

SRI LANKAN INTERNATIONAL SCHOOL – JEDDAH

Celebrating Academic Excellence Since 1998

ADMISSION CHECK LIST OF STUDENT

NAME OF THE STUDENT: ADMISSION NO:

NATIONALITY: DATE OF ADMISSION:

No	DESCRIPTION OF DOCUMENT	✓	X	TO BE OBTAINED LATER	Notes
1	Student Admission form signed by the guardian (School specific)				
2	One Passport-size photo of the student				
3	Absher/Clear copy of the renewed residency/Iqama of the - Student				
4	Absher/Clear copy of the renewed residency/Iqama of the Father				
5	Absher/Clear copy of the renewed residency/Iqama of the - Mother				
6	A clear copy of the student's passport				
7	A clear copy of the father's passport				
8	A clear copy of the mother's passport				
9	A copy of the birth certificate & English translation of B/C				
10	A copy of the student's vaccine card				
11	The student's health record (If any)				
12	Entrance examination papers				
13	Contract with guardian on School rules and regulations				
14	A school leaving certificate (academic sequence)				
15	A copy of Report card				
16	NOOR SYSTEM (نظام نور) transfer from previous School				
17	Letter of undertaking by parent (if student's performance below the expected standard)				
18	A MOE form of a student in the event of transferring from an educational curriculum to a different educational curriculum				
19	A MOE form of a student who did not enroll or dropped out of school				
20	Other (Any approval/request letter from the guardian/school admin regarding any issue shall be added)				

Date entered:

Updated:

Stamp

Signature:

Checked by:

Admission Department

SRI LANKAN INTERNATIONAL SCHOOL – JEDDAH

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APPLICATION FOR ADMISSION

FOR OFFICE USE ONLY				Attaché recent Passport-size Photo
Office Phone: 0546095311 Telephone: 012-2369519 E-mail: info@slisj.com Website: www.slisj.com Location: Building No 3205, Rayhanath Al Jazeera St, Al Faysaliya (Dist) Zip Code 23442 Secondary No 8680				
Date of Admission:		Entrance Exam Date:		
Admission No:		New Student: <input type="checkbox"/>	Returning Student: <input type="checkbox"/>	
Grade:				

SECTION 1 - PARTICULARS OF STUDENT

1 Student's Full Name according to ID

1 First name(s) Surname

2 Date of Birth / / Age on 1st Sept Male Female

3 Place of Birth Religion Nationality

4 ID/Iqama No. Date of ID Expiry

5 Passport No. Place of Issue

6 Last School Attended/ Current School

6 Grade Curriculum Country

7 First Language Second Language

8 Home Address

9 Emergency Contact Name (other than parent) Contact No

SECTION 2 - PARTICULARS OF PARENTS

Father's Details

1 Full Name according to ID

2 Nationality Religion

3 ID/Iqama No. Passport No.

4 Name of the Company Occupation/
Designation

5 Office Address

6 E- mail Address Contact No.

Mother's Details

1 Full Name according to ID

2 Nationality Religion

3 ID/Iqama No. Passport No.

4 Name of the Company Occupation/
Designation

5 Office Address

6 E- mail Address Contact No.

****Any change of information herein should be informed to the School Office immediately.**

SECTION 3 – SIBLING INFORMATION

If the application is for admission of a brother/sister of a student already in school, please give details:

Admission No.	Name	Grade
1		
2		
3		
4		

SECTION 4 – EMERGENCY & HEALTH INFORMATION

Emergency Contact – (alternative person to contact in case of emergency, if parents unavailable)

1	Name:
2	Phone Number:

Please list any medical concerns that school needs to be aware of, including allergies, medications, psychological and/or physical special needs, learning disabilities, etc.:

.....

Please ensure that the school office have received specific instructions **PRIOR to your child attending classes. **

SECTION 5 – PRIVACY ACT

****Copies of the following documents must accompany the application:**

This information is required in order to register your child at this school. It will also allow the school to respond immediately to an emergency. **

I consent to the following:

I consent to having **Sri Lankan International School Jeddah** collect personal information that may include,

1. Fill all the information in the application form.
2. Copy of valid Iqama (Parents and Student) & copy of Absher print
3. Relevant pages of valid Passport (Parents and Student)
4. Birth Certificate & English translation of Birth Certificate
5. Medical Report (vaccination record)
6. Behavioural, academic and health information
7. Most recent Report card
8. School Leaving Certificate and Character certificate
9. Emergency contact name and number

.....
Signature of Parent

.....
Date

SECTION 6 – PARENT AGREEMENT

I, undersigned, agree to the following:

1. To enrol my child at Sri Lankan International School Jeddah for the current year.
2. All information provided in this application must be true and accurate.
3. Any change of information provided herein should be informed to the School Office (WhatsApp no. / 054 609 5311) immediately.
4. To provide the school with all fees and tuition payments prior to the dates they are due.
5. Fees paid to the school at the time of Admission will not be refunded.
6. To give one full calendar month written notice of withdrawal of my child. If sufficient notice is not given, then one calendar month tuition will be forfeited (i.e. the deposit will not be refunded)
7. When arriving at school, to **Drop** my child **On Time (7:30 AM)**, and not to take my child from school without informing to the School Office and to **Pick** my child **On Time (1:30 PM)**.
8. To notify the School Office in advance if any person other than the parent is picking up my child.
9. I understand that absences due to illness or holiday or school closures due to severe weather conditions and/or natural disasters are not exempt from payment.
10. The school reserves the right to dismiss a child after issuing 3 warning letters regarding behaviours from the discipline committee if the school decides it is in the best interest of the child and/or the school.
11. If a Parent does not collect their child's leaving certificate from the school, they may still be **responsible for paying term-wise fees.**

I hereby certify that all the information given regarding my child's registration is deemed complete and correct.

.....
Signature of Parent

.....
Date

SECTION 7 – SCHOOL RULES

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a Student from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

A. GENERAL PRINCIPLES

1. Students are expected at all times to behave in a courteous and considerate manner towards each other.
2. Students are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Students may not say or do anything that will discredit themselves or the School.
3. No Student has the right at any time to behave in a manner that will disrupt the learning activity of other Students, or will cause another Student physical or emotional harm.
4. The School will contact parents/guardians when a Student's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

B. SCHOOL AND CLASS ATTENDANCE

Parents/guardians, Students, teachers and School Governing Body/Management Council members are jointly responsible for ensuring that all Students attend School.

1. If a student does not attend School regularly, the relevant class teacher will report the absence of the Student to the parent and the Principal in writing. The class teacher must keep an accurate register of Student attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All Students are to arrive at School before the official starting time (7:40 AM). Students who are late for School will be marked absent as registers are completed at the beginning of each School day.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from School must be covered by an absentee note from a parent/guardian.
5. Should a Student be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
7. No Student may leave the School during School hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/School Office from whom an exit note must be obtained.
8. Truancy from School is prohibited.
9. All Students will attend assembly for the full duration thereof.

C. SCHOOL UNIFORM AND GENERAL APPEARANCE

Students are expected to wear the official School uniform and appear neat and tidy at all times.

1. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies).
2. No earrings, jewellery, accessories, coloured contact lenses or visible tattoos are allowed.
3. No colouring of hair or wearing of exotic hairstyles is allowed.
4. Fingernails must be kept trimmed short and clean at all times.
5. During events that allow the wearing of casual wear, Students should wear neat, presentable clothes. Tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
6. Only Students that have applied or submitted relevant supporting documents and received the necessary permission from the School Governing Body/Management Council, may deviate from official School uniform for religious and cultural reasons.

D. VALUABLES AND PERSONAL BELONGINGS

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

1. Students should not bring any electronic device with communication or storage, large sums of money and personal valuable belongings to School. If the Student brings a cell phone to School, the Student must carry a written request from the parent, which must provide for an indemnification against loss of or damage to the cell phone.
2. If a parent requests a Student to pay School fees on his/her behalf, such School fees should be paid before the start of the School day.
3. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
4. Students should not bring computer games, iPods or similar electronic devices to School.

E. GENERAL RULES

1. Loitering and/or playing in and around the corridors, stairwells and toilets are forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another Student's work is forbidden.

5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each Student.
7. Students who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
8. The Student will respect the beliefs, culture, dignity and rights of other Students, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another Student's culture, race or religion is prohibited.
11. All Students have the right to an education free of interference, intimidation and/or physical abuse. The Student will respect the property and safety of other Students. Fighting or threatening of other Students is forbidden.
12. The carrying, copying and/or reading of offensive material are prohibited.

Yes, I am the guardian of the student/s' and information are shown. I have reviewed the content of the Code of Conduct and Attendance. Accordingly, I pledge to cooperate with the school administration for the benefit of my son/daughter, to be committed to the regulations and instructions related to the Code of Conduct and Attendance.

Signature of Parent:

.....

Signature:

Date: / /

Phone:

School Principal:

Harsha Kokila Walpita

Signature/Date:

.....

SECTION 8 – PAYMENT

FOR OFFICE USE:

****payable by Bank Transfer, Cash or Cheque to Sri Lankan International School Jeddah****

- 1 Admission Interview Date
- 2 Grade
- 3 Observations
- 4 All documents attached YES NO

FEES FOR CURRENT ACADEMIC YEAR/.....
Receipt No.:

- 1 Entrance Exam Fee (one-time payment & non-refundable)
- 2 Registration (one-time payment & non-refundable)
- 3 Admission (one-time payment & non-refundable)
- 4 Tuition Fee (per term/per semester)
- 5 Welfare Fee (annual payment)
- 6 Stationary, IT & Lab (annual payment- only for AS Level)

**** The above fees required, in advance, to enrol your child(ren) at Sri Lankan International School.****

BANK DETAILS OF THE SCHOOL
Account Name: Sri Lankan International School - Jeddah
Bank: Bank Al Jazira
Account Number: 01045-9794-0001
IBAN: SA 94-6000-0000-1045-9794-0001

Note:

Checked by School Office:
Signature:

Checked by Noor Coordinator:
Signature:

Checked by Principal:
Signature:

Stamp
Finance Department

Acceptance Form

Dear Director of School.....

May the peace, mercy and blessings of God be upon you,

We would like to inform you that we have no objection to accepting the student:

Student's name: Nationality:

Registered in your school in Grade.....

For the academic yearH corresponding toAD

Note that the curriculum applied in the school is **British curriculum**.

The student's file must include the following:

1. A clear copy of the birth certificate.
2. A copy of the vaccination certificate.
3. A clear copy of the **Student's valid ID** (Residence/Iqama).
4. A clear copy of the **Parents' valid ID** (Residence/Iqama).
5. A clear copy of the passport.
6. The originals of the required academic certificates as follows:
 - In the primary stage: two previous certificates.
 - In the intermediate and secondary stage: starting from the sixth grade certificate and above.
7. If the student is transferring from an international school, the following is required:
 - School leaving certificate/study sequence in addition to the original certificates.
8. Transfer the student's data into the **Noor Ministry system** immediately upon transfer.

Best regards

School Principal: Harsha Kokila Walpita

Signature/Date:

قبول لطالب في مدرسة عالمية

المحترم/ة

المكرم/ة مديرة/ة مدرسة /

السلام عليكم ورحمة الله وبركاته،

نفيدكم بأنه لا مانع لدينا من قبول الطالب:

اسم الطالب: الجنسية:

والمسجل/ة لديكم بالصف

للعام الدراسي هـ الموافق م

علماً بأن المنهج المطبق في المدرسة بريطاني.

على أن يشمل ملف الطالب التالي:

1. صورة واضحة من شهادة الميلاد.
 2. صورة من شهادة التطعيم.
 3. صورة واضحة من هوية الطالب سارية المفعول (سجل مدني- إقامة).
 4. صورة واضحة من جواز السفر.
 5. أصول الشهادات الدراسية المطلوبة على النحو الآتي:
✓ في المرحلة الابتدائية: شهادتين سابقتين.
✓ في مرحلة المتوسط والثانوي: ابتداءً من شهادة الصف السادس وما فوق.
 6. إذا كانت الطالب محول من مدرسة عالمية يطلب الآتي:
✓ شهادة ترك المدرسة/تسلسل دراسي بالإضافة إلى أصول الشهادات
 7. نقل بيانات الطالب في نظام نور الوزاري فور انتقاله.
- مع خالص التحية

مديرة/ة المدرسة: هارشا كوكيلا والفيثا

الختم

التوقيع/ التاريخ: