



API'I TE UKI OU ENROLMENT

Welcome to Api'i Te Uki Ou and our school's enrolment process. Please check out the 5 step process below. These guidelines are designed to help you navigate the enrolment process to ensure your child's enrolment is smooth and successful.

We look forward to welcoming your child and family to our school in the near future.

1

COMPLETE THE ENROLMENT FORM

- **Where to find it:** Go to the Enrolment page of the school website.
- **What to do:** Click the 'Enrolment' button, fill out the form and provide as much detail as possible.

2

WAIT FOR CONTACT

- **Confirmation:** You will get an immediate automatic email after submitting your enrolment form.
- **Follow-up:** The school Office Manager will email you within 48 hours (during term time) if any extra details are needed.

3

CHECK WAITING LIST STATUS

- **Availability:** The Office Manager will let you know if there is an open space.
- **If full:** Your child will go on the waiting list and be prioritised according to our Enrolment Policy.

4

RECEIVE CLASS CONFIRMATION

- **Placement:** Once a space opens, our team will assign a class and teacher.
- **Details:** You will receive a start date, uniform requirements, and a stationery list.

5

ATTEND THE SCHOOL VISIT

- **When:** Bring your child to the school office before 8:00 AM on their first day.
- **What happens:** You will meet the Principal, who will introduce your child to their new teacher and classroom.