



**START DATE:** \_\_\_\_\_

**YEAR GROUP:** \_\_\_\_\_

**PUPIL DETAILS**

<b>SURNAME</b>	
<b>FIRST NAME (S)</b>	
<b>DATE OF BIRTH</b>	
<b>PLACE OF BIRTH</b>	
<b>NATIONALITY</b>	
<b>FIRST LANGUAGE</b>	
<b>PREVIOUS SCHOOL</b>	

**FATHER'S DETAILS**

<b>FULL NAME</b>	
<b>MOBILE TELEPHONE NUMBER</b>	
<b>HOME TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>OCCUPATION</b>	
<b>ADDRESS</b>	

**MOTHER'S DETAILS**

<b>FULL NAME</b>	
<b>MOBILE TELEPHONE NUMBER</b>	
<b>HOME TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>OCCUPATION</b>	
<b>ADDRESS</b>	



**STEP-PARENT'S DETAILS/GUARDIAN'S DETAILS (PLEASE DELETE AS APPROPRIATE)**

<b>FULL NAME</b>	
<b>MOBILE TELEPHONE NUMBER</b>	
<b>HOME TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>OCCUPATION</b>	
<b>ADDRESS</b>	

**Documents to be included for registration:**

<b>Completed application form</b>	
<b>1 passport sized photograph</b>	
<b>Copy of passport/NIE/residencia</b>	
<b>Copy of parents' passport/NIE/residencia</b>	
<b>Copy of social security card (Sip card)/private medical insurance</b>	
<b>Copy of Certificado Medico Escolar (any doctor will be able to supply this)</b>	
<b>Copy of Padron (dated within 3 months)</b>	
<b>Copy of previous school report</b>	



**MEDICAL INFORMATION**

<b>PUPIL NAME</b>	
<b>Dietary ie gluten/lactose intolerant etc</b>	
<b>Medical ie any physical limitations, frequent headaches, nosebleeds etc</b>	
<b>Allergies Please give details</b>	

**IN CASE OF NEED**

In the event of an emergency requiring immediate medical attention, Phoenix International School will assume responsibility of the parent in making decisions and to give valid consent to treatment as recommended by a qualified medical practitioner. You will be notified immediately.

Please provide and continue to update any information about your son or daughter which may be of help to the school including any known allergies or medical conditions.

Pupil's name: .....

Mother and/or Father's signature: .....

Date: .....



**TERMS AND CONDITIONS**

**2020-2021**

<b>SURNAME</b>	
<b>FIRST NAME(S)</b>	
<b>DATE OF BIRTH</b>	

- The school’s Terms and Conditions can undergo reasonable change from time to time.
- Please notify the school immediately if any of the above personal information changes.
- Details of any learning difficulty or disability giving rise to a special educational need (for example, dyslexia, dyspraxia, attention deficit disorder, visual or hearing impairment or any condition requiring use of a wheelchair) have been given to the school. Any changes will be notified to the school immediately.
- Any medical condition which may affect participation in sport/class has been notified in confidence to the school
- The school has been notified of any court order in relation to my child.
- My child has not been removed from or asked to leave another school because of misconduct
- From time to time, the school will take photographs of the children for publicity material including social media, and your signature below confirms your acceptance of this.  
**Please inform the office if you have any objections.**
- All equipment/textbooks as informed by the school will be purchased in time for the beginning of term.
- All students must arrive to school in the correct uniform as stated in the school uniform policy

I confirm that I have read and understood the above terms and conditions, and my signature below confirms acceptance of these conditions.

Father’s signature ..... Date .....

Mother’s signature ..... Date .....



**FINANCIAL TERMS AND CONDITIONS  
2020-2021**

<b>SURNAME</b>	
<b>FIRST NAME(S)</b>	
<b>DATE OF BIRTH</b>	

- A non-refundable registration fee is payable per family at the time of completing your child’s application form.
- A deposit of €575 must be paid upon enrolment.
- This deposit will then be used should you default on payment at any time.
- Payment is due at the latest by the 5<sup>th</sup> of each month, after the 5<sup>th</sup> day there will be 5% added to the school fees. Non-payment of fees by the 12<sup>th</sup> of each month will result in your child being excluded from school until payment is made. If anyone has a problem with payment dates, please arrange an appointment with the office.
- Sibling discount – For families with two or more children we offer a discount of 10% on the monthly school fees. Any default on the terms and conditions listed will result in the sibling discount being withdrawn permanently.
- One month’s notice must be given in writing if your child is leaving the school.
- In the event we owe you fees from the balance of your deposit, these will be paid to you at the end of the notice period.
- In the event that you owe school fees, we will provide you with an invoice to be paid in full on or before the end of the notice period.
- In May you will be charged a retention fee of 100€. This will guarantee your child’s place in September and will be deducted from September’s fees.
- External examination fees will be charged prior to sitting exams. Exam fees need to be paid in full before the due date, and all other school fees need to be up to date.
- Pupils will not be allowed to enter any external examinations if there are any payments outstanding.
- Textbooks and uniform need to be purchased by parents.
- Registration fees are non-refundable. In the event of temporary or permanent exclusion, the registration fee is not refundable. Unfortunately, we cannot guarantee a place until the registration fee is paid.

I confirm that I have read and understood the above financial terms and conditions, and my signature below confirms acceptance of these conditions.

Father’s signature ..... Date .....

Mother’s signature ..... Date .....