

The Secondary School

Application for Enrolment

Application form checklist

Name of Applicant (BLOCK CAPITALS)



Acceptance at the Primary School is subject to an assessment test, interview and other documentation. The completion of this form is not a guarantee that the applicant will be offered a place.

Family Name		Given name	
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Is your application complete? Please check that you have the information and documents listed below before submitting your application.

1. Passport photos. (3x4 format)
Student (1 photo)
Father (1 photo)
Mother (1 photo)
2. Copy of identification page of student passport
3. Copy of identification page of both parents passports
4. Copy of student Birth certificate (Khmer students only)
5. School Reports
6. Academic certificates
7. Signed "Payment and refund of fees" confirmation
8. Previous school attendance certificate/report

The High School



Application for Enrolment Part A: personal details

Acceptance at the High School is subject to an assessment test, interview and other documentation. The completion of this form is not a guarantee that the applicant will be offered a place.

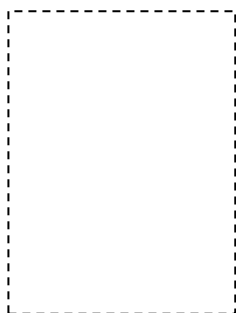
It is the responsibility of the parent / guardian to ensure that all information submitted in this document is accurate. An application may be discontinued, or a successful applicant may be subsequently removed from the School, should any information come to light that would have precluded acceptance initially, or which has had an adverse effect upon the School after acceptance.

Passport photographs of:

[1] applicant

[2] applicant's father or guardian

[3] applicant's mother or guardian



[1]

[2]

[3]

Name of Applicant

Family Name

Given name

Other name(s)

Preferred name

Gender	M	F	Date of Birth		Full-Time		Part-Time		
Nationality			Passport No.						
Applying for Year	7	8	9	10	11	12	13		

Please note that the School will only consider an applicant whose age is appropriate for the Year applied for, or for one year below.

1. Name of Father / Guardian

Family Name		Other name(s)	
Address		Passport No.	
email		Telephone	

2. Employer

Name		Telephone	
Address		email	

3. Name of Mother / Guardian

Family Name		Other name(s)	
Address		Passport No.	
email		Telephone	

4. Employer

Name		Telephone	
Address		email	

5. Emergency Contact Details

Name		Telephone	
Address		email	
Relationship			

Please turn to Part B

The High School

Application for Enrolment Part B: education



Acceptance at the High School is subject to an assessment test, interview and other documentation. The completion of this form is not a guarantee that the applicant will be offered a place.

Name of Applicant (BLOCK CAPITALS)

Family Name		Given name	
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Current School (or school which was last attended by the applicant)

Name								
Address/Country								
email								
website								
Year of enrolment		Current Year/Grade/Level*			Number of secondary years completed			
Curriculum followed** (Check all that apply)	British National		Cambridge International		Australia		United States	
	Cambodia		China		Korea		Japan	
	France		Germany		Other (please specify)			

* Parents should also be aware that the terminology used in other countries may not be the same as the terminology used in the UK system i.e. **Grade 9 in one country does not necessarily equate to Year 9 in this School** and the parent needs to establish – either independently or in consultation with ISSR – whether the year applied for in this school is the correct progression from the applicant's current level in his / her current school.

** Parents should note that students who apply for High School from a country or school which has not followed the British National Curriculum and / or the Cambridge International Curriculum may not have covered sufficient content to allow the applicant access to the year applied for although, in such circumstances, a year below may be considered.

Does the applicant's current school deliver its curriculum in English?	Yes		No	
Does the applicant study English at his / her current school?	Yes		No	
If no, what provision has been made for the applicant to study English up to this point? (private tuition, evening classes, independent study etc.)				

Does the applicant speak English at home and / or does s/he have regular social contact with native or near-native English speakers?	Yes		No	
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Please submit copies of the following documents; these remain confidential and are used for administrative purposes

The applicant's latest school reports and, if available, a reference from the current school. (check box if included)		Any academic certificates held by the applicant. (Check box if you have included these certificates)	
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An application will not be considered until reports have been received.

Please turn to Part C

The High School



Application for Enrolment Part C: medical

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Should the applicant be accepted, this section of the form may be used in an emergency. The information is confidential.

Name of Student										
Family Name			Given name							
Gender	M		F		Date of Birth			Blood Group		
Nationality			Passport No.			Religion				
Emergency Contact #1										
Name			Tel.			Relationship				
Emergency Contact #2										
Name			Tel.			Relationship				
Doctor (Cambodia)										
Name			Telephone Number							
Preferred Hospital										
Name			Telephone Number							
In the event of a dire emergency, for example asphyxiation or severe and uncontrolled loss of blood or severe damage to the head / unconsciousness, it may not be possible (e.g. owing to the distance of the preferred hospital) to transport the student to that preferred hospital, nor may there be sufficient time to contact the parent (or the parent cannot be contacted) to discuss the course of action, in which case the student would be transported to the nearest available medical facility in order for emergency treatment to be carried out. In such an emergency the School will make every effort to contact the parents at the earliest opportunity in order to inform them of what action has been taken up until that point, and the reasons why an executive decision had to be made.										
Insurance Company										
Name			Country							
Telephone			Email							
Policy Number			Accident Evacuation?			Yes		No		
Immunisations: please give details and most recent dates of administration.										
Medical Conditions: details should include any medications and arrangements for administration										
Please note that pre-existing medical conditions may not impede an application provided the School can provide the facilities and / or personnel by which that condition can be effectively managed.										
Does the applicant wear glasses / contact lenses/							Yes		No	
Does the applicant have behavioural or social difficulties, phobias or other psychological characteristics that would impede his / her learning or that of others in the learning environment?							Yes		No	
If yes, please give details:										

Please turn to Part D

The High School

Application for Enrolment Part D: declaration



Acceptance at the High School is subject to an assessment test, interview and other documentation. The completion of this form is not a guarantee that the applicant will be offered a place.

Upon receipt of the signed declaration below, the School will conduct an assessment of the applicant (Part E)

Name of Student			
Family Name		Given name	

[1] I / we declare that the information I have provided in Parts A – C of this application form is correct to the best of my / our knowledge.

[2] I / we understand that the application may be discontinued, or that my son / daughter may be subsequently removed from the School, should the School come into possession of any information that was consciously withheld or false at the point of application and which would have precluded acceptance, or which has had an adverse effect upon the School after his / her acceptance.

[3] I / we undertake to pay all initial fees prior to my / our son / daughter commencing his / her education at ISSR, and all subsequent payments at the times and on the dates due.

[4] I / we understand and accept that, from time to time, ISSR will publish unnamed group photographs of activities taking place within the School or on school expeditions, those photographs appearing on the School's website, in the newsletter and other social media authorised and managed by the School. I understand that, should the School wish to publish an individual photograph of a student in the event of, for example, the recognition of a student's achievement, the School will in the first instance seek the permission of the parent / guardian.

[5] I / we have consulted – or will consult – the Prospectus of the High School in order to become acquainted with the School's procedures, regulations and expectations.

[6] I / we have submitted the following documentation: (Check the box if you have attached the documents)

passport photograph of applicant	<input type="checkbox"/>	passport photographs of applicant's parents	<input type="checkbox"/>
copy of applicant's birth certificate	<input type="checkbox"/>	copy of details page / visa of applicant's parents	<input type="checkbox"/>
copy of details page / visa of applicant's passport	<input type="checkbox"/>	copy of applicant's most recent school reports	<input type="checkbox"/>

Name of Parent / Guardian	Signature	Date		
Name of Parent / Guardian	Signature	Date		

The test will now be conducted, the results, comments and recommendations noted in Part E

The High School

Application for Enrolment Part E: test results



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Name of Applicant (BLOCK CAPITALS)

Family Name				Given name			
All applicants will undergo assessment tests in English Language and Mathematics. A. The English test (1 hr 20 minutes) comprises: [1] speaking test				[2] reading, grammar and short writing [3] essay writing B. The Mathematics test will last approximately 1 hour; applicants will be provided with the materials required to complete the test.			
Test A	Date			Name of Assessor			
English		Result		Comments / Targets			
1. Speaking							
2. Reading & Grammar							
3. Writing							
Test B	Date			Name of Assessor			
4. Mathematics		Result		Comments / Targets			

Recommendation

Accepted Unconditionally							
Accepted although some additional support may be required in English and / or Mathematics							
Accepted but must pursue a course in ESL							
Not accepted at this stage although the candidate may consider an application at a later stage							
Not accepted: the School would not consider a further application from the candidate							
Name of Assessor		Signature of Assessor		Position		Date	

Foreign Language Option (Please note that ISSR teaches French and Mandarin Chinese Foreign Language)					
French		Mandarin Chinese		English as a Second Language	

- ESL (English as a Second Language) tuition incurs an additional fee during the first year of attendance. Should ESL tuition continue thereafter, this is free of charge.
- It is generally compulsory for students who enrol on the Part-Time programme to study ESL although exceptions may be made on a case-by-case basis.
- Any student – dependent upon the recommendations made by the assessor at the point of initial testing – may be required to attend ESL classes.
- ESL tuition continues only for as long as the ESL teacher considers it necessary. Thereafter, the student will return to French / Mandarin or whichever subject / activity has been simultaneously timetabled at the points where ESL has been scheduled. Please note that, prior to the final decision, other teachers in mainstream subjects may also be consulted as to the appropriateness of a student discontinuing ESL.
- The focus of ISSR is consistently on the academic welfare and progress of the student, and the School may at times adapt programmes of study in accordance with that which is of the greatest benefit to the student. Consequently, a student who – at the outset – was not deemed to be in need of ESL tuition, but who subsequently, displays difficulties with the linguistic aspect of any subject, may be required to receive full or partial ESL support.

The High School

Application for Enrolment Part F: Payment and refund of fees



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Name of Applicant (BLOCK CAPITALS)

Family Name		Given name	
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- Tuition fees are an annual charge and can be paid in advance or in 2 installments during the school year. The dates for each installment can be found on the calendar for each specific year. Except for those taking the Cambridge Exams Y11-13.
- The enrolment fee is payable only once **per Key Stage**, including Foundation Stage.
- We understand that refund's policy, the school fees will not be refunded fully. If a child is withdrawn there we only refund the following:
 - Up to 3 days before school starts.
 - Refund of Tuition Fee.
 - Refund of 50% of stationery and consumable.
 - Not refund of registration fee.
 - Not refund of enrollment fee
 - After the school started all fees nonrefundable.
- Students who previously attended ISSR, but who left the school and now wish to return, will be regarded as new applicants.
- An invoice will be issued to recover some of the costs charged by Cambridge Examinations for "Checkpoint" tests for students in year 9 and IGCSE and A-level examinations. If this invoice is not paid by the due date on the invoice, the student will not be registered for the examination.
- Failure to make payment will result a 50\$ surcharge being imposed after the stated deadline.
- Failure to make payment by the stated deadline could result in your child being excluded.

By signing here, I confirm that I have read and understood the policy regarding refunds and payments. I understand all the information in the enrolment process and I agree to adhere to the statements made by ISSR in this process.

Name _____ Relationship to applicant _____

Signature _____ Date

On behalf of ISSR

Name _____ Position _____

Signature _____ Date