

## **Birkdale North School**

### **Enrolment application process for Étoile du Nord Special Programme**

The steps for the Enrolment Application process is as follow:

1. Parents/caregivers complete and submit an enrolment application, along with required documentation, to the school
2. The school acknowledges receipt of the application.
3. The information from the enrolment application is forwarded to FRENZ
4. At some point FRENZ will contact the family to organise an interview time

The enrolment application form can be found on the school website (<https://www.birkdalenorth.school.nz/enrolment/> , ENROL NOW button), or requested from the school office, [office@birkdalenorth.school.nz](mailto:office@birkdalenorth.school.nz)

Enrolment applications for 2024 must be received by the school office no later than **3pm, Wednesday 11<sup>th</sup> October 2023.**

If there are more applications than places available then a ballot will be held.

After the interviews/ballot has taken place applicants families are notified by the school of the outcome of the interview/ballot process:

The applicant will be notified by email if they:

1. have been offered a place in Étoile du Nord
  - a. applicant accepts offer: parents need to respond in writing to confirm they want the space.
  - b. applicant declines the offer: the place will be offered to the next person on the waiting list.
2. have NOT been offered a place in Étoile du Nord
  - a. the school asks the parents in writing if they want to be on the waiting list
    - i. Yes – parents need to confirm in writing they want to be on the waiting list
    - ii. No –the applicant is not put on the waiting list

Please contact the school office if you have any further questions; [office@birkdalenorth.school.nz](mailto:office@birkdalenorth.school.nz)