



STUDENT ADMISSION / APPLICATION FORM



EN-PORT CITY INTERNATIONAL SCHOOL

Student Admission / Application Form

PICTURE OF
APPLICANT

Please Affix with
Glue. Do Not
Staple

Legal name (as it appears on the legal document)

First Name: _____

Other Name(s): _____

Last Name: _____

Date of Birth: _____ Sex: M: F: Nationality: _____

Res. Address: Kindly include any major landmark

MOTHER'S INFORMATION

Mother's Name: _____

Res. Telephone: _____

Mobile: _____

Nationality: _____

Postal Address: _____

Occupation: _____

Email: _____

Res. Address: Kindly include any major landmark

Business Address

FATHER'S INFORMATION

Father's Name: _____

Res. Telephone: _____

Mobile: _____

Nationality: _____

Postal Address: _____

Occupation: _____

Email: _____

Res. Address: Kindly include any major landmark

Business Address

GUARDIAN'S INFORMATION

Guardian's Name: _____

Res. Telephone: _____

Mobile: _____

Nationality: _____

Postal Address: _____

Occupation: _____

Email: _____

Res. Address: Kindly include any major landmark

Business Address

STUDENT MEDICAL INFORMATION

Blood Group: _____

Emergency No: _____

Known Allergies:

Medical Condition

Medical Alert: A medical doctor's letter is required if medication needs to be administered

OTHER INFORMATION

Previous School: _____

Previous Class: _____

School's Tel No.: _____

School's Address:

Reasons for leaving previous school

Evidence of Applicant's academic record has been enclosed

APPLICANT LIVES WITH: (tick as appropriate)

Both Parents

Father Only

Mother Only

Guardian

EMERGENCY CONTACT PERSON (If Parent / Guardian is unavailable):

Full Name: _____

Residential Outstanding Landmark: _____

Name of Area "Emergency Contact Person" Lives: _____

House No. _____ Phone Number(s): _____

SIBLING'S INFORMATION

Name	Age	School	Level

ADDITIONAL INFORMATION

If there is any additional information the school needs as a guide in developing the applicant's academic work?

- Yes No

If yes, please explain: _____

CUSTODY

In rare instances, a child may be designated as “protected” if a court or similar legal institution issues a restraining order to protect the child. Does the applicant fall in this category? (*Please tick one of the following*) Yes No
If “yes”, then it will be extremely required that the parents or guardian of the applicant make arrangements to discuss the issue with the school’s authorities. Copies of all relevant legal document must be made available to the school.

IMPORTANT CONDITIONS TO NOTE

This is MANDATORY

While a pupil or student of this institution, the applicant’s educational work may be recorded (visually or audio visually), reproduced or displayed at education shows, open days, in-service sessions, school publications and other school related educational activities. This condition remains effective for the years the applicant remains a bona fide pupil or student of the institution unless otherwise notified by a parent or guardian.

1. The applicant, while still a pupil or student of this institution, is expected to comply with all rules and regulations instituted by the school in line with its administrative procedures. The applicant will also be expected to use the appropriate channel established by the school to seek redress on any distressing issues concerning his or her daily function.

Signature of Consent: _____

LEGAL VERIFICATION

An applicant cannot be registered without a copy of the legal document that provides proof of legal name and age. Any one of the following is acceptable to copy: Birth Certificate, Temporal Residence Forms, Permanent Resident Card, Certificate of Baptism, Passport, or any recognized ID of the parent.

Ghanaian Citizen? (*please tick one*) Yes No

If applicant is a Ghanaian citizen, Birth Certificate must be enclosed. (*please tick one of the following*)

- Proof of “Birth” has been enclosed
- Proof of “Birth” has not been enclosed due to a unique reason (*please attach a statement of reason*)

Please state “place of birth” (i.e. city/town/village/suburb where applicant was born)

If applicant is a foreign citizen, evidence of Permanent or Temporary Residence must be enclosed. (*please tick one of the following*)

- Proof of “Residence” has been enclosed
- Proof of “Residence” has not been enclosed due to a unique reason (*please attach a statement of reason*)

SECURITY INFORMATION

In order to enable the institution, put in place very efficient safety measures necessary for the protection of pupils and students, parents/guardians of the prospecting applicant are required to provide at least one “passport size photograph” each of themselves and or any other “Trusted Person” so appointed to act in their stead in all matters including the security of the applicant. This must be fixed in the next page.

It must be noted that only persons who can be identified via photographs on this form will be legally permitted to transact business with the school on behalf of the applicant and his or her parents/guardians. Unless otherwise agreed and arranged between the school and the applicant’s parents/guardians such an arrangement must be supported with documentary evidence.

SECURITY PICTURES

**PICTURE OF
1ST PARENT OR
1ST GUARDIAN**

1ST Parent / Guardian’s Full Name

Work / Residence Postal Address

Phone Number 1

Phone Number 2

Signature

**PICTURE OF
2ND PARENT
OR 2ND
GUARDIAN**

2ND Parent / Guardian’s Full Name

Work / Residence Postal Address

Phone Number 1

Phone Number 2

Signature

**PICTURE OF
AUTHORISED
PERSON**

Authorised Person’s Full Name

Work / Residence Postal Address

Phone Number 1

Phone Number 2

Signature

I Mr. / Mrs. / Ms. _____

I have also read over its content thoroughly and clearly understand how the information provided will be used. I herein state that all the information provided is complete and accurate.

Signature of Parent / Guardian: _____ Date: _____

PLEASE NOTE: Kindly return the completed form to the Head of School for onward processing. Thank you

FOR OFFICE USE ONLY

Application Form's Serial Number: _____

Grade or class to which applicant is being admitted into: _____

Student ID Number: _____

Signature of Head of School: _____