



THE ENROLMENT PROCESS PROCEDURES FOR 2012 ENROLMENT

1. Enrolment applications for 2012 will be received by mail or in person at the Glendowie College office (8am – 4pm) Monday to Friday. Early in Term 2, enrolment packs will be delivered to the following contributing schools: **St Heliers, Glendowie, Glen Taylor, St Thomas's, Churchill Park, Remuera Intermediate and Kohimarama.** Enrolment packs are also available from the Glendowie College office.
2. Applications being mailed should be addressed to:
The Principal, Enrolment Application, Glendowie College, Crossfield Road, Auckland 1071
3. The **closing date** for Out-of-Zone applications is **Thursday 1 September 2011.**
4. To assist the college with its planning, **In Zone applications for Year 9 should be received by Thursday 1 September 2011. In Zone applicants have automatic right to entry.** No interviews are required.
5. The ballot date for all Out-of-Zone applicants is **Thursday 8 September 2011.**
6. Out-of-Zone applicants will be notified following the ballot date.

Please carefully CHECK that the application forms are completed and the supplementary relevant documentation is attached.

- Completed all the details on the application form and provided a recent passport size photograph.
- In zone applicants** have completed the **signed Statutory Declaration** and had it signed by a person authorised to take Statutory Declarations.
- In zone applicants** have completed the **Enrolment Questionnaire.**
- Completed **subject selection, health information, Cyber Safety Use Agreement**
- In zone applicants** have included a recent **rates and electricity account** for residential address verification.
- In zone applicants** renting/leasing must include a copy of the current rental/lease agreement showing the date the tenancy commenced and the period of the tenancy, **and a recent electricity account. A recent telephone account will not be accepted.**
- Included a copy of the applicant's **latest school report.**
- New Zealand Residents only:** included a photocopy of the applicant's Birth Certificate or current passport.
- For Non New Zealand Residents only:** included a copy of applicant and parents' passports showing NZ Permanent Residency (PR) if applicable **AND** copies of Residence Permit or Residence Visa from the passports. With the Returning Residence Visa, the permit stamp must be displayed.
- OR** included a copy of student's passport showing NZ Student Visa and/or Student Permit as well as parent's passport showing NZ Work Permit (if applicable).

GENERAL INFORMATION

- The address for all return mail will be the "Student's Residential Address". The address given should be the student's usual home address.
- The Contact Person in event of an emergency should be a relative or neighbour who can be contacted during the day by the school should some medical or other unforeseen emergency arise, **and will only be phoned if neither parent or caregiver cannot be contacted.**

ENQUIRIES: Please telephone the school office 5759128 extension 135
8am – 4pm Monday to Friday or email pat.williams@glendowie-college.school.nz