

Dear Parents/Caregivers  
Tēnā koutou

Welcome to Waterloo School

Thank you for your enquiry about enrolment at our school.

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 2023 will be held over for consideration by the Board of Trustees in September 2022  
All applications for out-of-zone enrolments for 2023 must be received at the school office by 3.00pm on Thursday 8th September 2022.

If you require clarification on zoning, please contact Cheryl in the office.

**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 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 immunization status of all enrolled children born on or after 1 January 1995, under the Health (Immunization) 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 ph. 234 6440 or [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.

**Suzanne Su'a**  
Principal

