



# Ponsonby Primary School

## Application Procedure

When you apply for information about enrolling your child at Ponsonby Primary School please,

### 1. Fill in and send

- a copy of the [Application to enrol as an international Student](#)
- a copy of your child's passport
- a copy of the parents passport

### 2. We then

- Check to see if we have a place for your child
- Verify your child's eligibility to attend
- Arrange a short tour of the school (if required)

### 3. If we offer you enrolment, we:

- Complete and send you the Offer of Place form
- Send you a tax invoice for fees
- Send you the [Prospectus](#)

### 4. Once we have received payment of the fees we will

- Send you a tax receipt
- Ask for a copy of your Health Insurance
- Make sure you have a copy of the [Agreement to Provide Tuition Services](#) for you to read, sign, and return to the school
- Book an enrolment meeting with the School

For acceptance on the roll of Ponsonby Primary School, your child must be living with a parent

You must apply to the New Zealand Immigration Service for a visa naming Ponsonby Primary School (this may take 2-3 weeks)

Before your child starts at Ponsonby Primary you must contact the school and arrange an enrolment meeting with the school. At this meeting, we will (if we have not already received them):

- Take a photocopy of the study visa
- Take a copy of your health insurance
- Ensure the enrolment form is complete
- Receive a signed copy of the agreement to provide tuition services
- Confirm the start date and (provisional) placement for the student
- Tell you about Ponsonby Primary School and our expectations
- Answer any questions you may have