



## Application Form

Today's  
Date

First Name

Last Name

Childs  
Start  
Date

School  
Year  
Level

### Application and Enrolment Procedure

#### Step 1: Complete this Application Form.

The information provided on this form is confidential and will be used to allow us to consider your child's application to attend Pinehurst School and to maintain contact with you. Here we ask for information that will begin the process of Enrolment for your child to attend Pinehurst School.

#### Step 2: Submit Application Form.

Completed applications should be posted or returned to:

Pinehurst School, Admissions Registrar, PO Box 302-308, North Harbour, Auckland 0751.

Applications must be submitted with supporting documentation, including a **certified** copy of passport or birth certificate, immunization certificate and two most recent school reports. We can certify originals for you.

A \$195 non-refundable application fee is payable.

#### Step 3: Attend Enrolment Interview.

This interview is important for everyone involved including you, your child and Pinehurst School. It provides you with the opportunity to meet our team in a relaxed setting, discuss Pinehurst School's culture and expectations, and to ask any necessary questions. Depending on your child's entry level, they may be required to sit an entrance test.

#### Step 4: The School's Consideration.

Pinehurst School, wherever possible, attempts to ensure gender balance. Priority of place is given to siblings of children already enrolled, and children/siblings of past students. Students are expected to demonstrate a willingness and ability to support Pinehurst School's mission and to apply themselves to academic study and participate fully in school life.

When assessing applications for enrolment, each prospective student's educational needs are considered and where necessary, further information may be requested.

#### Step 5: Offer of Place.

If the roll allows additional intake and Pinehurst School accepts your child's application, you will receive a Letter of Offer for a place at Pinehurst School and an Enrolment Form which you will need to complete. Your child's enrolment will be subject to Pinehurst School's Conditions of Entry as set out in the Enrolment Form.

#### Step 6: Acceptance of Offer.

To secure a place for your child you will need to return the completed and signed Enrolment Form, together with the non-refundable \$695 enrolment fee and \$2500 bond. Returning the completed and signed Enrolment Form, accepting your offer of place then becomes a legally binding contract between yourself and Pinehurst School.

## 1. Student Information

Last Name .....

First Name(s) .....

Preferred Name .....

☐

Male

☐

Female

NZ Resident:

☐

Yes

☐

No

Date of Birth .....

Country of Birth .....

Citizenship .....

Ethnic Group/Iwi .....

Are you applying as an international student? ☐ Yes ☐ No  
If yes, please complete the following box. If no, continue to 2.

Is English your first language? ☐ Yes ☐ No

## Homestay/Guardian Information (if applicable)

Title ..... Last Name .....

First Name(s) .....

Address .....

Suburb .....

City ..... Postcode .....

Email .....

Phone Home ..... Mobile .....

## 2. Sibling Information

Name .....

Date of Birth .....

School ..... Year Level .....

Name .....

Date of Birth .....

School ..... Year Level .....

Name .....

Date of Birth .....

School ..... Year Level .....

Do you have other relations at Pinehurst School?

Please name: .....

## 3. Email Communication

Please nominate the best email address for school correspondence:

.....

## 4. Family Information

☐

Father

☐

Stepfather

☐

Other .....

Title ..... Last Name .....

First Names .....

Preferred Name .....

Home Address .....

Suburb .....

City .....

Postcode .....

Country .....

Mobile .....

Work .....

Phone Home .....

Occupation .....

Employer / Company Name .....

Does the child reside with you? ☐ Yes ☐ No

Are you the Legal Guardian(s) ☐ Yes ☐ No

☐

Mother

☐

Stepmother

☐

Other .....

Title ..... Last Name .....

First Name(s) .....

Preferred Name .....

Home Address .....

Suburb .....

City .....

Postcode .....

Country .....

Mobile .....

Work .....

Phone Home .....

Occupation .....

Employer / Company Name .....

Does the child reside with you? ☐ Yes ☐ No

Are you the Legal Guardian(s) ☐ Yes ☐ No

## 5. Medical Details

It is important that Pinehurst School is informed of any medical needs the student has, such as medical or physical conditions which may require medication or other attention. Please attach any relevant documentation. If this section is not completed we assume the student has no medical or physical conditions about which we should be aware.

.....

.....

.....

.....

.....

## 6. Special Learning Needs

We need to be informed if a student requires specialised educational support. Please attach any relevant documentation. If this section is not completed we assume the student has no special learning needs.

If, or if at any stage, the student should require 'exceptional' extra assistance to meet his/her age group expected standards, you the parent/legal guardian will be required to assist with additional funding for a Teacher Learning Assistant. In such a case there would be full consultation with all parties involved.

.....

.....

.....

.....

## 7. Pre-school History

Attended Pre-school

☐ Yes for the last ..... years

☐ Not regularly

☐ No

☐ Only outside NZ

How many hours per week? .....

Name of Pre-school .....

## 8. Schooling History

Previous School .....

Date first attended schooling .....

Current School .....

Year level completed .....

## 9. Referees

Please provide two referees who may be contacted:

A. Reference in regard to the applicant's current education, either a Teacher or Head of School

Name .....

Phone .....

Mobile .....

Email .....

B. Reference from a family friend or colleague who can provide a character reference for the applicant and their family

Name .....

Phone .....

Mobile .....

Email .....

## 10. Student Profile

Attach recent  
student photo  
here

Interests and activities at school or preschool:

.....

.....

.....

Hobbies and leisure activities:

.....

.....

.....

Musical instrument/choir/drama:

.....

.....

.....

Sport/club/achievement:

.....

.....

.....

## 11. Student Statement (Must be completed)

To be completed by the applicant if possible.

Why would you like to attend Pinehurst School?

.....

.....

.....

.....

.....

.....

.....

### Bank Details for Online Payment of Application Fee:

Bank of New Zealand

02 0278 0131590 00

Swift code: BKNZNZ22

**Please use student name as reference**

How did you learn/hear about Pinehurst School?

- ☐ Current Pinehurst family: .....
- ☐ Open Day Advertisement
- ☐ Article about Pinehurst School or student success
- ☐ Signage
- ☐ Website/Search Engine
- ☐ Social Media (Facebook/Twitter/Linkedin)
- ☐ Business Expo
- ☐ other: .....

### Student Application Check List

- ☐ Signed Application Form.
- ☐ Application fee (non refundable): \$195.
- ☐ **Certified photocopy** of Passport or Birth Certificate.
- ☐ Photocopy of most recent School Report(s) if applicable.
- International students** must provide evidence of prior learning in original non-translated format AND English translation.

### Declaration

I/We declare that the information provided in this Application is true and correct. I/we understand that acceptance of this form does not constitute admission of the applicant to Pinehurst School.

I/We understand that we will be required to agree to Pinehurst School's Conditions of Entry which apply at the time our daughter/son/ward is offered a place at Pinehurst School.

We enclose our \$195 application fee. This fee is non-refundable.

Father's signature .....

Name .....

Date .....

Mother's signature .....

Name .....

Date .....

Guardian's signature .....

Name .....

Date .....

### Privacy Statement

"The information on this form is collected as part of the essential information the school holds on your child. This information will be used by the school for the following purposes: assessing your child's application, enrolling your child at school, assessing the educational needs of your child and meeting enrolment requirements for the Ministry of Education. The records made from this information may be viewed on request at the school. You are entitled to request correction of the information and to be informed of any action taken in response to such a request and to have attached to the information a statement that you have requested a correction. The information collected may be disclosed to education and health sector agencies in accordance with the principles of the Privacy Act 1993, except with your specific authorisation, it will not be disclosed to any other person or agency unless such disclosure is authorised or required by law."