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**Kia ora koutou, Mālō e lelei, Talofa, Bula, Ola, Namaste, Kamusta, Bonjour, Ni hau, Ahlan, Salam**

**Bathgate Park School warmly welcomes you to our school community. We are thrilled to have you and your family join us and we are excited about getting to know you further. At Bathgate Park School, we believe in fostering a nurturing and inclusive environment where every child is supported to meet their full potential.**

**Below are some details to assist you with enrolling at our school and understanding the enrolment process.**

**ENROLMENT PROCESS**

Follow these simple steps to enrol your child at our school

**1. Pick up an enrolment pack**

You can pick up an enrolment pack from our office or we can send you one by post or by email. Enrolment pack forms are also available to be downloaded from our school website.

This pack includes information about our school, a sample of Health & Safety procedures, information on uniform, as well as an enrolment form and permission sheets.

**2. Fill out our enrolment form and permission sheets**

You can find our enrolment form in your enrolment pack. We accept enrolment forms in person, by post, or by email. Complete the accompanying permission sheets.

We encourage you to pre-enrol your child a few weeks or months before their start date.

**3. Bring these documents to the office**

To enrol your child, we need to sight the following documents:

* **your child's birth certificate and /or**
* **Passport**
* **A verified copy of proof of Permanent Residence in New Zealand**
* **if domestic time bound, a Student Visa is required**
* **immunisation records**
* **proof of address**
* **if not a new entrant than the latest school report from your child’s school would be helpful.**

**4. Arrange an appointment with the Principal or Deputy Principal +tour of the school**

Before a child is able to start at school, an appointment with either the Principal or Deputy Principal needs to take place. At this meeting be prepared to discuss the following:

* details of medical information that may require attention at school e.g., allergies; medical conditions
* any parental/ caregiver or custody arrangements
* first language spoken and language/s spoken at home
* any conditions that may affect learning or require additional support
* a summary of your family dynamics and a little information about your child and their interests
* any cultural considerations the school may need to be aware of
* discussion of possible transition visits, if needed. This will be compulsory for new entrant enrolments.

As part of this meeting, we will arrange a tour of the school with the opportunity to see your child/ren’s potential classroom, be introduced to their possible teacher as well as answer any questions you may have.

**5. Arrange the start day for your child/ren. Student class placement.**

After the meeting has taken place, a start date will be decided together. This can take place from 48 hours after the meeting date, if your child is of age to be at school. This process is essential for us to ensure a seamless transition and provide the best possible experience for both the new student and our existing school community. We believe that taking this short time to organise and prepare will contribute to a positive start for the new student and enhance their overall experience at our school. We appreciate your understanding and cooperation in making our school community a welcoming and supportive place for everyone.

When determining class student placements, various factors are taken into consideration to create an environment that promotes optimal learning and social development for each student. Usually this is their year level, which is based on the number of years a child has attended school.

New Entrant children entering school at age 5, whose birthdays are in January, February, March and April will complete Year 1 in the current year and enter Year 2 at the beginning of the next year. New Entrant children entering school from 1 June will complete the year as Year 0, and be classified as Year 1 in the following year.

Students who start after the compulsory starting age of six, such as children from overseas and children who have been home-schooled, will be assigned a year group based on individual consultation with the Principal.

For children transferring from another school, either in New Zealand or form overseas, efforts are always made to factor in individual needs/talents as well as the following common considerations: academic ability; learning styles; social dynamics; special education needs; language proficiency; behavioural considerations; class sizes and well as aligning students with teachers based on their complementary personalities to create a harmonious and supportive learning environment, in situations where one than one class is a possible option.

**6. Organising Materials**

At any time leading up to and inclusive of start date it is possible to purchase stationery from the school office. You can also make inquiries into any old stock or second uniform items that may be available for purchase.

You can go ahead and purchase school uniform from the Uniform Shop. More information about the uniform is included in the Enrolment Pack.

 **7. Transition Visits to School**

New Entrants

* It is helpful to enrol your child as early as possible, so we know your child will be coming, and so we can arrange transition visits (prior to your child starting school) with you in advance.
* Children can officially enrol on or after their fifth birthday. No child can be officially enrolled at school before the age of five years.
* New entrant/Five year old transition visits help your child become familiar with our school and give the teacher the opportunity to get to know your child and develop a relationship. Your child will also get to know classroom routines and interact with their peers.
* When enrolments are received before the child turns 5, they will be asked to attend the Little Stars New Entrant programme which occurs each Wednesday from 2 – 3pm. The new entrant class teacher uses this time to build relationships with the new children, introduce them to elements of school, and help ensure the children have a positive, successful transitioning experience.
* Visits for children with no additional needs should be started in the couple of weeks before they are due to start. The New Entrant Teacher should make contact with the family to negotiate times that are suitable for these visits.
* Children that are already 5 and arrive unannounced, will do their 3 visits over the course of a week before starting. (This may be discretionary) This will be organised separately from the Little Stars time.  This includes children of siblings known to Bathgate Park School.
* From these conversations with parents, both with Principal and / or with class teacher, a transition plan is put in place for the child to transition to the school setting. This is discretionary and each situation is assessed using provided information. No child begins full school days until they have had at least 3 school visits.
* For children that require a longer transition plan, this plan will be made in conjunction with the ECE provider, Kākano Team Leader and/or New Entrant Teacher, as well as the child’s family.  The Learning Support Coordinator may also be involved if needed.

Transfers From Other Schools

* A successful transfer from another School is dependent upon a positive introduction to the school. Following the 48 hours from the student meeting with the Principal or Deputy Principal, the class teacher will be organised and ready to welcome your child into their class.

**8. Check-in after six weeks**

When your child has been in school for around six weeks, we like to check-in with you to see how things are going.

However, if you have any questions or areas you would like to discuss you can contact the school at any time. In the first instance, contact should be made with the class teacher.

We look forward to receiving your child’s enrolment.