

ENROLMENT GUIDELINES:

1. CERTIFIED COPIES:

In all instances below where a certified copy is requested, this is a copy which has been verified by a Justice of the Peace. You can see a JP at the Hamilton City Council or Hamilton District Courts, or you can refer to the list of JP's in the yellow pages.

2. ALL APPLICANTS:

Please attach a certified copy of the student's Birth Certificate. This is a Ministry of Education guideline.

3. STUDENTS BORN OUTSIDE NEW ZEALAND:

- Applicants with **New Zealand residency/citizenship**: please attach a certified copy of the student's residence permit/citizenship paperwork.
- Applicants with a **Student Permit** (where parents have a valid work permit): please attach a certified copy of the student permit and, in addition, a copy of parent/(s) work permit(s).
- Applicants with **refugee status**: a copy of the student's travel document is required.
- **Foreign-fee paying students**: there is a separate enrolment form and procedure. Please contact our International Student Manager, John Ho, on 07 839 1304 Ext 859 for further details or access the forms from our website www.hghs.school.nz

Please note that we will not be able to process your application further until the relevant immigration documents have been provided to the school.

4. ZONING STATUS

Please refer to the map in the enrolment pack and tick the appropriate box. If you wish to apply for a hostel place, you would need to contact our hostel, Sonninghill, direct on 07 839 0074.

Proof of in-zone status:

- Please attach a certified copy of a recent telephone/electricity account **AND** a copy of your tenancy or sale and purchase agreement (or rates account).
- If you are in-zone, you will also need to complete the Statutory Declaration Form and have it signed by a JP. In-zone applicants must also complete a parents' declaration form.

5. NAME OF SISTER(S):

Please only provide details of the sister relationship (ie. not cousins, mothers etc). Only the sister relationship gives applicants priority in the current enrolment scheme.

Please don't forget to detail sister's current year level or which years she previously attended the school.

6. CURRENT SCHOOL:

Please do not forget to give us details of your daughter's current school and tick which year level you are applying for. If she has attended other schools within the last two years name them also.

7. Please help us to reduce paperwork! It is not necessary for Year 9 students to provide a CV/report/reference from their previous school as we have our own process for receiving information from contributing schools.

For Years 10 -13, if your application is accepted, you will be asked to bring a copy of your school report and NZQA results to the Dean at this stage.

8. CONTACT NUMBERS:

If you are likely to move address between the time of your application and the start of the new school year, please keep the school up to date and provide new contact details.