



Applications

Thank you for your interest in applying for your child to attend Southwell School.

Prospective families are welcome at our Open Day's which are generally held twice a year. Our Open Days are advertised on our Facebook page, school billboards, newsletters etc. You can register your interest with the Registrar and be added to the Open Day mailing list.

Becky Russell - Registrar

07 855 2089 ext 880

becky.russell@southwell.school.nz

Application Process

Applications are made via our application portal, using the "APPLY ONLINE" link on our website.

Applying via the application portal gives you the opportunity to begin your application, gather what you need and come back to it when you are ready to submit.

You will need to upload digital copies/photos of the following supporting documents to the application portal:

- Child's Birth Certificate and/or passport
- Child's Passport/Visa/Citizenship Information for non NZ Citizens
- Parent/Caregiver ID(s)
- Child's most recent school report (with curriculum levels)
- Any other relevant documentation (legal, learning, behavioral or medical)

Due to the high demand for a Southwell education, families are encouraged to make applications two (2) years in advance of the child's intended entry. The selection process for applications begins 12-18 months in advance of each school year.

Once your application has been submitted online, via the application portal, you will receive email confirmation from the Registrar that the application has been added to the Application Pool.

The Headmaster will review the Application Pool (12-18 months in advance of each school year). Selected applicants will be invited by the Registrar to schedule a Family Tour and Interview with the Headmaster.



The Headmaster's interview will determine the outcome of your child's application, this decision is based on the following:

- Connection to Southwell School (Alumni/Current Family)
- Personal attributes & attitude
- Character of the family and their fit with Southwell's values
- School Records

The status of your application will be confirmed in writing. Successful applicants will receive an offer of place from the Headmaster. This will include an account for the Application & Enrolment Fee ([Fee Schedule linked here](#)). Receipt of these fees will secure the placement.

The Registrar will be in contact with you prior to your child's start at Southwell.

Applicants who do not receive an offer of place will be considered for the waiting list.

Entry Points

YEAR 0:

Year 0 is for children whose birthday's fall after 1 April. Year 0 applicants will be categorised to the Term closest to their 5th Birthday. i.e. October birthday would start in Year 0, Term 4.

YEAR 1:

Year 1 is for children whose birthday falls between 30 November to 31 March. These children start in Term 1 and are combined into classes with the Year 0 students from the previous year.

YEAR 2-4:

Throughout year levels 2-4 we have the same number of places. This means if all students move forward from the previous year into their corresponding next year level then there is no opportunity for new entry.

YEAR 5-7:

These year levels provide more opportunity for new entry at the start of each school year. However, these year levels are very popular, as families decide to advance their children's education as they move toward intermediate/high school years.



BOARDERS & SCHOLARSHIPS:

Placements are kept open each year for scholarship entrants and boarding applicants.

Waiting List:

We offer placements to fill our roll 12-18 months in advance of each school year. Once the roll reaches capacity, selected applicants may be offered to interview for the waiting list.

Placements are offered to those from the waiting list as they become available. This means if a current student leaves or withdraws, their place will be filled by offering it to a child on the waiting list.

Being on the waiting list requires patience, applicants may remain on the waiting list for some time, months or years until an available place becomes available.

Roll movement is something we cannot predict and therefore, there is no guarantee for placement from the waiting list. We would always encourage waitlist families to have a "backup" option for their child's schooling.

Contact:

This application process is recorded as at August 2022; this application process is reviewed regularly and may be subject to change.

Should you require any assistance with your application or have any questions please do not hesitate to contact the Registrar.

Becky Russell - Registrar

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