



CLAVIS INTERNATIONAL PRIMARY SCHOOL

ADMISSIONS REQUIREMENTS



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 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).
- Read and understand the *Clavis Family Handbook* and agree to abide by its policies.

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 Health Form.
- To submit a copy of the vaccination certificate of my child.
- To submit a copy of the signed Parent Consent Form.
- To pay the Registration fee.
- To pay the Resources fees (*Stationary & Technology*)
- To pay the PTA 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 and can be revoked until such time that 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 understand CIPS is a feeder school to Le Bocage International Secondary School that I can apply to for my child(ren) to attend after Year 6. Acceptance is fully at the discretion of LBIS and is determined by their criteria.

7. 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.

Name of Parent/Guardian :

Signature :

Date :