



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 is generally held in March each year.

Open Day Registrations can be found on the "apply now" tab of our website.

Application enquiries should be directed to the Registrar:

Becky Russell - Registrar

07 855 2089 ext 880

becky.russell@southwell.school.nz

Application Process

Applications are made online. This can be accessed via the ["APPLY NOW"](#) tab on our website.

Applying via the online application form 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)

Applications with insufficient information or missing documentation will not be considered.

Due to the high demand for a Southwell education, families are encouraged to make applications at least two (2) years in advance of the child's intended entry. Applications made late in the process may be deferred to the following year, this will be communicated by the Registrar.

Submission of an application does not add the student to the waiting list or guarantee enrolment.

Once your application has been submitted online you will receive email confirmation from the Registrar that the application has been received.



The Headmaster will review the Applicant 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. In times of high demand, not all applicants will be offered an interview.

The selection of applicants to interview is based on, but not limited to:

- Southwell School's current resourcing and capacity
- Connection to Southwell School:
 - Current Sibling
 - Sibling previously attended
 - Parent attended
 - Cousins, uncles, aunts, grandparents etc attended.
- Students personal attributes & attitude
- Character of the family and their fit with Southwell's values
- School Records

Successful applicants will receive an acceptance letter from the Headmaster together with an account for the Enrolment Fee, detailed in the [Fee Schedule](#). Receipt of these fees and a signed copy of the [Schools Regulations](#) will secure the placement.

Unsuccessful applicants will be advised in writing.

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.

Being on the waiting list requires patience. Applicants can remain on the waiting list for a number of 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.

From time to time, the Registrar may ask families for updated school reports & information to update a waitlist profile. Failure to do so will result in the profile being removed from the waiting list.

Contact:

This application process is recorded as at March 2024; this application process is reviewed regularly and is 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

07 855 2089 ext 880

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