



Inscription Form

Personal Information

SURNAMES	1st		2nd	
FIRST NAMES				
DATE OF BIRTH		PLACE OF BIRTH		
COUNTRY OF RESIDENCE		NATIONALITY		
PASSPORT NUMBER				

NAME OF PERSON RESPONSIBLE FOR PAYING FEES	
ADDRESS FOR INVOICING	
RESIDENTIAL ADDRESS	

Parental Details

PARENT/ GUARDIAN 1			
HOME TELEPHONE		MOBILE TELEPHONE	
WORK TELEPHONE		EMAIL	
PASSPORT NUMBER		N.I.E / DNI	
RELATIONSHIP TO STUDENT			
OCCUPATION			

PARENT/ GUARDIAN 2			
HOME TELEPHONE		MOBILE TELEPHONE	
WORK TELEPHONE		EMAIL	
PASSPORT NUMBER		N.I.E / DNI	
RELATIONSHIP TO STUDENT			
OCCUPATION			
WHO DOES THE STUDENT LIVE WITH?			



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Educational History

LAST SCHOOL ATTENDED			
FROM		TO	
CURRENT ACADEMIC YEAR OR LEVEL			
NAME OF CONTACT		EMAIL	
REASON FOR LEAVING			

Does this student require glasses to read? **YES** **NO**

When was the student's vision last checked? _____
(If this has not been done in the last year then we recommend that parents make arrangements for an up to date vision check.)

Languages (In order of use) **1** _____ **2** _____ **3** _____

Which language is primarily used in the home? _____

Special Educational Needs

Does the student have any additional sensory, physical, learning or behavioural difficulties?
(If yes, please explain any additional needs)

Did this student require the support of a teaching assistant in any previous school? (If yes, in which subjects or areas)

YES **NO**



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Educational References

Please provide the contact details of two people who can comment on the student's academic or pastoral progress at their previous school. Please provide copies of the student's previous 2 year's reports and/or GCSE certificates or an official school grade prediction.

Referee 1

NAME	
POSITION	
TELEPHONE	
EMAIL	
RELATIONSHIP TO STUDENT	

Referee 2

NAME	
POSITION	
TELEPHONE	
EMAIL	
RELATIONSHIP TO STUDENT	

Medical Information

EMERGENCY CONTACT NAME	
RELATIONSHIP TO THE STUDENT	
HOME TELEPHONE	
MOBILE TELEPHONE	

Please indicate if your child has suffered from any of the following health problems.

CONDITION	YES	NO
Cardiovascular		
Allergies		
Articulation or spinal problems		
Visual or hearing defects		
Anxiety related problems		
Does he/she take any medicine on a permanent basis?		
Any other condition not mentioned?		
Any dietary requirements?		

If yes to any of the above, then please provide details below: _____



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Conditions of Enrolment

1. All school fees are payable in advance, no later than the end of the first week of term. If there should be any difficulty in making payments, an appointment must be made with the schools' Managing Director to agree payment arrangements before the start of the term. Any failure to comply with these conditions will result in your child losing his or her place at the school.
2. A surcharge will be added to unpaid fees at the end of the first week of term.
3. A full term's notice of withdrawal is required in the case of a child leaving the school.
4. A non-returnable entrance fee of 2,975 euros is paid once a place is offered alongside a refundable deposit of 1,000 euros, which will be available for collection in June, on condition that a full term's notice has been given, in writing, of the child's withdrawal. Please note that withdrawals during the Autumn, Spring and Summer Term have to be notified in writing to the office NO LATER THAN September 1st, December 20th and March 30th. The deposit is not refundable if a place is accepted at the school and then not taken up. Please note that if the deposit is not collected before September 1st you are in agreement that the money will be deposited into the Swans Library Fund.
5. No reduction in fees will normally be given for absence during the course of the term. Meals will be discounted at the current rate for absences of over one week on condition that the school is notified one week in advance.
6. A reduction in fees is made for the second, third and fourth child in the same family attending school simultaneously. The second child has 3% reduction, the third child a 15% reduction and the fourth child a 20% reduction. This reduction is made on tuition fees only.
7. Additional classes will be compulsory in the case of a child who is not up to the standard of the rest of the class at the time of enrolment. These classes are payable by the parents at the current rate for private tuition. There may be an opportunity for a child to join a smaller support group at a lower fee. Students may not automatically progress to the next subsequent year if their grades, effort levels or English language proficiency is found to be insufficient for successful study in that subsequent year group. Support fees are payable in advance, no later than the end of the first week of term. Failure to comply with these conditions will result in your child losing his place at the school.
8. Children are expected to provide themselves with the following stationery items: pencil, rubber, ruler, ball-point pen, coloured pencils or felt-tip pens, pencil sharpener, scissors, glue, compasses, protractors, electronic calculators and art equipment. Most of these items can be purchased at the school stationery shop at competitive prices. A full list of compulsory items can be found in the student planner. Students who do not have the necessary equipment may not be able to fully take part in classroom activities.
9. Parents are expected to support disciplinary sanctions determined by the school.
10. All clothing and property must be clearly marked with the child's name; the school cannot be responsible for unmarked property.
11. Children must wear the correct school uniform at all times whilst on school premises as well as when being dropped off or collected outside of the school. Parents are responsible for ensuring that correct uniform is provided and replaced as necessary in order to comply with the uniform regulations for the entirety of the academic year. Children in incorrect uniform will be sent home to change and parents are advised that they are responsible for collecting and returning them to school in correct dress. Persistent challenging or breaching of the schools' uniform regulations will result in a child being removed from the school. Under these circumstances deposits will not be refunded.
12. Children will be automatically placed on a waiting list for their correct year group, but will be removed after one academic year if no contact is made by parents to the admission secretary.
13. Students are not allowed to use mobile communications devices eg mobile telephones/smartphones/tablets, smartwatches in school, unless at the express wish of the teachers as a learning tool. Image making devices of any kind are also not permitted unless requested by a member of staff. Parents grant the permission for school staff to confiscate such items if used without their permission and return them at the end of the term. The school will not accept responsibility for personal items brought onto school premises.
14. All new entrants to Swans are subject to a trial period of one half term. A trial period maybe extended for a further half term if effort or behavioural levels are judged to be insufficient by the school.
15. Parents agree to inform the school immediately of any changes of circumstance, address, telephone numbers, etc.
16. A student, or parent, who brings the school or its employees into disrepute through the use of any form of external social media will forfeit all places within the school. Under these circumstances deposits will not be refunded.
17. The school will not tolerate aggressive or abusive behaviour from students or parents. Any such behaviour will result in the forfeiture of all places within the school. Under these circumstances deposits will not be refunded.
18. Once the relationship between the school and the student/parents has finished, the information (fees, student records, etc) will be kept for a maximum of 5 years. After that, you give us permission to destroy all relating materials and records.
19. These conditions may change and/or be updated from time to time, and I agree to accept or question any such changes or additions within 28 days of their publication.
20. Due to article 5 of Organic Law 15/1999 of 13th December 1999 on the protection of Personal Data you are informed about the existence of a personal data processing file where your information will be included in order to carry out correct management of the inscription/enrolment of the student and a correct communication with parents or other responsible indicated in this form. The controller of this data processing is The International Primary College Of Marbella S.L. with CIF : B29777372 and you can write to us at C/ Lago de los Cisnes, Marbella 29602 (Málaga). If you want to exercise your rights of access, rectification, erasure and objection. If you do not agree with this data processing, we will not be able to offer you the services described above, as this information is necessary to carry out a correct administrative relationship.



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Parental Consent

During the course of the school year, trips are organised to various places of interest. If you would prefer your child not to attend these trips, please tick the box provided.

If you do not give Swans School permission to use any still or moving image being video footage, photographs or frames and audio footage depicting your child, please tick the box provided.

I agree to the conditions of enrolment as stated. I understand that, on confirmation of my child's place at the school, I will pay the entrance fee of 2975 euros and deposit of 1000 euros. Withdrawals during the Autumn, Spring and Summer Term have to be notified to the office no later than September 1st, December 20th and March 30th. The deposit is not refundable if a place is accepted at the school and then not taken up.

DATE	
SIGNED Parent signature	
NAME (Print)	



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