

# Enrolment Process for Waikowhai Intermediate

Waikowhai Intermediate now offers electronic enrolments. To access the electronic enrolment form:

1. Go to the homepage of our website ([wai-int.school.nz](http://wai-int.school.nz))
2. Click on the link (<https://enrol.etap.co.nz>)
3. Enter our unique school code 1548
4. Fill in the form.

The parts of the enrolment form that are highlighted in pink are compulsory fields. The system will not allow you to proceed to the next page until these fields are completed. You will notice on some pages you will be asked to upload various documents. When documents have been uploaded correctly, the file name will turn blue. If your documents fail to load you can still proceed to the next page of the enrolment form. If you have problems uploading these documents, these can be sent directly to [reception@wai-int.school.nz](mailto:reception@wai-int.school.nz). An enrolment cannot be fully processed without supporting documentation.

## **Supporting documentation needed are:**

- **Eligibility criteria** – this can be a New Zealand Birth Certificate, New Zealand Passport, Citizenship Certificate or a Student Visa
  - NZ born student – Birth Certificate
  - NZ Citizen – New Zealand Passport or Citizenship Certificate
  - Non NZ Citizen – Student Visa or Permanent Resident Visa
- **Proof of Address** – a utility bill/rental agreement, something that has your name and address on it. ***This is only needed for in zone applications.***
- **Immunisation Forms** – if your child is immunised, please provide a copy of their records.
- **Cybersafety Contract** – this needs to be signed and dated by the student and parent/caregiver. A chrome book will not be issued without a signed copy of this contract.

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Out of Zone Enrolments – **Applications close 4pm Thursday 1<sup>st</sup> September 2022.**

In zone Enrolments – please submit all applications by **Friday 30<sup>th</sup> September 2022.**

If a ballot is needed this will take place on Thursday 8th September. Notification will be sent by email within three school days either offering a place for 2023, or the number on the waiting list. Families have 14 days to accept or decline the offer of a place after which time the place will be offered to another family.

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For those unable to complete an electronic enrolment, please contact the school office on 621 0460 or email us at [reception@wai-int.school.nz](mailto:reception@wai-int.school.nz). We can email you a copy of an enrolment form for you to print, fill out and return to us or you can pop into our school office to collect a printed copy.