



Almuñécar International School



APPLICATION FORM

Pupil Information

Surname: _____ First Names: _____

Date of Birth: _____ Place of Birth: _____

Nationality: _____ Passport/NIE number: _____

Allergies (if any): _____ Specific medical conditions (if any): _____

Glasses / lenses: Yes/ No Only for Secondary students: Permission to take paracetamol YES NO

Catering requirement _____ Vegetarian: Yes No

Any additional information: _____

FATHER

MOTHER

Full name: _____

Full Name: _____

Occupation: _____

Occupation: _____

Nationality: _____

Nationality: _____

Passport/NIE no: _____

Passport/NIE no: _____

Address: _____

Address: _____

Home telephone number: _____

Home telephone number: _____

Mobiles:(Father) _____

(Mother) _____

Number to be used in an emergency (available all day). _____

e.mail address: _____

Special instructions or information (if any) _____

PREVIOUS SCHOOL INFO Last report included _____

NAME OF PREVIOUS SCHOOL: _____ Year group: _____

ADDRESS: _____ e-mail: _____

To comply with the Data Protection Act (L.O.P.D 15/1999) **ALMUÑECAR INTERNATIONAL SCHOOL, S.A.** confirms that students, parents and guardian's personal data are stored in A STUDENTS' CONTACTS FILE OR RECORD BOOK in the school. The purpose of this file is to manage efficiently services offered to our students. Personal data will not be disclosed to any type of public or private body unless there is a legal requirement or unless it is necessary to support services provided (companies such as AQA / EDEXCEL / UNIVERSITY OF CAMBRIDGE / OXFORD UNIVERSITY PRESS / PEARSON EDUCATION).

Yes No I, as legal authorized representative of my child, give permission to have my child's photograph taken as part of Almuñecar International School activities and to be included in school display in school and in school brochures, publicity, yearbook, facebook and the school web page web: <http://www.almunecarinternationalschool.org>.

ONLY IF YOUR CHILD IS GOINT INTO E.YEARS, YEAR 1 OR 2 I have been informed of a voluntary school activity in which my child may take part called "Barnaby's Diary" and/or "Mimoso's Diary, The purpose of this activity is that each family gets to know their child's class mates and to work on the family topic. All the technical and organisational measures included in LOPD 15/1999 and the Security measures regulations are followed, so **Almuñecar International School, S.A.** is not held responsible if the information given by the families is used for another purpose.

Yes No I as a parent/guardian give permission to have photographs take of myself at any school event, work shop or activity and to have them included in school displays, brochures, yearbook, facebook o web page web: <http://www.almunecarinternationalschool.org>.

I agree that my child may be involved in language communication exchanges by letter/email to other school that may include family information/images.

I agree that I will not upload any photos/videos taken by myself at school event. Almuñecar International School is not held responsible for any possible misuse of image taken by parent/relatives at any school activity.

Data subjects may exercise their right to access, rectify, cancel or oppose to the Data controller at Urb. Los Pinos, C/ Pinariego, 1. 18690. Almuñecar. Granada

PUPIL: _____

PARENT/GUARDIAN: _____ **N.I.F:** _____

Fdo.: _____

TODOS LOS CAMPOS HAN DE SER CUMPLIMENTADOS OBLIGATORIAMENTE.
UNA VEZ FIRMADA ESTA ORDEN DE DOMICILIACIÓN DEBE SER ENVIADA AL ACREEDOR PARA SU CUSTODIA

Declaration

I, _____, wish to enrol my son/ daughter

_____ in Almuñecar International School to follow the programmes of study of the British National Curriculum. In addition, I wish my son/ daughter to complete the obligatory Spanish studies as established in the Royal Decree of 1993 (RD 1.119/78) governing foreign schools in Spain.

I have read and fully understand the conditions for entry in the prospectus and agree to fulfill them in their entirety.

Signed: _____(Father/ Mother or guardian)

Almuñecar, _____ of _____ 201__

The official requirements for enrolment are:

-a completed/signed application form sent back to the school office together with copies of the following documents:

- ❖ Child's passport /birth certificate
- ❖ Parents' passports
- ❖ Vaccination card
- ❖ Latest school report
- ❖ Payment of inscription fee (500 euros)

ALMUÑÉCAR INTERNATIONAL SCHOOL CONDITIONS

1. I agree to supply the matriculation fee and the following documentation to the school within 10 days of the date of this inscription, before my child starts at the school.

- a) Copy of the birth certificate or passport of my child/children.
- b) Copy of passport or DNI of mother and father.
- c) Medical certificate confirming that he/she does not have any infectious diseases.
- d) Vaccination card (T.B., polio, etc.).
- e) Official certificate/report confirming prior studies.
- f) Two passport photographs.
- g) Latest school report

2. A place will be reserved once the following requirements are fulfilled: full payment of the school fees from the previous year up to the mentioned date, including exam payments, and payment of the registration fee. Students will only be accepted on to school trips/exchange visits if payment of school fees is up to date.

3. I agree to pay school fees within the agreed time limit
Full year's fees before **1st of September**

Early Years to Year 13 1st payment before **1st September**
2nd payment before **1st January**
3rd payment before **1st April**

Instalments of fees must be paid by standing order or bank transfer to the school bank account, or by credit card in the school office. **If the school fees are not paid by these dates, the School will charge 10% interest as a late payment interest established by law.**

School fees are fixed and there is no reduction or refund in cases of absence, illness, withdrawal or dismissal.

If school fees are not paid in due time, the school reserves the right to exclude the student from classes.

For any child who is accepted into school during the school year, fees will be proportionally calculated from the date of entry. The same will apply to the inscription fee, depending on the remaining school days.

4. I agree to notify the school of any changes of address, telephone number etc. immediately.
5. **I agree to notify the school of any foreseen absences and to call the school before 10:00 on the first day of absence and send an official note (eg. medical certificate) justifying any absence to the school on my child's return.**
6. I shall ensure that my child/children wear the correct uniform to school or formal school activities. I shall mark all items with a name label.
7. I agree that my child shall not wear excessive jewellery, any facial piercings and shall not come to school with any hair colour outside the natural spectrum or inappropriate or extreme haircut.
8. I agree to provide the necessary equipment for my children (i.e. pens, pencils, rulers etc.) not supplied by the school and to purchase the relevant course textbooks and reproduced materials as notified by A.I.S. in addition to the included textbooks.
9. I accept the right of A.I.S. to suspend or expel any pupil who fails to follow the agreed procedure and school rules
10. I understand that pupils cannot smoke, or bring alcohol or drugs onto school premises and that doing so would lead to immediate and permanent exclusion.
11. I agree to pay for any deliberate damage caused by my child/children to school property and accept legal liability for any physical injury (deliberately caused) to members of staff or other pupils.
12. I understand that pupils may not leave the school unaccompanied after school, without the written permission of parents/guardians. In such cases the school will not be responsible for their safety.