



# Hampton Hill School

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## ENROLMENT INFORMATION

The first point of contact for any new enrolment is our office. You can speak to Bo van der Lugt or Sue Kelly. Please call the office, or pop in, and supply us with your child's name, address, phone number, date of birth, and the date you expect your child to start school.

If you would like to enrol your child with us, please fill out an enrolment form and return it to Bo or Sue in the school office. To complete the enrolment, we require a copy of your child's New Zealand birth certificate. If your child was born outside of New Zealand, please provide a Certificate of Citizenship, residency documentation or passport, (originals must be sighted), proof of address for in zone applications (utility bill, rates bill, rental agreement) and immunisation record if applicable. Please bring them along with you when you return the enrolment form.

All children who live within our home zone will be automatically accepted to enrol. There may sometimes be places available for out of zone enrolments. Availability will be advertised locally. Only the children of families who have completed an enrolment form will be included in the ballot. If the number of available out of zone places exceeds the number of out of zone enrolments, we will go to ballot. If this happens, we will contact out of zone families.

About a month before your child turns five, we will contact you to arrange transition to school visit dates. Transition visits for new entrant children are scheduled for Tuesday and Thursday mornings from 9 am until 10:30 am. This will allow you and your child to come and experience some of the morning learning programmes, meet their teacher and classmates and familiarise themselves with their class before starting school.

You are most welcome to make an appointment to meet the Acting Principal, Abbey Corich, at any time. Please phone the school office to arrange this.

If you have any questions, please do not hesitate to contact Bo van der Lugt or Sue Kelly by calling 232 6509 or email [office@hamptonhill.school.nz](mailto:office@hamptonhill.school.nz).