Almuñécar International School

APPLICATION & ENROLMENT FORM

PUPIL INFORMATION

Surname: _____ First Names: _____

Date of Birth: _____ Place of Birth: _____

Nationality: _____ Passport/NIE nº: _____

MEDICAL INFORMATION (if there is a medical condition/allergy/dietary needs you must provide a doctor's letter with details)

Medical condition: _____ Medication: _____

Allergies: _____ Glasses / lenses: Yes ☐ NO ☐

Dietary needs: _____ Vegetarian: YES ☐ NO ☐

ONLY for Secondary students : Permission to take paracetamol YES ☐ NO ☐

EDUCATIONAL HISTORY

SPECIAL EDUACTIONAL NEEDS (IF YES please specify):

_____

DETAIL OF THE CHILD'S CURRENT (PREVIOUS) SCHOOL (NAME AND CONTACT EMAIL)

_____

COPY OF LATEST REPORT PROVIDED YES ☐ NO ☐

Almuñécar International School

DETAIL OF PARENTS OR CARER

Full name: _____ Full Name: _____

Relation with child (FATHER/ MOTHER / OTHER) Relation with child (FATHER/ MOTHER / OTHER)

_____ _____

Occupation: _____ Occupation: _____

Nationality: _____ Nationality: _____

Passport/NIE no:_____ Passport/NIE no:_____

Address: _____ Address:(if different)_____

_____ _____

_____ _____

Mobile _____ Mobile _____

Email _____ Email _____

ADDITIONAL INFORMATION (e.g family status divorced, shared custody MUST PROVIDE CUSTODY AGREEMENT OR COURT CASE)

_____

We _____ (name of parents/careers) hereby certify to the best of my knowledge that the information I provided that the above information is true and accurate.

Signed: _____ _____

Almuñécar International School

TERMS AND CONDITIONS OF ENROLMENT AND REGISTER

STUDENT'S NAME: _____

ADMISSIONS

1. Parents/Legal guardians can apply for a place at any time by submitting the application form on line or over the phone. Registration requests at AIS are accepted all year round therefore the admission process can be initiated at any time. Admissions process steps are as follows:
   A face to face appointment will be arranged and, if necessary, a follow up meeting and interview. If a place is available and once all the admission requirements are met the place will be offered. To secure the place we will need the documents detailed in the above conditions and the payment of the inscription fee.
2. The application form has to be signed by both parents or legal guardians
3. Places will be assigned following the School internal admissions criteria.
4. Student will not be registered until parents/guardians meet the admission requirements and also agree to the enrolment conditions.
5. During the admission process and to formally enrol a student, parents/guardians must provide the following documents and sign the enrolment forms at the school secretary office as soon as possible:

   a. **Copy of the student's birth certificate and proof of guardianship. If parents are separated or divorced copy of the custody agreement or court order has to be provided.**
   b. **Copy of the child's passport or DNI/NIE**
   c. **Copy of parent's passport or DNI/NIE.**
   d. **A medical certificate from a doctor or signed statement from parents confirming that the student does not have any infectious diseases or medical condition. If there is a previous known medical condition or treatment it has to be specified in detail.**
   e. **Immunization card**
   f. **Official enrolment certificate from previous school.**
   g. **Latest school report or transcript.**
   h. **Copy of any report or material regarding behavioral or psychological issues. If you withhold from us information of this nature be aware this may result in losing the place offered.**
   i. **Receipt of the enrolment fee payment**

Additionally the following documents should be filled in and signed:

- Data protection consent form CONSENTIMIENTO PROTECCION DE DATOS
- Bus service form FORMULARIO TRANSPORTE ESCOLAR
- Bank form, if you are choosing to pay fees by direct debit
- Holder account NIE
- Statement confirming acceptance of the terms and general conditions

6. The school reserves the right to refuse new students admissions or to renew a place as established in the school rules and regulations, without any obligation to give a reason.

PAYMENT

7. Every person (parent or legal guardian) who has signed the application form statement is jointly and individually liable for ensuring the all school fees and supplemental charges to cover educational needs are paid on due time.
8. To have or to reserve a place it is an unavoidable required condition to be up to date with school fees and enrolment fee payments on due time.
9. To reserve a place for the next academic year the enrolment fee has to be paid before the 1st April previous to the beginning of the school year. School reserves the right to cancel the inscription or to not renew a place if the registration payment it is not done in due time meaning the place becomes available for school to offer it.
10. A place will not be reserved if there are any outstanding fees. The final decision to renew a place is up to the school.
11. Registration fee does not have to be paid if parents or legal guardians are shareholders at the time of renewing the registration (from 1st until 25th March). If a parent or legal guardian purchases a share after this time but before the end of the school year (end of June) the enrolment fee will be reimbursed. An official document confirming the purchase of the share has to be handed into school before the first day of the relevant academic year (before 11th September).
12. Enrolment fee will not be refunded nor prorated under any circumstances, even if parents finally decide not to take up the place or the school decides not to offer the place.
13. Fees are due in full and payable :

Complete payment for the school year **1st of September**
Termly by the first day of each term **1st September**
2 nd payment before **1st January**
3rd payment before **1st April**

Instalments of fees can be paid by direct debit (you will be asked to sign a direct debit request form) or by bank transfer to the school bank account. For the direct debit invoices will be sent to the bank on the first day of the term. There will be a 9 euros charge when an invoice is not paid by the direct debit. There is a 10% charge to be be applied to the balance outstanding if the payment is more than two weeks late after the due date.

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

15. If school fees are not paid in due time, the school reserves the right to exclude the student from classes or to temporarily suspend the school services under contract, meaning the student will not be allowed in school until the situation is solved. School reserves the right to withhold any student's certificates or transcripts due to non- payment of the school fees and until the debt is settled.

16. If a student is accepted into school during the school year, fees will be proportionally figured depending on the date of entry. The enrolment fee is a fixed charge to reserve a place and has to be settled to be able to register in the school.

17. The school is not obliged to reimburse fees if it has to be closed partially, temporarily or definitely due to "force majeure" events e.g. terrorism risk, pandemic.

18. Official exam fees (Checkpoints, IGCSE, AS A level) are included in the school fees but not the retakes nor the cost for the official recognition of the GCSE/Alevel certificates by the Spanish educational authorities (legal official translations and Apostille)

19. External exams or certificates recognition fees are not included in the school fees. Spanish university exam fees (UNED or PCE) and A level recognition certificate fee are also not included in the school fees. Payment has to be done in advanced in order for the school to proceed with all the paperwork. School will not apply for the recognition of the GCSE/Alevel certificates by Spanish educational authorities nor enter students to UNED if there are any outstanding fees. The UCAS application cost is not included in the school fees. To start the process the cost has to be paid in advance. To apply for the recognition of the GCSE and A level certificates by Spanish authorities they need to have the Hague apostille and also to be officially translated. The cost is not included in the school fees and must be paid in advanced according to the school instructions.

20. All school equipment and resources are included in the school fees unless there are an exception due to a health protocol (e.g. during a pandemic situation) when each student will have to bring their own equipment so it is not shared. Own reading books and electronic devices to use in the classroom will be the exception and students will be responsible for them.

21. Parents/guardian have to notify in writing a month in advance if they are withdrawing their child from school.

RULES

Parents / tutor/guardians accept and are in agreement to comply the following rules:

22. To hand in and sign all the documents needed to apply for a place and to register the student as soon as possible. If parents are separated or divorced they will need to provide any court order or agreement stating the student's custody. Both parents/guardians will have to sign and accept the school internal rules if the students' custody is shared. Therefore both parents accept the school internal rules in this event. IF there is any change in the family situation once the child is enrolled in AIS school must be informed.
23. If parents are separated or divorce after they have accepted the admission protocol school cannot be and will not get involved internal agreement or disagreement between parents related to the children enrolment and school fees payment
24. To regularly check the Engage portal for any school communications, events included in the calendar, school reports etc.
25. To immediately inform school of any changes in contact details: address, telephone number etc. or of any relevant information or family situation which may affect the student.
26. School uniform is compulsory for all students. Parents and students agree to follow the uniform regulation which describes the garments and the period of time when they should be worn (Summer and Winter uniform) Failure to keep to the school uniform policy may result in action school will decide, depending of the breaking of the agreed rules. School reserves the right to take measures to guarantee the school uniform policy is followed and parents and students agree to accept them.
27. All uniform clothing must be marked with the student's name. In the same way parents/guardians will assure their son/daughter does 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.
28. To ensure the student brings any necessary equipment (pens, pencils, rulers etc) or extra books not provided by school at their request.
29. To understand and accept smoking, vaping, alcohol and drugs are forbidden in school premises and surroundings. If a student fails this rule it will lead to immediate and permanent exclusion.
30. To pay for any reparations due to any deliberate damage caused by my child to the school property, teachers, staff, nonteaching staff or other students.
31. To pay for the cost to replace any school equipment which my child damages or loses.
32. To accept students cannot leave school at the end of the day by themselves, without written permission from parents/guardians. If that is the case school is not responsible for their safety.
33. Primary children must be picked up from the bus stop or school by their parents. School has to be informed in advanced if any other adult but parents is going to pick the students up from school or the bus stop. Written permission will be needed specifying the person's identity details.

34. To inform school of the student's absence before 10 am. There must be an explanation for the absence. The absence will only be registered as authorised unless an evidence or document is supplied.
35. To inform school in advance if my child is no longer going to attend school. If the re-enrolment form is not filled in, signed and sent to school and the enrolment fee is not paid in due time it will be implied the student is no longer attending school so his/her place become available.
36. I understand and accept that absences are not allowed unless there is a sound reason and will not be registered as authorised unless there is a written document (doctor appointment, passport renewing appointment
37. I understand and accept that if my child has to arrive late or leave earlier he/she will have to sign in or out in the register. I have to inform school of any previously arranged absence and talk to the headteacher about it.
38. If a student has to arrive late or leave earlier than the formal school times (9.50-17.00) he/she will have to sign the register at Reception and it will ONLY to be during break
    a. Primary 11.25-11.45 / 13.20-14.10
    b. Secondary 12.10-12.30/ 14.10-15.00

This is the only way to avoid interruptions during lessons times so it is not allowed.

39. School is not responsible to monitor students outside school hours unless it is during an activity or trip organized by school. School is not responsible to invigilate students if there are in the school premises more than 15 minutes earlier or after school hours.

40. I understand that if my child is using the school bus (daily and/or for trips) the school is obliged to transfer students´ data to the bus company, insurance company and if required to travel agencies. I understand that A.I.S. SA will not be held responsible in the case that any outside provider uses the information for other purposes.
41. School lunch is mandatory for all students. Meals from outside are not allowed in the dining room.
42. It is not allowed to bring mobile phones nor smart phones into school. In case there is a justified reason to have a mobile phone in school the student should hand it the reception or secretary office in as they come into school and pick it up at the end of the day.
43. In case of accident, I give the school permission to take the necessary action and in the case of significant injury/illness to take my child/children to the local Health Centre or hospital.
44. I accept and understand that images during school events, activities or workshops taken by visitors, families or attendants are for their personal use only and cannot be published or distributed without the consent of the people who appear. Almuñecar International School S.A has no responsibility of any bad use of images taken during the events. Parents/guardians commit to read, fill and sign the Image and GDPR school consent forms and any update.
45. I understand the school calendar is provisional and may be changed in accordance to the official Spanish work calendar. I will convey to the school calendar and will inform school in advance of any foreseen absence with an explanation.
46. I agree and support Almuñécar International School in promoting and encouraging my children and our family to follow the school 5 Learning Powers: respect, responsibility, resilience, readiness and relations as well as the behaviour code.
47. The student and parents agree to follow, promote and comply with the school regulation and policies and any updates to the rules, regarding behaviour, uniform, homework, health and safety and use of the TIC. If parents/guardians or

students fail to follow any of these regulations and policies the school reserve the right to end the contract and immediately withdraw the student from lessons temporary o definitely.

48. Parents/guardians agree to read and sign the school on line consent forms, policies and regulations at the beginning of the school year or not more than 7 days receiving them.
49. I accept school has to the right to suspend or exclude a student if he/she or his/her parents do not comply within the school rules.

PARENTS /CARER STATEMENT

1.FULL NAME _____

Relationship to child _____ NIE/passp nº_____

2.FULL NAME _____

Relationship to child _____ NIE/passp nº_____

wish to enroll our son/ daughter

in Almuñecar International School to follow the National Curriculum. In addition, I understand our son/ daughter has to complete the Spanish curriculum subjects needed to validate their studies as established in the Royal Decree of 1993 (RD 1.119/78) regarding foreign schools in Spain.

After having read this document I understand and I willing to abide all norms regarding the admission, inscription and enrolment process, terms and conditions. I understand that false representation of facts or information will lead to disqualification of the application form for admission now or any time in future.

Signed: 1._____ 2 . _____

Date: _____/_____/_____