

CHECKLIST FOR APPLICATIONS FOR ENROLMENT

NEW ENTRANT ENROLMENTS:

You will need to contact the school to have your child's name entered on to our **New Entrant Projections List**. Completed paperwork will need to be received before or on your first scheduled visit.

Children complete 3 visits before starting school. You will be emailed the visit dates prior to the visits starting.

CHILDREN TRANSFERING FROM OTHER SCHOOLS:

Once we have received all the completed paperwork, we will place your child in a class and you will be contacted with a start date and provided with a stationery list.

REQUIRED FOR ALL ENROLMENTS:

Without full documentation, your child will be unable to start at West End School. Please advise of any specialist health or personal needs.

- Completed Enrolment Form
- Completed E-Learning Agreement
- Completed Permission Form – Educational Visits
- Completed Application for Enrolment Form
- Birth Certificate of Child (Passports of child and parents if child is not NZ born with supporting documentation eg Student Visa or Residency Visa)**
- 2 copies of verification of in zone home address e.g. Internet and/or Electricity accounts to the child's home address and /or Tenancy Agreement**
Documents that you have online eg Tenancy Agreement or Electricity Accounts can be emailed to: office@westend.school.nz
- Enrolment Form for the School Dental Service (if child has not previously attended a School Dental Clinic in the Mid Central Health area and you wish to enrol)

Required for All New Entrant Enrolments (children starting school for first time)

- Immunisation Certificate (available from your GP's Practice Nurse)**

ADDITIONAL EMERGENCY CONTACTS

On the Enrolment Form in this pack you will find spaces for two emergency contacts. If you have additional people you authorise to collect from school in the event of sickness or a Civil Defence emergency please list them on a separate sheet and return to the School Office at the time of enrolment.

office@westend.school.nz