



Enrolment Waitlist Policy

Waihi School maintains a waitlist to ensure a fair and transparent process for families seeking enrolment. The following policy outlines how waitlisted applications are managed, including priority categories and the role of application date.

1 Purpose

This policy ensures that all enrolment applications are processed consistently, equitably, and in alignment with the School's commitment to community, continuity, and student wellbeing.

2 Placement on the Waitlist

Applicants are added to the waitlist when:

- A year level or boarding/day place is at capacity, or
- An offer of enrolment cannot be confirmed at the time of application.

Each applicant is placed on the waitlist with a **recorded date of application**.

3 Priority Categories

While the School respects the order in which applications are received, certain categories receive priority consideration in keeping with the School's traditions and long-term community relationships.

The following applicants receive priority **in this order**:

a) Siblings of current students

To support family continuity and community stability.

Within this priority group, applicants are ordered by the date their enrolment application was received.

b) Children of Alumni

In recognition of the ongoing contribution of Old Boys, Old Girls, and their families to the School.

Within this priority group, applicants are ordered by the date their enrolment application was received. Earlier applications may be prioritised over later ones.

c) General applicants

Applicants with no existing school connection.

Placement is determined strictly by application date.



4 Interaction Between Priority and Application Date

- Priority status may move a student ahead of lower-priority applicants; however, **application date remains an important factor within each priority category.**
- If two applicants fall within the same category and applied on the same date, the order may be determined by:
 - Expected start date.
 - An interview or family meeting, if required.

5 Offers of Enrolment

If a place becomes available:

- When your enrolment is on the waitlist it is no guarantee that a place will become available.
- The School will review the waitlist according to the priority categories, then by application date within each category.
- Families will be contacted and provided a timeframe for acceptance.
- If an offer is declined or not confirmed within seven days, the next family on the waitlist will be contacted.

6 Annual Review

The School may review waitlists each year to confirm continued interest. Families who do not respond within the requested timeframe may be removed from the waitlist.

7 School Discretion

While this policy provides a framework for decision-making, the School reserves the right to use its discretion in special circumstances where it is deemed to be in the best interests of the student or the School.