

Tēnā koutou Parents/Caregivers

Welcome to Waterloo School

Thank you for your enquiry about enrolment at our school. From the 1st February 2024 the Waterloo Board implemented a Cohort Entry policy, which means we will have 8 intakes of new entrant students per year. Once enrolled you will be given information regarding which intake your child will be in.

Attached is our enrolment application paperwork. Please note all enrolment documentation is required before we can process your application. We are happy to photocopy documents for you.

- **Enrolment Application Form**

Enrolment Policy and Zone information (attached)

- In-zone enrolments are based on the permanent residential address of the applicant at the time they commence at Waterloo School, not at the time of enrolment.
- All out-of-zone enrolment applications for 2027 will be held over for consideration by the Waterloo Board in October 2026.  
All applications for out-of-zone enrolments for 2027 must be received at the school office by 3.00pm on Tuesday 20th October 2026.

If you require clarification on zoning, please contact Danielle in the office  
[admin@waterloo.school.nz](mailto:admin@waterloo.school.nz).

- **Proof of residential address is required for In-zone enrolments ONLY.** This is either - Hutt City Council Rates bill or Tenancy Agreement supported by a utilities bill or similar.
- **Birth Certificate** (preferred) or **Passport**.
- If a student is on a **Student Visa**, a copy of their 1) Visa and the 2) child's Passport. We also require a copy of the 3) parent's passport with a 4) valid work permit plus evidence of the family relationship, i.e. 5) child's birth certificate.
- If a student is on a **NZ Resident Visa** a copy of this 1) Visa and the 2) child's Passport, together with a copy of the 3) child's birth certificate.
- **Immunisation Certificate** - All primary schools are required to keep a register recording the immunisation status of all enrolled children born on or after 1 January 1995, under the Health (Immunisation) Regulations 1995.

All Waterloo School policies are available for viewing through our school website [www.waterloo.school.nz](http://www.waterloo.school.nz).

Before and After School Care facilities are available onsite for Waterloo School students. For enquiries please contact the co-coordinator on [office@asfc.co.nz](mailto:office@asfc.co.nz).

If you have any further questions please feel free to give us a call. We look forward to receiving your enrolment application including all supporting documents as listed above.

Ngā mihi

**Suzanne Su'a**  
Principal | Tumuaki