email Address			
Religion			
Parish			
Work Place / Employer			
Work Phone No			
Occupation			
Birth Country			
Country of Citizenship Nationality			
Identify as Maori State Iwi	Yes – No	Yes – No	Yes – No
Identify as Other (Please state)			
Main Language Spoken at home			
Other Languages Spoken at home.			



## Status

Married / Separated / Divorced / Single / De-facto / Widowed

Is there a Family Court Order?                      Yes                      -                      No

If Yes, please state if there are special conditions *(Please attach relevant documents)*.

If No, are there special arrangements, which the school needs to be aware?

## Emergency Contacts other than Parent / Guardian

In case of accident or emergency, if the school is unable to contact either parent, who would you like the school to contact?

First Preference	Second Preference
NAME:	NAME:
RELATIONSHIP:	RELATIONSHIP:
PHONE:	PHONE:
COMMENTS:	COMMENTS:

Preference Doctor	Preference dentist
NAME:	NAME:
PHONE:	PHONE:

## Previous School

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TRANSPORT – How will your child get to school at Stella Maris?

Please specify mode of transport \_\_\_\_\_

SACRAMENTS - Have the following Sacraments been received?

If Yes, Please circle and complete details

Baptism                      Date: \_\_\_\_\_ Name of Church \_\_\_\_\_ Town \_\_\_\_\_

Reconciliation              Date: \_\_\_\_\_ Name of Church \_\_\_\_\_ Town \_\_\_\_\_

Eucharist                      Date: \_\_\_\_\_ Name of Church \_\_\_\_\_ Town \_\_\_\_\_

Confirmation              Date: \_\_\_\_\_ Name of Church \_\_\_\_\_ Town \_\_\_\_\_

### INTERESTS AND ABILITIES

Does your child show extra potential, abilities or strengths in any specific areas?

Sport	Vocal	Speech and Drama
Art	Instrumental	Languages
Other		

### IMMUNISATION

Has your child been immunised fully for his / her age?

Immunisation Certificate sighted (*office use*)

Yes

–

No



## Medical History

Please advise any health issues the school needs to know about your child so that we can always be attentive to your child's needs.

### LEARNING SUPPORT INFORMATION

	Please Tick	Details
Does your child experience any difficulties that you are aware of? Eg: learning behaviour, emotional, psychological, other	Yes - No	
Has your child received Learning Support at his / her previous school?	Yes - No	
Does your child have any chronic illness or specific condition that may affect his / her learning?	Yes - No	
Has your child experienced any emotional difficulties or had any traumatic difficulties that may have affected his / her learning? (Eg: death in family, parental separation).	Yes - No	

DOES YOUR CHILD HAVE IMPAIRMENT IN ANY OF THE FOLLOWING AREAS	Please Tick
Autistic Spectrum Disorder (Aspergers Syndrome)	Yes - No
Hearing Impairment	Yes - No
Intellectual Impairment	Yes - No
Speech / Language Impairment	Yes - No
Vision Impairment	Yes - No
Mobility Impairment	Yes - No

If Yes to any of the above, please provide further details: attach if necessary.

Has your child been assessed by any of the following Special Services.

Name of Child	Yes / No	Name of Centre/ Practitioner	Date of 1st Visit	Is your child attending now?
GSE				
RTLB				
Speech Pathology				
Occupy. Therapist				
Physiotherapist				
Psychiatrist				
Special Clinic (Hospital Private)				
Audiology Clinic				
Other				

List any medication which your child takes regularly and the dosage:

Please list any diseases, surgery or disorders or recurring illness. Please add any other information which may be helpful:

Any comments:



# **Stella Maris School Mission Statement**

As a Christ centred community, inspired by Mary and our Catholic faith, we will support, challenge and empower each other to strive for personal excellence to navigate life's journey.

## **At Stella Maris we seek to demonstrate the Marian Values of**

Faith ~ Love ~ Wisdom ~ Belonging ~ Guardianship ~ Service  
Whakapono ~ Aroha ~ Whakaaronui ~ Whanaungatanga ~ Kaitiakitanga ~ Awhina

## **Stella Maris Catholic School Expectations**

### **Parents are expected to:**

- Uphold the Catholic Special Character and Marian Values of the school.
- Support, and be involved in, the children's faith development and education
- Work in partnership with teachers
- Ensure their children wear the correct uniform
- Ensure their children are punctual and attend school regularly
- Adhere to enrolment obligations
- Support fundraising and school events
- Pay all fees related to attending Stella Maris Primary School (i.e. Attendance Dues, Catholic Special Character Contribution, Teaching and Learning Donation)

### **Students are expected to:**

- Reflect the Marian Values in their words and actions
- Show courtesy and respect
- Show self-discipline,
- Take responsibility for their actions
- Be caring, considerate and cooperative
- Take pride in their appearance

### **Staff are expected to:**

- Uphold the Catholic Special Character and Marian Values of the School
- Work in partnership with parents and the wider school community
- Provide learning programmes that are engaging, relevant and responsive to all learners, reflecting the Special Character of the school
- Ensure the students are safe and secure, so that they feel included, valued and respected, with a sense of belonging.



# Parents Declaration

I/We agree that my/our child/children will:

- Wear the regulation uniform.
- Will observe the school rules.
- Will participate in the school programme that gives Stella Maris its Special Character.
- In terms of the Privacy Act I understand that the information on this form is collected to form part of the essential information the school holds on my child/children.
- I/We agree that my/our child/children's anonymous data can be entered into educational websites.
- I/We understand that the school will take action on my/our behalf in case of sudden illness or injury to my/our child/children.
- I/We are happy for our contact details to be given to the PTFA
- I/We understand and agree to pay Attendance Dues as determined by the Proprietor.
- I/We agree to pay the school accounts as set by the BOT and determined by the Proprietor.
- I/We have read, understood and accept the Mission Statement of Stella Maris Catholic School.
- I/We understand and agree to uphold the Values of Stella Maris Catholic School.
- I/We agree to meet these commitments. In the event that we are unable to do so, we will meet the Principal to discuss alternative arrangements.
- I/We give permission for my/our child to participate in excursions outside of school. I understand I will be notified as to when and what excursions are on and that I need to notify the school if I do not want my child to attend.

SIGNED:

Parent/Caregiver \_\_\_\_\_

Parent/ Caregiver \_\_\_\_\_

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

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





# Parent Involvement Sheet

Child's Name \_\_\_\_\_

I am willing to help this School in the following ways:

☐ Library

☐ Gardening

☐ PTFA

☐ Reading

☐ Gardening

☐ BOT Interest

☐ Working Bee

☐ Technology

☐ Classroom Aid

☐ Art

☐ Cooking Food

☐ Sport Coaching

Parents Signature \_\_\_\_\_

# Early Childhood Education

Has your child regularly attended Early Childhood Education?

YES / NO

If yes please indicate the type below:

Kohanga Reo

Hours \_\_\_\_\_

Playcentre

Hours \_\_\_\_\_

Kindergarten or Education Care Centre

Hours \_\_\_\_\_

Home Based Service

Hours \_\_\_\_\_

Playgroup

Hours \_\_\_\_\_

Attended, but only outside New Zealand

Hours \_\_\_\_\_

Number of years attended:

\_\_\_ Six months

\_\_\_ One year

\_\_\_ Last two years

\_\_\_ Last three years

\_\_\_ Last four years

\_\_\_ Last five years

Please Note: This information is a requirement of the Ministry of Education



## School Attendance Dues

**Attendance Dues** For 2024 are Primary: Year 0 – 6 \$129.00 (\$516.00 per year) Including GST

### Special Character - Donation

The Catholic Special contribution is a voluntary donation of \$15.00 per term (\$60 per annum) per student.

This contribution provides the main source of funding for all services provided to Stella Maris School by the Catholic Education Services Board. No contributions are made by the Government for these services. The Catholic Education Services Board assists schools to provide a Catholic education for your child through the preservation and enhancement of the Catholic Special Character in our schools.

### Board of Trustees Teaching and Learning Contribution - Donation

This is required by the Board of Trustees to help pay for the shortfall in the operating grant received by the Ministry of Education and is used for the extra resources to enhance your child's learning at Stella Maris, along with general running of the school and the actual cost of this.

Family Size	Attendance Dues	Special Character	Teaching and Learning Donation	Total per term	Total per year
1 child	\$129.00	\$15.00	\$170.00	\$314.00	\$1256.00
2 children	\$258.00	\$30.00	\$340.00	\$628.00	\$2512.00
3 children *	\$387.00	\$45.00	\$340.00	\$772.00	\$3088.00

\*For the third or more children there is no charge for the Teaching and Learning Donation.

1. No Student is denied Catholic Education because of a genuine inability of parents to pay school attendance dues.
2. School Accounts are issued on a term basis. Payment of attendance dues is requested at the beginning of each term. Should payment of attendance dues become a problem, please do not hesitate to make an appointment to meet with the School Administrator or the Principal.
3. Payments can be made at the office or electronically by Automatic Payment to:

**ASB OREWA 12 3046 0362238 01 Include your 4 digit account number and your child's name in the reference. Thank you**





# Compulsory Attendance Dues Parent and Caregiver Responsibilities

1. Attendance Dues are a compulsory payment under the terms of the Education and Training Act 2020 (Act) and are a condition of enrolment. Attendance Dues are charged for all students who attend Catholic integrated schools in New Zealand.

Attendance Dues are collected on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. The Attendance Dues are forwarded to Auckland Common Fund Limited, a company established by the proprietors of Catholic Integrated Schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

Under the Act, Attendance Dues are used for servicing and repaying loans to develop new building projects in the proprietors' schools as well as paying for building insurance and compliance costs, collection and administration.

2. By signing this agreement, you accept that you will pay the Attendance Dues and that you understand that payment of the Attendance Dues is a condition of enrolment and the continuing attendance of the above-named student at the school.
3. Payment of Attendance Dues should be made in full at the beginning of the academic year or, in agreement with the school, by instalment (weekly, fortnightly, monthly or per term) during the academic year. The Attendance Dues cannot be paid in full at the end of each academic year. Attendance Dues are not a donation, and they are not tax deductible.
4. Failure to pay the Attendance Dues may put your child's place at the school at risk.
5. Overdue accounts may be referred to a debt collection agency by the Proprietor.
6. This agreement is legally enforceable and the person who signs the agreement remains legally liable for payment of the Attendance Dues. Responsibility for payment of Attendance Dues may be transferred to another Parent/Caregiver provided that the new Parent/Caregiver first signs a novation agreement accepting responsibility for payment of Attendance Dues, on terms acceptable to the school and the Proprietor.
7. Any civil agreements between parents/caregivers do not take precedence over this signed legal agreement.
8. This agreement may not be varied or terminated by the Parent/Caregiver without the prior written consent of the Proprietor.
9. Financial assistance with Attendance Dues is available to families of preference students in cases of genuine financial difficulties. Part of the criteria for receiving this assistance is that regular payments have been made at an affordable level.





## CATHOLIC DIOCESE OF AUCKLAND

### ATTENDANCE DUES AGREEMENT

This agreement is to be signed at the time of enrolment at the School / College below. Signing this agreement constitutes part of the enrolment procedure.

SCHOOL/COLLEGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Student's first and middle name		Family name	
Date of Birth		Telephone	
Home Address			

Baptism: Yes ☐ No ☐ Confirmation: Yes ☐ No ☐ First Communion: Yes ☐ No ☐ Reconciliation: Yes ☐ No ☐

Parent/Caregiver 1 First names		Family name	
Address			
Date of Birth		Parish	

Parent/Caregiver 2 First names		Family name	
Address			
Date of Birth		Parish	

#### PRIVACY ACT 2020

Our school undertakes to collect, use and store information you provide on this form according to the principles of the Privacy Act 2020. The information may be provided to the Proprietor of the school or Proprietor's agent, the Minister of Education and the Education Review Office, and for administration purposes within the school.

I/We agree that this information can be used for the above purposes.

#### PARTICIPATION IN SCHOOL PROGRAMME

I/We the undersigned, undertake as a condition of enrolment that the above-named student will participate in the general school programme that gives our school its Catholic Special Character.

I/We agree that this information can be used for the above purposes.

#### ATTENDANCE DUES

I/We the undersigned, undertake as a condition of enrolment and attendance to pay Attendance Dues at a rate determined by the Proprietor and approved by the Minister of Education. Furthermore, I/we accept that the school can discontinue attendance of the above named student in default of this undertaking. We have read and understood the Parent and Caregiver Responsibilities section on Page 2 of this document.

Both caregivers sign for above

Signed: \_\_\_\_\_  
(Parent/Caregiver 1) (Parent/Caregiver 2) (Date)

#### PREFERENCE of ENROLMENT

I have sighted evidence that the Proprietor has stated that the above-named student should be given preference of enrolment under criteria \_\_\_\_\_.

Signed: \_\_\_\_\_  
(Principal or Delegated Authority) (Date)

The applicant is non-preference: \_\_\_\_\_  
(Principal or Delegated Authority) (Date)





**CATHOLIC DIOCESE of AUCKLAND**  
**INFORMATION for PARENTS / CAREGIVERS**  
**SEEKING PREFERENCE of ENROLMENT at CATHOLIC SCHOOLS**

The following information is given to assist parents/caregivers seeking preference of enrolment at a Catholic school.

- In seeking preference of enrolment at a Catholic school you need to make a commitment to actively supporting your child in their faith formation and the practices of the Catholic Church.
- The diocesan Preference of Enrolment Certificate needs to be signed by a Parish Priest or other authorised agent of the Bishop. It is normal practice to make an appointment with the Priest.
- A new Preference of Enrolment Certificate is required for each child in the family.
- Preference certificates are school specific. The name of the school must be specified on the certificate. If you intend to apply for enrolment at a number of different Catholic schools you should have the required number of Preference of Enrolment Certificates and ask the Priest to sign these during the one interview.
- A new Preference of Enrolment Certificate is required for transfer to another school e.g. primary to secondary school. In some exceptional circumstances the preference status of your children could change.
- The Preference of Enrolment Certificate is valid for two years prior to enrolling. For example a new entrant's Preference of Enrolment Certificate should be obtained when they turn three years of age no earlier, or if your child is on a school waitlist for longer than two years and a place becomes available a new certificate is required.
- The school keeps the preference certificate – not the family.
- If you are applying for preference of enrolment under **Criteria 5.3** which reads *At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised*, it is important to recognise that one parent/guardian being Catholic is not sufficient in itself to guarantee that preference will be granted. The second part of the sentence has equal weight with the first.



- If you are applying for preference of enrolment under **Criteria 5.4** the **familial** adult must be
  - a close family member who is actively involved in your child's upbringing and live close to you
  - is practising their faith and involved in their own parish
  - is equipped and committed to the faith formation of your child and practices of the Catholic Church
- The familial adult needs to accompany you to the meeting with the Priest when seeking preference of enrolment.
- If not personally known to the person granting preference of enrolment, it is responsibility of the familial adult to provide some evidence to show they are an active member of their Catholic parish.
- Priests/Bishop's Agents grant preference and they are the only person who may do so. Schools then decide which students will be accepted for enrolment.
- Attendance at a Catholic school by non-preference students is not grounds for seeking preference of enrolment at another Catholic school.

*October 2022*





**Preference of Enrolment Certificate  
for the Catholic Diocese of Auckland**

Taumata o te Hahi Katorika

***This is to certify that*** in accordance with the Education and Training Act 2020, Schedule 6, Cl 26 and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria numbers: 5.1, 5.2, 5.3, 5.4, 5.5. *(Please refer to Criteria details on back of form)*

*This form must be completed by the parent(s)/guardian(s), and the Parish Priest or other designated authority prior to the enrolment of a student in a Catholic State-Integrated School. This certificate, for the purposes of enrolment at the school specified, is valid for two years.*

**Completed by Parent/Guardian:**

Full name (parent(s)/guardian(s)): .....

Address: .....

Phone: ..... Email: .....

Is/are eligible to have preference of enrolment for their child at: .....

..... (School/College)

In: ..... (Town/City)

Full name of child: .....

I/We undertake to support our child in the formation of their faith and the practices of the Catholic church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Parent(s)/guardian(s) Signature: ..... Date: .....

**Completed by the authorised agent:**

Under which Criterion (see reverse) is the child eligible for preference? .....

If Criterion 5.1 applies please complete:

Baptised in: ..... at: ..... on: .....

*If Criterion 5.4 applies, please complete the section on the back of this form*

Certified by (full name): ..... as an authorised agent

of the Roman Catholic [Arch]Bishop of the (Arch)Diocese of: .....

Position: .....

*(see Administration of the Criteria, 6.1.1 - 6.1.6, Agents who may sign, listed over page)*

Address: .....

Signature: ..... Date: .....

**Privacy Statement:** The information on this form (pages 1 and 2) will be used solely for confirming eligibility to enrol a student in a Catholic Integrated Schools or as otherwise describes on the form. The information in this form will only be shared as required with the School Board and management of the school and/or a Parish office and/or the Proprietor of the school and/or the Proprietors diocesan education office. This information will be stored in accordance with each entities document retention policies or schedules in accordance with the Privacy Act 2020. You have a right to access and change your information at any time. Please contact the Proprietor, parish office and/or school management to do so.



*When parent(s)/guardians(s) apply to enrol a child in a Catholic school, the principal must inform them that if they wish to claim preference and have not yet done so, they need to obtain a preference certificate. To do this they visit their parish priest, or other person designated by the Bishop (diocesan offices will let schools know who is eligible to sign this certificate). This is in accordance with the Education and Training Act 2020, Schedule 6, Clause 26.*

#### **Criteria for Preference of Enrolment in State-Integrated Catholic Schools**

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a significant familial adult undertakes to support the child's formation in the faith and practices of the Catholic Church. The significant familial adult is expected to be practising their faith in their own local parish. They may be a grandparent, aunt, or uncle, who is actively involved in the child's upbringing.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

#### **Agents of the Bishop, Who May Sign the Certificate on his Behalf**

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with Parish Priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

**Process of Appeal:** If a preference certificate has been refused and the parent(s)/guardian(s), either directly or through the Principal, wish to appeal the matter, the application can be referred to the Proprietors' Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the Parish Priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The Parish Priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

Please note that in the Diocese of Auckland the appointed appeal authority is the Vicar for Education, contact phone: (09) 360 3057.  
Email: [catheriner@cda.org.nz](mailto:catheriner@cda.org.nz)

*If Criterion 5.4 (above) applies, the parent(s)/guardian(s) and significant familial adult completes the following:*

#### **Significant familial adult:**

I, an active member of the parish of ..... , agree to support:  
..... 's (child's full name) formation in the  
faith and practices of the Catholic Church and agree to my contact details being available to the school and parish for this purpose.

Full name (familial adult): .....

Address: .....

Phone: ..... Email: .....

Relationship to child: .....

Parish: .....

Signature: ..... Date: .....

#### **Parent(s)/Guardian(s):**

I agree that my child will be supported by: ..... in the formation of  
the faith and practices of the Catholic Church. I/we further agree that my/our contact details will be shared with the school and  
parish for the purpose of faith formation.

Signature: ..... Date: .....





**Waitemata**  
District Health Board  
Best Care for Everyone

*Parent/guardian: Please return this completed form to the school office*

## SCHOOL VISION AND HEARING TESTING

Waitemata District Health Board provides free vision and hearing screening for children. This screening is carried out by Vision and Hearing Technicians who visit schools and provide Vision and Hearing clinics in various community locations.

### VISION TEST:

**Distance vision.** A letter matching (or letter identifying) test determines whether the child can see what is expected at 4 meters distance.

### HEARING TEST:

**Audiometry.** An audiometer is used to measure hearing. The child wears headphones, and drops a peg/bead into a basket every time a sound is heard.

**Tympanometry.** If the child does not seem to hear all the sounds with the audiometer test, tympanometry is used to show whether there may be 'glue ear' or some other blockage in the hearing system. A soft rubber cap seals the opening of the ear and a measurement is made of how well the ear drum reacts to sound and changes of air pressure.

**Parents/caregivers will be informed of all results (including any problems identified).**

If your child does not pass a vision or hearing screening test, you will receive a letter suggesting what to do, including recommended follow up.

Name of child.....NHI number.....

Date of Birth...../...../..... Ethnicity.....

School ..... Room.....

Child's address.....

.....Phone number..... Mobile .....

Family doctor (GP).....

**I consent to vision and hearing testing for my child at school:**

**VISION TEST** Yes.....No.....Comment.....

**HEARING TEST** Yes.....No.....Comment.....

Name of parent/ guardian.....

Signature of parent/guardian..... Date...../...../.....

*The results of the screening will be stored in the Ministry of Education ENROL data base. Any information stored on this data base can only be accessed by properly authorised school personnel or Vision Hearing Technicians. If your child passed the vision and hearing test at age 4 (part of the B4 School Check), no further routine testing is needed at school.*