



Southwell School Application Information

- 1. How do I apply for entry for 2020?** Simply complete an application form and return it to the school along with the required attachments either **via email** to: registrar@southwell.school.nz
Or **via post** to: The Registrar, Southwell School, PO Box 14015, Five Cross Roads, Hamilton 3252

Once the application has been received you will be contacted so that a time can be arranged for you to bring your child along to Southwell to meet with the Headmaster, **Mr Jason Speedy**. This meeting will give both you and your child an opportunity to ask questions, and to have a tour of the school. Within 48 hours of this meeting we will email you either a letter of acceptance, or a letter advising your child has been placed on a waiting list.

- 2. Can I apply for my child to start during 2019?** Yes – we will be enrolling students throughout 2019 if we have places available. Give me a call to discuss your options.
- 3. Applications for 2021 and beyond** It's never too early to submit an application and it could be an important factor in the future as the date of application is taken into account when establishing waiting lists. You will also be kept informed of open days, and you will receive a copy of the "Chronicle" which is published twice each year. Once we receive your child's application you will be sent an email to acknowledge it has been received. In the year prior to your child's entry you will be contacted to arrange a time to come to Southwell to meet the Headmaster as outlined in **1.** above.
- 4. Open Days** We have regular Open Days and our next one will be held on **Friday 24 May 2019 from 10.00am to 4.00pm**. Open Days are always advertised on our website and Facebook page, on the billboards outside the school, and we send flyers to all families who have requested information. Remember – **you don't have to wait for an Open Day to come and visit Southwell**. We welcome visitors at any time. Please just give me a call to arrange a time to suit.
- 5. Helpful Information** Take a look at our website www.southwell.school.nz and check out the **ENROL NOW** tab for full information regarding enrolments. Another very helpful publication for new families is the Parent Handbook, located under the **EVERY DAY AT SOUTHWELL** tab on our website. You can also follow us on www.facebook.com/SouthwellSchool.
- 6. Waiting List** If you receive a letter advising your child has been placed on a waiting list it will probably be due to one of the reasons listed below:
 - (a) There are no places left in that Year level (note the Board has a policy of maximum class sizes of 20 up to Year 3 and 25 from Years 3 to 8).
 - (b) There are no places left in the Boarding House (if you are applying for a boarding student position).
 - (c) There are vacancies that need to be filled in the Boarding House (if you are applying for a day student position).
 - (d) Your child needs extra support and our Learning Support area is already full.

We don't know how long your child will be on a waiting list as a place becoming available is dependent on another student leaving the School. However, when a position does become available you will be contacted immediately.

- 7. Contact Details** Please remember to keep the School informed if you change your address, telephone numbers, or any other details relating to your child's application.
- 8. Need more Information?** If you have any queries, need further information, or if you would like to visit Southwell prior to submitting an application, please contact me either via email at registrar@southwell.school.nz or phone 07 855 2089.

Gloria Archer
Registrar