



Southwell School Application Information

- 1. How do I apply for entry in 2023?** Simply complete an application form and return it to the school along with the required attachments either **via email** to: becky.russell@southwell.school.nz Or **via post** to: Enrolments, Southwell School, PO Box 14015, Five Cross Roads, Hamilton 3252

Once the complete application has been received your application will be acknowledged. Once we begin interviews, around the beginning of Term 2, you will be contacted with an appointment time for you to bring your child along to Southwell for an interview with the Headmaster, **Mr Jason Speedy** and a tour of the School with **Mrs Janine Speedy**. This visit will also give both you and your child an opportunity to ask questions. Within 2 working days of the interview you will receive via email either a letter advising you of your child's enrolment status.

- 2. Can I apply for my child to start during 2022?** You can submit an application for 2022 during the year. However, our roll/placements are allocated in the year prior, this means that should your child be accepted following your interview, your child will be added to the waitlist until a space becomes available.

- 3. Applications for 2024 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. 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 around mid-March/April to arrange a time to come to Southwell to meet the Headmaster and have a tour of the school as outlined in **1.** above.

- 4. Open Days** These are held several times each year and are always advertised on the school's Website and Facebook page, and on the billboards outside the school. Around a week prior to each Open Day, we also send an email to families who have previously expressed interest and registered their details with us. Remember – **you don't have to wait for an Open Day to come and visit Southwell.** We welcome visitors at any time. Please contact me 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 be due to:
- (a) There are no places left in that Year level.
 - (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.
- Allocating places is at the discretion of the Headmaster.

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 becky.russell@southwell.school.nz or phone 07 855 2089.

Becky Russell
Enrolments/Roll Co-Ordinator