



One Tree Hill  
COLLEGE

### Enrolment to One Tree Hill College

Thank you for your interest in One Tree Hill College as the school for your son/daughter.

Please find enclosed an application form.

One Tree Hill College has a Ministry of Education Enrolment Scheme. This scheme determines the school's home zone. Students residing with their parents/legal guardians in the home zone are entitled to enrolment at the College.

One Tree Hill College does take applications from students residing outside of the Home Zone. Each year the Board of Trustees will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone.

For further information regarding the Enrolment Scheme please refer to the school website:

[www.onetreehillcollege.school.nz](http://www.onetreehillcollege.school.nz).

#### PLEASE PROVIDE THE FOLLOWING WITH YOUR COMPLETED FORM

- **Student Enrolment Application** (completed in full) including a signed copy of the Safe School Charter and Cyber Safety Agreement and Option Form
- **Proof of Residence** eg. one of the following: Rates invoice, Telephone invoice, Electricity invoice, Sale and Purchase Agreement, Rental Agreement – *please note these must be in the name of one or both parents/legal guardians and be a residential address (not a work address or PO Box).*
- **New Zealand Citizens** – Original Birth Certificate, Passport or New Zealand Citizenship Certificate.
- **Non New Zealand Citizens** – Student Passport which must include a current Resident Permit or Student Visa. Parent Passports must also be available to be viewed at the interview
- A copy of the child's **latest school report** and **NCEA results** (Years 11-13)
- Any **additional documentation** including guardianship documentation, custody orders etc.

For ease of processing, please ensure all sections are completed. All documentation is to be supplied in person to the school reception for copying.

Once all required forms and documentation are received and checked you will be notified of an enrolment interview date and time for your child and one or both parents/legal guardians. It is important that you attend the set interview time, please notify the school reception if you are unable to attend the interview for any reason.

If you have any questions please contact the Student Registrar on 09 579 5049 Ext 709,

Or email [helen.ngshiu@onetreehillcollege.school.nz](mailto:helen.ngshiu@onetreehillcollege.school.nz)

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