



THE CODRINGTON SCHOOL

THE INTERNATIONAL SCHOOL OF BARBADOS

STUDENT APPLICATION FORM

The following information is most important to the school. Please complete all parts fully and accurately. Unless you specifically requested otherwise in writing, parents'/guardians' telephone numbers and e-mail addresses, as well as children's names and year levels, will be included in the school's parent & guardian directory. Once completed please e-mail it to admissions@codrington.edu.bb Please also attach the transcripts/reports and a copy of the applicant's passport.

Student's Key Details:

Please complete the blank boxes below

Name: First, middle & SURNAME Please also insert photograph if at all possible	
Gender	
Date of Birth: Date, month, year	
Age at last birthday	
Nationality	
Place of birth	
Current school: Name, address, country	
Current year/grade/class in the above school	
Date of expected admission: Date, month, year	
Year of entry preferred (e.g. MYP 1)	
Confirmed year of entry	SCHOOL USE ONLY

Brothers and Sisters	Sex	Age	Year in School	Enrolled at Codrington?
Name				
Name				
Name				

Student's Educational Details:

Schools attended (begin with present school please)

Year/class/grade(s)	Name and address of school	Years attended
		-
		-
		-
		-

Language proficiency, retention, educational services

Please circle/highlight/list

Language spoken at home (i.e. his/her first language)	
English language	none fair good fluent native
Other language	Language: none fair good fluent native
List year levels, if any, in which student was retained or advanced	
Has your child had any remedial help inside/outside of school?	Yes/No
Does your child wear glasses?	Yes/No
Has your child had, or been recommended to have a psycho-educational assessment? If yes, please include a copy of the assessment with this application.	Yes/No
Has your child ever been referred to, or consulted with, or been recommended to have treatment from a specialist, e.g. speech specialist, audiologist, language support teacher, psychologist, psychiatrist?	Yes/No
If yes, please explain in the box to the right	

Student's home, correspondence & parental details:

Please complete the blank boxes below

Home address in Barbados	
Telephone Number	
Fax Number	
Expected date to arrive in Barbados (if applicable)	
Correspondence address prior to arrival (if applicable)	
Telephone Number (with int. dialing code) (if applicable)	
E-mail address to be used for admission purposes	

Father's Name	
Father's Nationality	
Father's business title	
Father's business name and address	
Father's business e-mail address	
Father's business phone number	
Father's business fax number	
Father's cell phone number	
Mother's name	
Mother's nationality	
Mother's business title	
Mother's business name and address	
Mother's business e-mail address	
Mother's business phone number	
Mother's business fax number	
Mother's cell phone number	
Parents are separated, divorced, married	
Both parents are still alive	
Child lives with	

EMERGENCY CONTACT: in case parents cannot be reached			
Name and address:			
Work Phone:	Home Phone:	Cell Phone:	Relationship to child:

BILLING INFORMATION – person(s) or company responsible for payment of school fees	
Name:	Address:
Telephone number where they can be reached:	E-mail address:

Final information:

Documents and payments required

1. Please arrange to have copies of the following documents mailed or faxed to us (all documents subject to verification): passport to verify date of birth); student recommendation form (by his/her current school) and official school records.
2. Admission and screening fee to ensure the processing of this application. This fee is non- refundable
3. Parents whose children are accepted into the school will be asked to pay two upfront fees: building fee, which is non-refundable, and the registration fee, which is non-refundable but is set against the first term's fees.

General conditions of enrolment

1. Notwithstanding the right of each party to terminate this contract in general immediately by cause, the school has the right, at its discretion, upon presumption of a criminal or otherwise disorderly act by the student named in this application which endangers the order or discipline on campus, to search the belongings and clothes of the said student and to put in safe keeping any objects found which are in connection with such a criminal or disorderly act. In any case of denial of this right, the school shall be entitled to terminate this contract immediately for cause. Furthermore, in any such instance of commission by a student of a criminal or other disorderly act, the school has the right to take any disciplinary action considered appropriate in its discretion, including expulsion of the student from the school.
2. We have read this statement carefully and have given accurately and completely all the information requested. We agree to the statement made in paragraph one above and we and the student named in this application agree to abide by all school policies approved by the board of governors. We accept that continued violation of such policies will also allow the school to terminate this contract for cause.
3. Tuition and fees are determined by the statement of annual costs currently or hereafter in force. We hereby declare that we are financially able to pay the fees required for this child. We realize that there will be no refund of tuition for instructional days lost due to reasons beyond the school's control.
4. Data related to our child's attendance at the school are stored in the school's data bases and are used for school related purposes only.
5. It is agreed that, notwithstanding the year level for which application is made, final year placement is at the discretion of the administration. (It should be understood that the year levels at The Codrington School do not necessarily correspond to those in any other school or national or international system of education.)
6. A child must be at least three years of age on or before 31 August of the year of entry for entrance into the pre-school class and at least four years of age on or before 31 August of the year of entry for entrance into the reception class. This normally follows in progression through the school so that, for example, a child entering PYP eight is usually expected to be at least ten years old by 31 August of the year of entry.

We have read the general conditions of enrolment outlined above. We also agree to provide one full term's notice in writing, or fees for one full term in lieu of notice, if we withdraw a child from the school.

This application, when signed, constitutes a contract subject to the laws of Barbados. Purposely providing incorrect or incomplete information can lead to the school's termination of the contract. Jurisdiction for disputes arising under it is Bridgetown, St Michael, Barbados.

Mother's Signature _____ Date _____

Father's Signature _____ Date _____