

# Enrolment Checklist

Please check that all of the necessary documentation has been completed (all applicants must complete steps 1 - 5, step 6 is optional). Without all the required documentation we will be unable to accept the application and will return it to the parent/caregiver.

1.  **Enrolment Form** – Completed all sections and signed by parent/caregiver
  - If the student is living with caregiver/s other than parents, we will need to view the **original documentation confirming legal guardianship**.
  - If you have indicated on the enrolment form that a parent/caregiver does not have access rights, you will need to provide us with legal documentation to support this.
  
2.  **Student's latest School Report**
  
3.  **Student's Birth Certificate or Passport** - Original. If it is not a New Zealand Birth Certificate or Passport, please supply either confirmation of New Zealand citizenship, or a passport with valid student/residents visa - Originals
  
4.  **Student Profile** - student to complete
  
5.  **Health Profile** - parent to complete
  
6.  **Special Character Classroom Applications (optional)** - a maximum of 2 only if applying for the Enrichment, Sports or Y8 Arts.

## RESIDENTIAL ID

The following proof of residence is required - the documents must be in the parent/caregiver's name and sighted by the school.

Select one document from each of the categories listed below:

- A.  ELECTRICITY **OR** WATER ACCOUNT
- B.  TENANCY AGREEMENT **OR** COUNCIL RATES BILL