

## **How to Enrol – Years 10-13 for 2023**

### **Step 1 Complete our Pre-Enrolment form**

### **Step 2 Bring your completed pre-enrolment form into our reception along with the following documents:**

- **NZ Birth Certificate / NZ or Aus Passport / NZ Citizenship Certificate or O'Sea's Passport & Visa** (student passport & visa PLUS parent passport & visa)  
N.B We need to sight the originals for the above.
- **Proof of Guardianship - If not the parent**
- **Proof of Address** (MUST BE: A current property based bill ie internet, water, power) This may be emailed to us: [enrol@waitakerecollege.school.nz](mailto:enrol@waitakerecollege.school.nz) with the student's name in the subject line.
- **Latest School Report**

**Once the completed pre-enrolment form and documents (as per the above) are received we shall request information from the existing/previous school (where applicable). This will be done in Term 4 or early 2023.**

**Once information is received from the previous school and the enrolment is approved we shall contact you to organize an enrolment interview.**

Out of zone enrolments are subject to available spaces.