

**THE CODRINGTON SCHOOL**  
 (International Programme)  
**St John**  
**BB 20008**  
**Barbados**



Telephone (+1 246)423 2570  
 Fax (+1 246)423 3635  
 Email [admissions@codrington.edu.bb](mailto:admissions@codrington.edu.bb)

# Student Application

Student's Name: \_\_\_\_\_

Date of Birth Day            Month            Year	Codrington School's year placement By date of birth  SCHOOL USE ONLY
Current year in school	Year applying for (please circle): PYP 1            PYP 2            PYP 3            PYP 4 PYP 5            PYP 6            PYP 7            PYP 8 MYP 1            MYP 2            MYP 3            MYP 4 MYP 5
Present school	Date of expected entry Day            Month            Year

The following information is most important to the school. Please complete all parts fully and accurately. Unless you specifically request otherwise in writing, parents'/guardians' names, home address, home telephone, business name and business telephone, as well as children's names and year levels, will be printed in the school's directory and handbook.

**Student**

First Name			Middle Names			Family Name		
Boy	Girl	Age		Date of Birth				
				Day	Month	Year		
Nationality				Place of Birth		National Insurance # (if known)		
Brothers and Sisters				Sex	Age	Year in School	Enrolled at Codrington?	
Name								
Name								
Name								

**Schools attended** (begin with present school)

Year(s)	Name and address of school	Years attended
		-
		-
		-
		-

**Language proficiency, retention, educational services**

English language	none	fair	good	fluent
	native			
Other language (please state)	none	fair	good	fluent
	native			
List year levels, if any, in which student was retained or advanced .....				
Has your child had any remedial help inside/outside of school?				
	Yes/No			
Does your child wear glasses?				
	Yes/No			
Has your child had, or been recommended to have a psycho-educational assessment? If yes, please include a copy of the assessment with this application.				
	Yes/No			
Has your child had any treatment, or been recommended to have treatment, from a specialist, e.g. speech specialist, audiologist, language support teacher?				
	Yes/No			
If yes, please explain				

**Address**

Home address in Barbados:		
Email:		
Telephone:	Cell Phone:	Fax:
Expected date of arrival in Barbados (if applicable)		
Address for correspondence prior to arrival in Barbados (if applicable)		
Email:		
Telephone:		
Fax:		



### **Documents and payments required:**

1. Please arrange to have copies of the following documents mailed or faxed to us (all documents subject to verification): passport or birth certificate to verify date of birth; student record form (enclosed); official school records.
2. Admission and screening fee to ensure the processing of this application. This fee is non refundable.
3. Parents whose children are accepted into the school will be asked to pay two up front fees: building fee, which is non-refundable, and the registration fee, which is non-refundable but is set against the first term's fees.

### **General conditions of enrolment:**

1. Notwithstanding the right of each party to terminate this contract in general immediately by cause, the school has the right, at its discretion, upon presumption of a criminal or otherwise disorderly act by the student named in this application which endangers the order or discipline on campus, to search the belongings and clothes of the said student and to put in safe keeping any objects found which are in connection with such a criminal or disorderly act. In any case of denial of this right, the school shall be entitled to terminate this contract immediately for cause. Furthermore, in any such instance of commission by a student of a criminal or other disorderly act, the school has the right to take any disciplinary action considered appropriate in its discretion, including expulsion of the student from the school.
2. We have read this statement carefully and have given accurately and completely all the information requested. We agree to the statement made in paragraph one above and we and the student named in this application agree to abide by all school policies approved by the board of governors. We accept that continued violation of such policies will also allow the school to terminate this contract for cause.
3. Tuition and fees are determined by the statement of annual costs currently or hereafter in force. We hereby declare that we are financially able to pay the fees required for this child. We realise that there will be no refund of tuition for instructional days lost due to reasons beyond the school's control.
4. Data related to our child's attendance at the school are stored in the school's data bases and are used for school related purposes only.
5. It is agreed that, notwithstanding the year level for which application is made, final year placement is at the discretion of the administration. (It should be understood that the year levels at The Codrington School do not necessarily correspond to those in any other school or national or international system of education.)
6. A child must be at least three years of age on or before 31 August of the year of entry for entrance into the pre-school class and at least four years of age on or before 31 August of the year of entry for entrance into the reception class. This normally follows in progression through the school so that, for example, a child entering PYP eight is usually expected to be at least ten years old by 31 August of the year of entry.

We have read the general conditions of enrolment outlined above. We also agree to provide one full term's notice in writing, or fees for one full term in lieu of notice, if we withdraw a child from the school.

This application, when signed, constitutes a contract subject to the laws of Barbados. Purposely providing incorrect or incomplete information can lead to the school's termination of the contract. Jurisdiction for disputes arising under it is Bridgetown, St Michael, Barbados.

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR SCHOOL USE ONLY	
Name of student	The Codrington School student number
Interview/contact made by	Date, initials
Completed student application received	Date, initials
Previous school records received	Date, initials
DOB verified: passport/birth certificate	Date, initials
A & S fee of \$..... received	Date, initials
Building fee of \$..... received	Date, initials
Registration fee of \$..... received	Date, initials
Tuition fee of \$..... received	Date, initials
Student medical record received	Date, initials
Recommendation of head of school	Date, initials
Accept for PS	Accept for SS
Accept provisionally	Waiting list
	Do not accept
Decision of principal	
Date	
Signature of principal	