



# CONFIDENTIAL REPORT

## CONFIDENTIAL DOCUMENT

**This document must be completed by an authorised person (Teacher or Principal) who currently works at the last school attended by the student applying for a place at KingsWay School. Your response will be treated with the utmost confidentiality. Please refer to guidance notes on the last sheet. Thank you for your assistance.**

Referee's name:

Place of work:

Position:

Address of work:

I confirm that I am the authorised person (Teacher or Principal) as stated above and this information is confidential between myself and KingsWay School.

Date:

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**Please comment on the following aspects as they relate to the applicant's suitability for a place in our school.**

Length of time applicant has been known to you:

Personal qualities:

Relationship with peers:

Attitude to authority:



## ACADEMIC COMPETENCE:

Study skills:

Leadership skills:

Relationships with community:

Ability to develop areas of responsibility:

Known strengths:

General comments about the applicant:

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**When this form is completed please save to your computer and email to:**

[international@kingsway.school.nz](mailto:international@kingsway.school.nz)



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## **GUIDANCE TO REFEREES:**

You may find the following guidelines helpful as you complete the referee's report.

### **PERSONAL QUALITIES**

These may include the applicant's ability to understand and utilise new knowledge, vitality; initiative; bearing and manner inside and outside the classroom; and communication skills.

### **RELATIONSHIP WITH PEERS**

This may include comment on the applicant's classroom relationships and participation in the range of activities involving students.

### **ACADEMIC COMPETENCE**

This should include ability to acquire and utilise new information.

### **COMMUNITY**

The nature of the applicant's participation in community life and ability to motivate and involve themselves in the wider community.

### **KNOWN STRENGTHS**

Comment on the strengths the applicant has both within the classroom and outside the classroom for the benefit of the school and in the community.

### **GENERAL**

Please make any general comment you feel may assist the Board to make a decision.