



APPLICATION FORM 2018

Please attach
 Passport
 Picture

FOR OFFICE USE ONLY	
The applicant was:	Date: __/__/__
1. Successful	<input type="checkbox"/>
2. Not successful	<input type="checkbox"/>
3. Pending	<input type="checkbox"/>
_____ Principal/Director	

Part A: To be completed by the parent(s) guardian.

Tick	Program	Age	Time	Cost / Mth
	Pre Primary		7:30 am – 13:00	N\$ 600-00
	Grade 1		7:30 am – 13:30	N\$ 600-00
	Grade 2		7:30 am – 13:30	N\$ 600-00
	Grade 3		7:30 am – 14:00	N\$ 600-00

*Please Note that the monthly fees are applicable to ALL twelve (12) months of the year.

1. LEARNER DETAILS

Surname:	
Full Name:	
Date of Birth:	
Gender:	
Mother tongue:	
Previous School:	
Other Siblings in this school:	
Means of transport/Hostel	

Learner Lives with:	Both Parents:	Mother:	Father:	Grandparents:	Guardian	
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2. Parent(s)/Guardian's information

Father/Guardian's Surname:	Mother/Guardian's Surname:
First Name:	First Name:
Date of birth:	Date of birth:
Marital Status:	Marital Status:
ID/Passport:	ID/Passport:
Occupation and Employer:	Occupation and Employer:
Residential Address:	Residential Address:
Postal Address:	Postal Address:
Tel: (W)	Tel: (W)
Mobile number:	Mobile number:
Email:	Email:
Emergency contact:	Emergency contact:

3. Family arrangement:

Mother Has Custody / Father Has Custody / Joint Custody / Parents Separated /Parents Divorced
/Father Deceased / Mother Deceased

Are there any special arrangements relative to access / visitation that the school should know?

Yes/ No: _____

Please be advised that upon enrolment, Gems Field Private School will, unless provided with appropriate documentation, send school correspondence to both parents.

Both Parents:	Father:	Mother:	Guardian:	
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4. Send Monthly statement to:

Both Parents:	Father:	Mother:	Guardian:	
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Parent/Guardian initials_____

5. Important Information:

As the applicant’s parent/guardian, it is imperative that you provide Gems Field with all the information necessary to ensure full support is available to the student. We ask that you inform us of any physical, psychological, social, emotional, dietary or educational assistance concerns that may affect this applicant’s integration into our community. While we understand the desire for a fresh start, in our experience, a child’s chances of success are increased when any relevant information is disclosed at the time of application. Any false or withheld information pertinent to enrolment may lead to withdrawal of the school’s admission offer.

6. Has applicant ever received severe disciplinary censure at school or from the community?

Yes/ No: _____

a) Has your child skipped a grade? Yes/No: _____

b) Has your child repeated a grade? Yes/ No: _____

c) Have you ever engaged a tutor to assist your child in his/her studies? Yes/No: _____

d) Is your child experiencing any learning difficulties: Yes/ No: _____

e) Is your child taking medication? Yes/ No: _____ **(Please list)**

f) Does your child have any life threatening allergies? Yes /No: _____

g) May we contact your child’s previous school(s)? Yes/ No: _____

h) Is there any other information you feel might be beneficial in assuring the success of your son/daughter at GEMS FIELD PRIVATE SCHOOL?

i) Academic history of the last year of schooling (**If available**):

i. Please list academic strengths (eg. mathematics, languages, etc.)

ii. Extra-Curricular Activities (indicate your level of involvement/competition and awards won in athletics, music/drama, community service, other)

7. List any subjects where the learner may require some extra help:

iii. Has the learner ever had an educational assessment performed? Yes/ No _____

iv. Please provide most recent academic records **(If available)**

Application procedures and guidelines. (ONLY APPLICANTS WITH THE FOLLOWING WILL BE PROCESSED)

1. Certified copies of: birth certificate/passport, medical aid card and/health passport and previous term's report where applicable.
2. Copy of certified study permit for foreign learner.
3. Original passport picture of learner.
4. Certified id/passport of both parents.
5. X3 months certified proof of income.
6. N\$ 250.00 registration fees (Non-refundable) and
7. Learners not applying for kindergarten/pre-primary will undergo an entry/placement test **(bearing in mind that the school is English first language, the work is vigorous and we need to make sure the learners are appropriately placed for the sake of the learner to perform at an appropriate level.)**

Contractual agreement between the Parent(s)/Guardian(s) and Gems Field Private School.

By signing this application form:

I / We _____ (Parent(s)/Guardian(s) wish to enrol the above named student at Gems Field Private School subject to the financial requirements and regulations of the School. We agree to take full responsibility to pay the monthly school fee(s) on or before the 1st of each month. I/we understand failure to pay will result in a penalty of N\$ 100.00 being added to the normal school fees. I/We am/are aware that misleading information will result in the immediate cancellation or disqualification of this application form.

I declare that the information furnished above by myself/us has been answered truthfully and to the best of my/our knowledge.

First & last: _____ **Signature:** _____ **Date:** _____

Father/Legal Guardian

First & last: _____ **Signature:** _____ **Date:** _____

Mother/Legal Guardian

Gems Field Private School values its relationship with its students, their parents, and alumni, and is committed to the protection of their personal information. Accordingly, the school adheres to the privacy principles set out in the Personal Information Protection and Electronic Documents Act of Namibia.