



The Primary School
Application for Enrolment
Application form checklist

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.

Name of Applicant (BLOCK CAPITALS)

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 (3 photos)
 - ☐ Father (3 photos)
 - ☐ Mother (3 photos)
 - ☐ Persons Authorised to collect the student after school (3 photos)
- ☐ 2. Copy of identification page of student passport (non-Khmer only)
- ☐ 3. Copy of student Birth certificate (Khmer only)
- ☐ 4. Vaccination records
- ☐ 5. Signed "First Aid and Medical Assistance Permission" Form
- ☐ 6. Signed "Home/School" Agreement
- ☐ 7. School Reports
- ☐ 8. Academic certificates
- ☐ 9. Signed "Payment and refund of fees" confirmation

The Primary School

Application for Enrolment

Part A: Personal Details

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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 parent or carer
- [3] applicant's parent or carer

Name of Applicant

[1]

[2]

[3]

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	N		R1		R2		1		2		3		4		5		6

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 Parent / Carer

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

2. Employer

Name				Telephone			
Address				Email			

3. Name of Parent/Carer

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 Primary School
Application for Enrolment
Part B: Education

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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 primary years completed			
Curriculum followed** (check all that apply)	British National	<input type="checkbox"/>	Cambridge International	<input type="checkbox"/>	Australia	<input type="checkbox"/>	United States	<input type="checkbox"/>
	Cambodia	<input type="checkbox"/>	China	<input type="checkbox"/>	Korea	<input type="checkbox"/>	Japan	<input type="checkbox"/>
	France	<input type="checkbox"/>	Germany	<input type="checkbox"/>	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 5 in one country does not necessarily equate to Year 5 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 Primary 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	
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 if available)	<input type="checkbox"/>	Any academic certificates held by the applicant. (check if available)		<input type="checkbox"/>
An application will not be considered until reports have been received.				

Please turn to Part C



អ៊ីនធឺណេសិនណាល ស្ទួន អេហ្វ សៀមរាប
International School of Siem Reap

The Primary School
Application for Enrolment
Part C: Medical

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.

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

Name of Applicant:									
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					
Where a child is involved and further medical assistance is needed or the child needs to be sent home, we will contact the parents in the first instance. If the parents cannot be reached, the school will make the decision to contact an ambulance or to transport the casualty to a designated clinic or hospital with the support of a first aider. Parents and carers must sign and return the First Aid and Medical Assistance permission form. We are working closely with the clinic and hospitals named in our First Aid Policy, which are accepted by most insurance policies. The school will make every effort to contact parents at the earliest opportunity in order to inform them of what action has been taken up until that point.									
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 special educational needs, phobias or other characteristics that would impede his / her learning, or that of others in the learning environment?							Yes		No
If yes, please give details:									

The Primary School
Application for Enrolment
Part D: Declaration

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.

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 are authorised and managed by the School.
- [5] I / We have consulted – or will consult – the Handbook of the Primary School in order to become acquainted with the School's procedures, regulations and expectations.
- [6] I / We have submitted the following documentation: (please check the box for each item included)

Passport photograph of applicant	<input type="checkbox"/>	Passport photographs of applicant's parents/carers	<input type="checkbox"/>
Copy of applicant's birth certificate	<input type="checkbox"/>	Copy of details page / visa of applicant's parents/carers	<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"/>
Signed Home/School agreement	<input type="checkbox"/>	Signed First Aid and Medical Assistance Permission Form	<input type="checkbox"/>

Name of Parent / Carer	Signature	Date
		<div></div> <div></div> <div></div>
Name of Parent / Carer	Signature	Date
		<div></div> <div></div> <div></div>

Once all documentation is received, the test will be conducted, the results, comments and recommendations noted in Part E

The Primary 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 Literacy and Numeracy <div style="display: flex; justify-content: space-between;"> <div> A. The English test: [1] speaking and listening test [2] reading [3] writing </div> <div> B. The Numeracy test: Applicants will be provided with the materials required to complete the test. </div> </div>							
Test A	Date			Name of Assessor			
Literacy		Result		Comments / Targets			
1. Speaking /Listening							
2. Reading							
3. Writing							
Test B	Date			Name of Assessor			
4. Numeracy		Result		Comments / Targets			

Recommendation

Accepted Unconditionally					
Accepted but must pursue a course in ELS					
Not accepted at this stage although the school 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	
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1. ELS (English Language Support) tuition incurs an additional fee during the first year of attendance. Should ELS tuition continue thereafter, this is free of charge.

2. ELS is taught [a] as an alternative to French / Mandarin Chinese and [b] in addition to the mainstream English classes.

3. It is generally compulsory for students who enrol on the Part-Time programme to study ELS although exceptions may be made on a case-by-case basis.

4. Any student – dependent upon the recommendations made by the assessor at the point of initial testing – may be required to attend ELS classes.

5. ELS tuition continues only for as long as the ELS teacher considers it necessary. Thereafter, the student will return to French / Mandarin or whichever subject / activity has been simultaneously timetabled at the points where ELS has been scheduled. Please note that, prior to the final decision, other teachers will also be consulted as to the appropriateness of a student discontinuing ELS.

6. 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 ELS tuition, but who subsequently, displays difficulties with the linguistic aspect of any subject, may be required to receive full or partial ELS support.

Name of Parent / Carer		Signature		Date	

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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.
- 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.
 - 1- Refund of Tuition Fee.
 - 2- Refund of 50% of stationery and consumable.
 - 3- Not refund of registration fee
 - 4- Not refund of enrollment fee
 - After the school started all fees nonrefundable.
- Students who previously attended ISSR, left the school and now wish to return, will be regared as new applicants.
- Failure to make payment will result in a 50\$ surcharge being imposed after the stated deadline.
- Failure to make payment by the stated deadline could result in your child being excluded from class.

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