



Please attach 2 passport-size photographs of the applicant in this space.

## Application for Student Admission

Application date \_\_\_\_\_

Applying for ( circle one): Pre School Kinder Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8 Year 9 Year 10 Year 11 Year 12 Year 13

Please complete this form in English using BLOCK CAPITAL LETTERS. Include all requested information.

### STUDENT'S DETAILS

Student's Family Name (surname): \_\_\_\_\_ Student's First Name(s): \_\_\_\_\_

Date of Birth: D \_\_\_\_ M \_\_\_\_ Y \_\_\_\_ Sex: M \_\_\_\_ F \_\_\_\_ Place of Birth: \_\_\_\_\_

Child's Nationality: \_\_\_\_\_ Other nationality: \_\_\_\_\_

Date of requested Entry: \_\_\_\_\_

Permanent residents of Venezuela : Yes \_\_\_\_ No \_\_\_\_.

If not, please mention how long do you estimate the student will be enrolled at TBSC?: \_\_\_\_\_ years

### FAMILY DETAILS

Student lives with:  Both parents  Mother  Father  Other: \_\_\_\_\_

#### Mother:

Full Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ First language: \_\_\_\_\_

Any other languages: \_\_\_\_\_

Local address/ or temporary address during school year: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_

Profession/Occupation: \_\_\_\_\_

Name of Business(es): \_\_\_\_\_ Business Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Company contact: \_\_\_\_\_

Contact's email: \_\_\_\_\_

Company President / General Manager: \_\_\_\_\_

**Mother: Self-Employed and Business information:**

If self-employed or owner(s) of companies, please list full details of all businesses owned and operated (name and details):

**Father:**

Full Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ First language: \_\_\_\_\_

Any other languages: \_\_\_\_\_

Local address/ or temporary address during school year: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_

Profession/Occupation: \_\_\_\_\_

Name of Business(es): \_\_\_\_\_ Business Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Company contact: \_\_\_\_\_

Contact's email: \_\_\_\_\_

Company President / General Manager: \_\_\_\_\_

**Father: Self-Employed and Business information:**

If self-employed or owner(s) of companies, please list full details of all businesses owned and operated (name and details):

**How did you hear about the British School?**

Internet: \_\_\_\_\_ Private Person: \_\_\_\_\_ Parents from TBSC: \_\_\_\_\_

Other: (explain): \_\_\_\_\_

**YOUR CHILD**

The following information is necessary to accurately assess your child's needs and to determine the best programme to maximise your child's educational potential. Please, complete one for each child who is applying.

Name(s) of school or pre-school, (Most recent school first)	Country	Dates attended From: To:	Most recent Year/Class/Grade

1. Has your child previously submitted an application or attended TBSC?      YES                      NO

If yes, please specify:

2. Has your child ever received any special academic, social or emotional support?      YES                      NO

If yes, please specify:

3. Does your child have any specific medical problems?      YES                      NO

If yes, please specify:

4. Does your child have any special learning difficulties?      YES                      NO

If yes, please specify:

5. If the application is for Pre-school or Kinder, is your child able to use the toilet independently?

**It is essential that your child is toilet trained and able to feed themselves before joining the school. If, in the opinion of the school, it is felt that your child is not sufficiently toilet trained, we reserve the right to ask that he/she be kept at home until they are. Your child's place at school will be reserved during this time.**

# ENGLISH LANGUAGE

1-What language is normally spoken to your child at home?

2- Please rate English language proficiency as accurately as possible on a scale from 0 (none) - 5 (fluent)

	Understanding	Speaking	Reading	Writing
Child				
Father				
Mother				

3- Please rate **Spanish language** proficiency as accurately as possible on a scale from 0 (none) - 5 (fluent)

	Understanding	Speaking	Reading	Writing
Child				

We will ask for a **confidential letter of recommendation** from the last school.

Please provide the name(s) of relevant staff that we can contact directly:

NAME(s): \_\_\_\_\_

POSITION(s): \_\_\_\_\_

EMAIL(s): \_\_\_\_\_

CONTACT TELEPHONE NUMBER(s): \_\_\_\_\_

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I verify that the information provided on this application form is true and no omissions have been made, misinformation has not been passed on. I understand that any misinformation or significant omissions may lead to withdrawal of my child from the school.

I agree to abide by the Parents' Handbook, Staff Handbook, Board Handbook and Students' Handbook.

I understand that removing my child from the school and entering another school, may result in a cost, and all expenses will be covered by myself.

Mother's Name: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Signature: \_\_\_\_\_

## Letter of Application

**Please outline your reasons for applying for admissions at The British School Caracas. We strongly recommend visiting our website and talking to existing families, before completing this section.**

(For ease of reading, please use a computer for this section)

**CHECKLIST (please ensure this is complete before sending the application):**

- 1) Application Form**
- 2) Letter of Application**
- 3) Local families: Two Letters of Recommendation from existing families at TBSC  
Expat families: Letter of recommendation from employer(s)**
- 4) Past school reports**
- 5) Letter of recommendation from last school (we will send this to the school, please provide details as necessary)**

NOTE: Letters of recommendations (Numbers 3 and 5) are not needed for sibling applications.

**FOR SCHOOL USE ONLY - TO BE COMPLETED FOLLOWING APPLICATION AND ASSESSMENT**

**Application received (Date):**

**Year applied for:**

**Processed by:**

**Date:**

**Data Base Code Number**

**Family ID:      Pupil ID:**

**Head of School:**

**Assessed By:**

**Date:**

**Comments:**

**Result:**

**Admitted      Not Admitted**

**Placed in:**

**Year:      Class:**