

# ADMISSION REQUIREMENTS

Clavis International Primary School  
Montagne Ory, Moka, Mauritius  
Telephone (230) 433 4439 / 433 7708 Facsimile (230) 433 4274  
Email [queries@clavis.mu](mailto:queries@clavis.mu)



Headmaster - R. Jeffery Hart

Dear Parent(s),

Please read the following requirements carefully before signing and submitting this form. We welcome your comments and suggestions.

Thank you.

1. I hereby agree to complete the following requirements before my child is accepted: -
  - To attend an interview with the Headmaster, both parents if possible, accompanied by the child seeking admittance into Clavis.
  - To submit a copy of the Birth Certificate of my child.
  - To submit a copy of the latest school report or profile from the nursery school.
  - To submit external specialist reports (where applicable).
  - For non-residents, to submit a copy of the Residence and Work Permit for parents and child(ren).
2. I hereby agree to complete the following requirements once my child is accepted:-
  - To submit a copy of the signed Home-School Agreement
  - To submit two passport photos of my child.
  - To submit a copy of the signed Parental Permission Form.
  - To submit a copy of the signed Health Form.
  - To submit a copy of the vaccination certificate of my child.
  - To submit a copy of the signed Internet Responsible Use Policy Form.
  - To submit a copy of the signed Parent Consent Form.
  - To pay the Registration fee.
  - To pay the Resources fees.
  - To pay the P.T.A. entrance fee and annual membership fee.
  - To complete the Standing Order form for the payment of School fees.
3. I hereby note that once all amounts mentioned above have been paid and documentation completed there can be **NO** refund of any amounts as I have accepted a place for my child.
4. Applicants at Clavis must demonstrate that they can meet the financial obligations towards the school. I confirm there is no outstanding debt at any educational institutions my child has previously attended. I understand that if arrears are pending at other schools, the acceptance of my application is conditional until all debts are cleared. If requested, I can provide evidence that we can cover school costs and are in good financial standing with previous schools.
5. Transport to and from school is not managed or organized by the school, but arranged with parents and individual drivers. The school can give you a list of drivers for the different routes.
6. I agree that should I withdraw my child from Clavis International Primary School before the end of the 6th year, I shall give the School **1 month's notice** in writing or pay the School **1 month's fees** in lieu of notice.

I have read the school's requirements and agree to them.

Parent/Guardian Signature : .....

Date : .....