



Southwell School | Application Process

Applications

Thank you for your interest in Southwell School.

Prospective families are warmly invited to attend our **Open Days**, which are generally held in March and August each year.

Register to attend: <https://apply.southwell.school.nz/open-day>

Boarding Families: Private tours can be arranged for families travelling from outside the Hamilton area who are interested in our boarding options.

For all application enquiries, please contact the Admissions Manager:

- **Admissions Manager:** Becky Russell
- **Phone:** 07 855 2089 ext 880
- **Email:** becky.russell@southwell.school.nz

Application Process

Applications to Southwell are online.

Apply here: <https://apply.southwell.school.nz/enrolment-application/start>

Our online portal allows you to save your progress, gather your documentation, and return to your application when you are ready.

To complete your application, you will need to upload digital copies or clear photos of the following supporting documents:

- **Proof of Identity:** Child's Birth Certificate and/or Passport.
- **Residency/Citizenship:** Passport, Visa, or Citizenship documentation (for non-New Zealand citizens).
- **Parent/Caregiver Verification:** Valid Government-issued ID(s).
- **Academic History:** Child's most recent school report (including curriculum levels).
- **Supplementary Documentation:** Any relevant legal, learning, behavioural, or medical documentation.
- **Family Introduction:** A cover letter sharing details about your family, your child's hobbies, and their personal interests is highly encouraged.

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



Timeline & Selection

Due to high demand, families are encouraged to apply **12–18 months in advance** of their child's intended entry date. Applications received late in the cycle may be deferred to the following year at the discretion of the Admissions Manager.

1. **Acknowledgement:** Upon submission, you will receive an automated email confirming your application has been received. *Please note that submission does not place the student on a waiting list or guarantee enrolment.*
2. **Review:** The Headmaster and Admissions Manager review the Applicant Pool 12–18 months prior to the start of each academic year. Updated school records may be requested during this time.

Failure to respond to emails, telephone calls to provide requested information will result in the application being CLOSED.

3. **Interview:** Selected applicants will be invited to schedule a Family Tour and Interview. In times of high demand, it is not possible to offer an interview to all applicants.

The selection of applicants for an interview is based on, but not limited to, the following criteria:

- Southwell School's current resourcing, roll and classroom capacity.
- Family Connections to Southwell: Siblings currently attending the school, Other family currently attending the school. Family previously attended the school (siblings, parents, grandparents, cousins, aunts, or uncles).
- The student & families personal attributes, attitude, and alignment with Southwell's core values.
- The student's previous school records.

Outcome

Successful Applicants: Will receive an official offer of place from the Headmaster following their interview, together with an invoice for the Enrolment Fee (as detailed in our current Fee Schedule). A placement is secured only upon receipt of this fee and a signed copy of the School Regulations.

Unsuccessful Applicants: Will be sent an email letter.

Entry Points

YEAR 0: For children whose birthdays fall after **1 April**. Year 0 applicants will start at the school on the term closest to their 5th birthday (e.g., an October birthday will start in Term 4).



YEAR 1: For children whose birthdays fall between **30 November and 31 March**. These children commence in Term 1 and are combined into classes with the previous year's Year 0 cohort.

YEARS 2–4: Intake capacity is highly limited. We maintain consistent class sizes across these year levels; if all current students' progress to the next year level, no new places become available.

YEARS 5–7: These year levels offer expanded intake opportunities at the start of each school year. However, places remain highly competitive as families transition their children ahead of the intermediate and high school years.

BOARDERS & SCHOLARSHIPS: Specific places are reserved each year to accommodate scholarship and boarding applicants.

Waiting List Management

Once a year level reaches capacity, selected applicants may be invited to interview for a place on our Waiting List.

Applicants may also be placed on the waiting list if the Headmaster is unable to fully consider an application at the time of interview.

Placements from the waiting list are offered at the discretion of the Headmaster and Admissions Manager.

Because roll movement is unpredictable, **placement from the waiting list cannot be guaranteed**. We strongly advise waitlisted families to maintain alternative schooling options for their child.

From time to time, we will request updated school reports to keep waitlist profiles current. Failure to provide updated documentation upon request will result in the application being removed from the waiting list.

School Regulations

Before submitting your application, please review the [Southwell School Regulations](#).

By completing and submitting the online application, parents and caregivers acknowledge and agree to these Regulations.

Policy Review

This application process is correct as of **July 2026**. The process is reviewed regularly and is subject to change. If you require any assistance or have questions, please contact the Admissions Manager.