



The British School of Nanjing

New Student Application Form

Please attach two recent photos of the student for our records

Please complete this form in CAPITAL LETTERS using black ink

Year group applied for:

Requested start date:

STUDENT INFORMATION: please attach copy of student's passport and one parent

Family name: _____

Given name: _____

Date of birth (dd/mm/yyyy) _____

Nickname (if any): _____

Main language spoken at home: 1st _____
2nd _____

Gender: _____

English proficiency: _____

Other languages spoken: _____

Passport number: _____

Issuing country: _____

Name of any sibling currently attending BSN: _____

Application fee RMB 1,600: Paid in cash By bank transfer
 Invoice employer (details attached)

STUDENT HISTORY: please attach copies of school report for past academic year

Previous schools attended (most recent first) _____

Dates attended _____

Language of instruction _____

Has your child ever received any learning support (including English as a Second Language)? If yes, please provide details.

Details of any developmental delay, disability or special needs (now or at any time in the past).

Dates when the child will be in Nanjing and available for pre-entry assessment. Alternatively, please provide name & email address of Current school where we can send test papers - please discuss with teacher first.

PARENT INFORMATION: full contact details will be collected when admission is confirmed

DETAILS of FATHER _____

DETAILS of MOTHER _____

Name: _____

Name: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

Confidential Medical Details

STUDENT HEALTH HISTORY:

Please give details if your child has (or has had) a history of allergies:

Please indicate any special dietary requirements (for health or religious reasons):

Please indicate any serious illness or other medical/health information you would like to tell us:

MEDICAL DECLARATION:

As parent/guardian of the student listed overleaf, I understand that it is my responsibility to ensure that my child is covered by a current medical insurance policy during their time at the British School of Nanjing. I understand that I must arrange medical insurance to cover all medical expenses arising from any accidents occurring within the school premises and while participating in school activities, including educational visits or while in transit to and from the school. I fully understand the school will not be responsible for covering any student medical expenses under any circumstances.

I also authorise the British School of Nanjing to treat my child in the case of minor injury or illness. I authorise the school to take any action the school deems necessary in a medical emergency.

I hereby certify that the student has no contagious diseases, any medical condition that would prevent him/her from participating in normal school activities and is up-to-date with vaccinations recommended for his/her age.

Signed (parent/guardian): Date:

Print name (parent/guardian):

Understanding Security Deposit

SECURITY DEPOSIT DECLARATION:

I hereby acknowledge that I understand and accept the conditions under which the school will provide a refund on the security deposit. I understand and accept the need to provide a written notice THREE MONTHS before the student is withdrawn from the school, as well as insuring all outstanding fees and charges are settled and all text books are returned to the school. For students leaving at the end of Summer Term, I recognise notice must be given before 31st March of that year.

I understand that the date of withdrawal shall be that of the last day the student attends the school. Should a third-party be responsible for the payment of the student deposit (i.e. a company), I accept it is my responsibility to clearly explain the conditions of the deposit to that party.

Signed (parent/guardian): Date:

Print name (parent/guardian):

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Guidelines and Checklist

Class placement is determined by the child's age on 31st August, as indicated below for 2010-11:

Age on 31/08/2010	Date of Birth	Year Group	Grade Equivalent
2	1 September 2007 - 31 August 2008	Pre-Nursery	*
3	1 September 2006 - 31 August 2007	Nursery	*
4	1 September 2005 - 31 August 2006	Reception	Pre K
5	1 September 2004 - 31 August 2005	Year 1	K
6	1 September 2003 - 31 August 2004	Year 2	1
7	1 September 2002 - 31 August 2003	Year 3	2
8	1 September 2001 - 31 August 2002	Year 4	3
9	1 September 2000 - 31 August 2001	Year 5	4
10	1 September 1999 - 31 August 2000	Year 6	5
11	1 September 1998 - 31 August 1999	Year 7	6
12	1 September 1997 - 31 August 1998	Year 8	7

Application checklist:

Enclose the following documents:

- Copy of the student's passport
- 2 passport-size photos of the student
- Copy of the passport of one parent
- Copies of school reports for past academic year (required for all applicants aged 5 or older)

DECLARATION:

I hereby confirm that I wish to apply for a place for my child (as indicated overleaf) at the British School of Nanjing. I confirm that I have provided, without falsification or omission, all the supporting documents required to complete this application. I also confirm that I have read, understand and agree to all conditions in this form.

Signed (parent/guardian): Date:

Print name (parent/guardian):

FOR INTERNAL USE ONLY:

Assessment arrangements:	Date application received:		
At BSN Date of assessment:	Teacher:		
At current school Date assessment sent:	Date received:		
Notes:			
Outcome: _____	ESL: <u>1</u> / <u>2</u> / <u>NA</u>	Full-day / Half-day	Year level: _____
Signed by assessor:		Date:	
Signed by Head:		Date:	

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Conditions of Enrollment

CONDITIONS: by signing overleaf parents agree to the following conditions of enrollment

A valid application for a place in the school may be made by completing and returning this form and attaching all documents requested within.

A place will not be confirmed until a personal interview with the parents or guardians and the child and an entrance examination are completed. The School reserves the right to refuse admission after the interview and/or examination.

If the school confirms a place for the student, this must be reserved by paying a refundable security deposit, as indicated on the fee list. Payment must be made within 14 days of confirmation from the school that the student has been accepted. Delays of the payment may result in forfeiting of the place.

Notification of re-enrollment for the next academic year must be made before the 31st March. The final decision about re-enrollment rests with the School.

Fees and charges must be paid as per guidelines specified in payment advices issued by the school.

No refund of fees can be made for absence due to illness or any other causes.

For tuition fees paid termly, no refund is available for early withdrawal.

For tuition fees paid yearly, a refund for early withdrawal will be calculated by discounting from the total fees paid, the termly fee for every term attended (irrespective of whether the student has attended partially or completely any given term).

The school must be informed immediately of any changes in address, contact details or medical circumstances or the student.

Parents agree to support the internal regulations of the school concerning general discipline and homework set for children.

The school uniform must be worn to school and official functions organised by the school. All items of clothes must be marked with the child's full name.

If a child is absent from school, the school must be informed by telephone of the reason as soon as possible. On returning to school, children must bring a note from their parents explaining the reason for their absence.

The school reserves the right to suspend or expel pupils who break the rules or for non-payment of fees.

Students may not smoke. They may not consume alcohol on school premises nor at official school functions unless specifically given permission to do so. Bringing into the school any type of drugs or dangerous weapons is strictly prohibited and renders a student liable to expulsion.

Parents are liable for any deliberate damage caused by the child to school property or to that belonging to teachers, employee, or other pupils.

Pupils will not be allowed to leave the school on their own either at lunchtime or in the afternoon, unless the school has written permission from the parents for them to do so.

Parents agree to allow the school to use images of the student in school print, broadcast and electronic publications and communications.

Parents of children of all ages who use the school bus services should advise the school in good time if on a particular occasion they are going to use another method of transport or are to be collected.

In the case of young children who are normally collected after school by their parents, the school requires written permission from the parents if a different person, unknown to the school, is to collect the child.

Textbooks used remain the property of the school and are on loan to pupils. Should a student lose a text or library book, the parent will be charged 150% of the book's list price.

The School cannot be held responsible for the supervision of pupils left on the school premises more than 15 minutes before the beginning or after the end of normal school hours, unless they are attending a special class or are enrolled for specially supervised groups.

Please complete the form, sign the declarations overleaf and return by email or fax as indicated below:

The British School of Nanjing - www.bsn.org.cn

Email: info@bsn.org.cn

Fax: +86-25-5210 2385