

PARAMOUNT INTERNATIONAL ACADEMY

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Together we aspire, Together we achieve

Application for admission to primary/secondary school

This application form must be completed in full and accompanied by:

- Certified passport or birth certificate copies for the prospective student.
- Two passport size photographs of the prospective student.
- Transfer letter from previous school.

Class Applied for Date of Application

GENERAL STUDENT INFORMATION

Applicant's first name: Middle Name..... Last Name.....

Date of birth: Gender:

Nationality: Religion:

PARENTAL/GUARDIAN INFORMATION

Father's full name:

Home address:

Home phone: Work phone:

Cell phone:

Occupation: Firm:

Email address:

Mothers full name:

Home address:

Home phone: Work phone:

Cell phone:

Occupation: Firm:

Email address:

In case of emergency when parents are unreachable:

Name..... phone number:

Name..... phone number:

Marital status: Married Separated Divorced/widowed Single

STUDENT ACADEMIC HISTORY

List other schools your child has attended to before enrolling here:

Name of school: Grade:

Name of school: Grade:

Language spoken at home:

Other languages spoken:

Has your child ever been identified as having special education needs?

Yes

No

Date of entry:

Name(s) of siblings already in this school

Details of family doctor

Name of Dr.:

Telephone number: office:

Does your child suffer from any allergies? (dairy products, insects, flowers, medicines) If yes please state them:

.....
.....

Does your child suffer from any of the following conditions? (Diabetes, hyperactivity, asthma, hay fever, epilepsy or any other medical condition):

.....
.....

DECLARATION BY PARENT/LEGAL GUARDIANS

I/we

Being the parent/legal guardian of the above named prospective student, do hereby accept full responsibility for the payment of school fees for the student, should the application prove successful, at the rate determined by the school and at the time required by the school.

i/we further declare that all the information supplied with this application is correct, and i/we understand that if material inaccuracies are revealed at a later date, any decision to admit the child will be reviewed by the school.

.....
SIGNATURE (Father or 1st guardian)

.....
SIGNATURE (Mother or 2nd guardian)

DATE.....

PARAMOUNT ACADEMY AGREEMENT BETWEEN SCHOOL AND PARENT OR LEGAL GUARDIAN

I/We (full names of parents/guardians) being parents/legal guardians of (child's full name) Agree that, if the child named above is admitted as a student at Paramount International Academy.

- 1.S/he shall observe and be subject to the regulations policies, by laws and discipline of the school.
- 2.S/he shall attend all sessions required by the school during school terms, including Saturday extra sporting days when selected for a school representative team or when selected to participate in cultural events outside normal school hours. H/she will arrive punctually for any school day or event.
- 3.S/he shall wear the prescribed school uniform in a clean and tidy manner when attending school or any sponsored event. S/he shall not at any time wear the school uniform in part, or in any manner that may bring the uniform into disrepute. S/he shall keep her /his hair trimmed and tidy at all times.
- 4.I have accepted full responsibility for payment in advance of all school fees, deposits, levies and extra charges which may fall due, and I understand that failure to pay may result in child's temporary or permanent exclusion from school.
- 5.I will keep the school informed of any change in address or telephone numbers, either residential or business, this being essential in cases of emergency.
- 6.I will notify the school **one-month calendar** in advance should I intend to withdraw my child from the school. Fees is charged per term whether the child only attends a few weeks or months, as such there are no refunds to tuition fees.
7. I will notify the school with all details should my child ever be left in the care of another person while parents/legal guardians are both absent from home.
8. I will attend parent interviews when requested and I will do the best of my ability, meet reasonable requests from teachers to help my child overcome learning difficulties.
9. I will act on advise of the Head teacher regarding any identified need for external professional assessment of my child.
10. In the event of an accident of serious illness of my child during official school day, or at such time that the successful candidate is participating in a school sponsored activity, and should at all attempts to contact the undersigned be unsuccessful, the head teacher or school representative may seek medical treatment for the child, at his/her discretion, and I agree to pay all medical and related expenses.
11. I will notify the school immediately of any illness, accident, medical condition or any other circumstance (such as bereavement) which may affect my child's physical or mental performance.
12. The school cannot be held responsible for loss or damage to the possession of the child while S/he is at school or on sponsored activities of any nature.
13. I will follow the school's complaints procedure on any concerns and complaints concerning my child or any subject matter concerning the school.

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Signature (Father)

Signature (Mother)

.....

Date



HOME – SCHOOL AGREEMENT

REGISTRATION

The non- refundable registration fee of MK400,000(primary) MK600 (high school) covers administration, assessments and settling sessions.

TUITION FEES

Invoices will be issued during the first week of school. Tuition fee must be paid during the first week of school. If this deadline is missed there will be a 10% late payment charge added to your bill. If fees are overdue without the consent of the school, your child will no longer be admitted to school until payments are up to date. Tuition fees are non-refundable if your child misses any days of school - for whatever reason. The school reserves the right to terminate the agreement with immediate effect in case of nonpayment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate withdrawal of your child's place. School fees is subject to change at the beginning of each school year.

PERSONAL PROPERTY AND BEHAVIOUR

The school cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the school staff to ensure that property or belongings of any parent, carer or child are not damaged. Please ensure your child's clothing is clearly labelled and we suggest that toys, books and other personal items are left at home.

ACCIDENTS AND ILLNESS

The school reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an accident record form. If emergency treatment at hospital is required, the school will make all reasonable attempts to contact the parents, but if this is not possible we are authorized to act on behalf of the parents.

We may require parents to withdraw their child from school in the event that they require special medical care or attention.

We may also ask parents to withdraw their child from school if we have reasonable cause to believe that the child is suffering from, or has suffered from, any communicable disease or infection and there remains a danger that other children may contract such a disease or infection.

Parents **must** inform the school if the child is suffering from any illness, sickness or allergies.

SCHOOL TIMINGS& ATTENDANCE

School begins at 7:10 am and finishes at 1:00 pm Mon – Thurs, finishing at 12 noon on Friday. All pupils must be in school by 7:10 am, ready to start lessons, therefore the school gates will close at 7:10am and no pupils will be admitted after this time.

Pupils should also be picked up no later than 1:30pm after school, unless they are staying for a club. Clubs run from 1:30 pm until 2:30 pm. All pupils must have left the premises by 3:00 pm.

All pupils are expected to take family holidays during school holiday time. If pupils miss more than 20 school days in the year - for whatever reason, they will be subject to an end of year review, and may be required to repeat the whole academic year.

HOMEWORK

All parents are expected to assist their children with their daily homework and sign their homework diaries each week. Reading is especially important, and parents should read with their children daily for 10 – 15mins. This is vital in supporting your child's progress. Homework helps to inform you of work being covered in class and the homework diary is also a way of communicating with your child's teacher.

FOOD AND DRINK

All snacks sent to school should be healthy and nutritious, in order to support the children's concentration and learning. Chocolate, sweets, chewing gum and fizzy drinks should not be brought to school.

PUPIL IMAGES

We have a school website where we like to show images of the pupils enjoying the various school activities. If you strongly wish your child NOT to appear in a close-up image on the website, or other promotional material, please let the office know.

SIGNATURE: _____

FATHER

SIGNATURE: _____

MOTHER

FOR OFFICE USE ONLY

STATIONERY LIST TRANSFER LETTER ATTACHED

HAND BOOK PASSPORT/BIRTH CERTIFICATE COPY ATTACHED

ACCEPTANCE LETTER

CODE OF CONDUCT

ASSESSMENT FEE PAID MK _____ RECEIPT NO _____

REGISTRATION FEE PAID MK _____ RECEIPT NO _____

BOOK FEE PAID MK _____ RECEIPT NO _____

SIGNATURE _____

MANAGING DIRECTOR

SIGNATURE _____

HEAD TEACHER