

STUDENT APPLICATION FORM



Address: Avenida del Mar 2b, Local 6-7

Pueblo Bravo
03170 Ciudad Quesada
Alicante
Spain

Tel: +34 865 758 026

Email: info@willowinternationalschool.es

Start Date _____

School Class/Year _____

Section 1 – Student Details					
Legal Forename		Middle Name		Legal Surname	
Date of Birth		/ /		Male	Female
Student's current address					
Nationality					
First Language					
Is the child subject to a Statutory Education, Health and Care Plan (EHCP) or a Statement of Special Education Needs (SEN)?				Yes	No
Child's Current Setting/School				<input type="checkbox"/>	<input type="checkbox"/>
Section 2 – Parent/Carer Details					
Forename		Surname			
Title	Mr / Mrs / Miss / Ms / Other (please specify)				
Relationship to Child					
Address (if different from above)					
Contact number: (mobile/home/work)					
Email Address:					
PARENT/CARERS NIE/DNI NUMBER:					
Parent/Carer 2					
Forename		Surname			
Title	Mr / Mrs / Miss / Ms / Other (please specify)				
Relationship to Child					
Address (if different from above)					
Contact number: (mobile/home/work)					
Email Address:					
PARENT/CARERS NIE/DNI NUMBER:					
<p><u>This form should only be completed by somebody that has parental responsibility for the child. Before completing this form, the application should be discussed with all those who have parental responsibility for the child.</u></p>					

Documents to be included for registration:

ITEM	Tick when complete
Completed application form	
1 passport sized photograph	
Copy of Passport, NIE and Residencia	
Copy of parents Passport, NIE and Residencia	
Copy of SIP Card (social security card) or Private Medical Insurance	
Copy of previous school report	
Educational Reports (where applicable)	Tick as required
SEN(D)	
Dyslexia	
Dyspraxia	
Dyscalculia	
Other SpLD reports as Listed on Medical form	

Photography/Image and Video Use

From time to time, the school will take photographs of the children. Uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns
- Online on our school website or social media pages

Please inform the office if you have any objections.

All equipment/textbooks as informed by the school will be purchased in time for the beginning of term.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

Parent Name _____ Parental signature _____

Date _____

Financial Terms & Conditions

School Bank Details:

BANK: Sabadell

IBAN: ES2800811456580001261333

BIC/SWIFT: BSABESBXXX

- Full school fees, irrespective of Holidays/Public holidays, are to be paid for 10/12 months, September to June (inclusive) in any academic year.
- The **registration fee** for all new students will be a one-off payment of €600 per student at the time of completing your child's initial enrolment form. The school cannot guarantee a place until the registration fee has been paid.
- A non-refundable **deposit fee** of €600 will be made at the time of registration.
- A **Resource, School Planner and License's fee** of €320 will be invoiced annually.
- For subsequent academic years after initial registration with the school, a **holding fee** of €200 is to be paid by 1st June to maintain your child's placement over the summer break and will be reimbursed as part of the September Fees. This will, however, be non-refundable for any students who do not return after the Summer Break in September.
- If you do not wish your child to return in September, you **MUST** give notice by 01st June, in any academic year, via email - to the school receptionist. If the school does not receive withdrawal notice, we will presume that your child will be returning in September 2024 and you will be automatically invoiced.
- Payment of monthly fees is due at the latest on the 5th of each month, after which, there will be 5% added to the school fees. Further non-payment of fees (+5%) by the 12th of the month, will result in your child being excluded from school, until payment is received in full. If you require help concerning payment dates, please arrange an appointment with reception, at your earliest opportunity.
- Sibling discount – For families with two or more children we offer 10% on the monthly school fees. Any default on the terms and conditions listed will result in the sibling discount being withdrawn permanently.
- One month's notice must be given in writing if your child is leaving the school – for any reason. Parents are to complete Annex C when withdrawing their child from placement at Willow International School.
- Failure to give notice of 1 month or immediate removal of your child from the placement at Willow International School will mean that you will be invoiced a further 1 month's fees at the current rate. Furthermore, no school records or information will be released by the school without receipt of the final month's fee.
- Failure to acknowledge the 1 month's withdrawal notice and pay any outstanding exit fees will result in collection of said fees via the school's legal provision team.
- External examination fees will be charged prior to sitting exams. Exam fees need to be paid in full by the due date given on the exam invoice and all other fees need to be up to date before exam entries are submitted. Students will not be entered for exams if there are any outstanding invoice payments.
- Year appropriate textbooks in accordance with the current applicable cohort book- list need to be purchased by parents/guardians in a timely fashion before the start of the Autumn Term in each academic year.
- Note that the Registration/Deposit fees are non-refundable - including in the event of temporary or permanent exclusion.
- I/we confirm that I/we have read and understood the financial terms and conditions of Willow International School and that my/our signature/s below (page 4), confirms acceptance of and agreement to, the financial terms and conditions listed.

TERMS AND CONDITIONS

STUDENT NAME	
CLASS/YEAR	

Willow International school's Terms and Conditions can undergo reasonable change from time to time at the behest of the Director.

As a Parent/Guardian of _____, I/we hereby declare/acknowledge and agree to the following terms and conditions of Willow International School.

- I/we will inform the school immediately if any of the above personal information changes (pages 1&2).
- With my/our signature/s below, I/we agree to the financial terms and conditions listed on page 3 of this enrolment form.
- The school's Terms and conditions may undergo reasonable change from time to time and that I will be informed when they do so.
- Details of any known (SpLD) learning difficulty or disability giving rise to a special educational need (for example: dyslexia, dyspraxia, attention deficit disorder, visual impairment or any condition requiring use of a wheelchair) have been given to the school. Any change in such circumstances will be provided to the school immediately.
- Any medical condition which may affect participation in Sport/class has been notified in confidence to the school and any medical condition concerning frequent use of a water closet has been notified in confidence.
- I/we acknowledge that Willow International School has the right to rescind the school placement if SpLD Conditions have not been reported at application or if there are issues concerning the signed parent code of conduct and parent/student commitment statements listed below.
- The school has been notified of any current/previous court order in relation to my child.
- **My child has not been suspended/dismissed from another school due to misconduct/behavioral problems.**
- All students must attend school in the correct uniform, as stated in the school uniform policy.
- All necessary equipment/textbooks and exercise books as informed by the school, will be purchased in time for the beginning of term and replenished as required.
- As a responsible parent, I will check my child's school planner and sign it on a regular basis (weekly), in accordance with the school's policy on homework.
- Mobile phones are STRICTLY prohibited in school, any student found to have brought a phone into school and has not handed it in at the beginning of the school day, will have it confiscated, a parent/guardian will be informed and expected to collect the phone from school. The phone WILL NOT be released back to the student in school.
- I/we understand that there is a minimum overall attendance figure of 70% in any academic year / single term and that my/our child may be held back from progressing onto the next year group – should this be deemed necessary by the headteacher.
- I/we acknowledge that for authorised absences the school should be notified as soon as possible, and any absences longer than 1 school day will be supported by relevant documentation/e-mail.
- From time to time the school will take photographs of the children for publicity material, including social media, your signature below confirms that you accept this. **(Please inform Reception if you have any objections).**

I/we declare that I/we have read and understood the above terms and conditions of Willow International School and that my/our signature/s below confirm/s acceptance of these terms and conditions along with the financial terms and conditions listed on page 3 of this enrolment form.

Parent Name _____ Parental Signature _____ Date _____

Parent Name _____ Parental Signature _____ Date _____



Medical Information Form

For students with medical conditions at school

Please complete this proforma & Annex A below. Attach a copy of any medical reports which inform the condition applicable to your child and which confirms the type and quantity of any medication taken as ongoing treatment.

WILLOW INTERNATIONAL SCHOOL				
Medical Details Form				
1.		STUDENT DETAILS		
Surname:		First Name:		Date of Birth:
Address:				
2.		NEXT OF KIN DETAILS		
Contact 1:		Address:		
Print Name:		Telephone Number:		Alternative Tel No:
Contact 2:		Address:		
Print Name:		Telephone Number:		Alternative Tel No:
3.		MEDICAL CONTACT DETAILS		
Doctor's Name:			Doctor's Tel No:	
Doctor's Address:				
<i>Please give details of any medical conditions/disabilities or SpLD barriers to learning and attach Psych Ed or medical reports.</i>				

4. Current medical conditions – including Allergies (complete one entry for each allergy)				
Name of Medical condition	Name of medication administered	Quantity	Administration times	Medical Report attached (v)
1.				

2.				
3.				
4.				

5. Disabilities			
Disability	Description of Disability	Access requirements	Medical Report attached (v)
1.			
2.			
3.			

6. (See Annex B) Current medical conditions – including Allergies (complete one entry for each allergy)			
SpLD	Description of individual Difficulty	Specific Learning Resources required	Psych Ed or Medical Report attached (v)
1. Dyslexia – Visual			
2. Dyslexia – Cognitive			
2. Dyscalculia			
3. Dysgraphia			
4. Dyspraxia			
5. Attention Deficit Disorder			
6. Attention Deficit Hyperactivity Disorder			
7. Autism			
8. Other			

7. Current Medical Treatment / Administration		
How is your child's treatment managed/ (Tick Box)	At home & school	At home
Preferred method of administration at school (Tick Box)	Supervised self-administration	Staff Administered
Any additional comments regarding administration		
Do you consider your child's condition to be life-threatening? (Tick Box)	YES	NO
Details of special dietary needs.		

8. Declaration Statement	
I confirm that the information above is correct. I understand that the details on this form will be used by the school and that it is my responsibility to inform Willow International School of any changes and provide the necessary documentation to support such a change. I am happy for the school to contact me to discuss any of the above.	
Signed: (Parent/Guardian over 18)	Date:



Parent Code of Conduct

Willow International School

Willow International School recognises the importance and value of a mutually supportive relationship between the school and parents.

The education of a child is best served when the school and parents share a commitment to collaboration, open lines of communication, mutual respect, and when roles, responsibilities, and expectations are clearly defined.

WIS reserves the prerogative to enrol students and families who fully embrace the mission, vision, policies, and procedures adopted by WIS including our commitment to diversity, respect for individual differences, and secularism.

It is a further expectation that parents will address any concerns in a positive and supportive manner, avoiding public actions or criticism detrimental to the school or its employees.

The addendum to this code of conduct further clarifies expectations intended to ensure an orderly, respectful, and secure educational environment:

- Recognise that the education of each child is the joint responsibility of the parent, student, and school.
- Demonstrate that both parents and the school, work cooperatively in the best interest of the child and School.
- Treat members of the school staff, security personnel and others employed by the school in a professional and respectful manner.
- Exhibit a good example for students in their conduct, language, and behaviours while on school site or at school events.
- Refrain from negative gossip or unsubstantiated criticism that disparages the reputation of the school or its employees, including on WhatsApp, Facebook, twitter, and other social media sites.
- Refrain from using social media to fuel discontent or criticism of individual school employees, other parents, students, or school programs or services.
- Seek to clarify a child's version of events with the school's view in order to avoid misunderstanding and to bring about a successful resolution to any dispute.
- Contact the school directly when you have a question or need clarification of a school matter rather than depending upon the interpretation of parents or other non-official school sources.

- Ensure that children attend school regularly and arrive to and are collected on time. Parents may not threaten or approach any student, staff, or faculty member in an abusive or intimidating manner at any time.
- Any such parental behaviour which endangers the safeguarding of students or school employees, may result in the permanent exclusion of the child/children from WIS.
- Refuse to comply with any reasonable request from a school employee in the performance of his/her duties.
- Anyone not respecting the above guidelines may be asked to leave school premises and, in some cases, may be prohibited from access to the school as deemed necessary by the principal.

Parent/Guardian Name & Surname:

Parent/Guardian Signature:

Parent/Guardian Name & Surname:

Parent/Guardian Signature:

Dated:



Parent Commitment Willow International School

You are your child's most important teacher and role model, and we are pleased to have the opportunity to share in the education of your child. Parents, teachers, and students must combine efforts for your child to reach their "Uplift Potential."

Willow International School shares the following mission:

An unwavering focus on student achievement and the transmission of a love of learning.

As a parent, I fully agree with and commit to the following:

- I will make sure my child arrives at school ten minutes before the start of each school day and remains in at school until the conclusion of the school day.
- I will make arrangements so my child can be at school before or after the school day for tutoring, detention or other after school programs when required or needed.
- I will require my child to complete all assignments. I will try to read with my child every night, if applicable.
- I will communicate respectfully with all staff members.
- I will read all papers and emails the school sends home, sign if necessary and return the next day.
- I will participate in all meetings and conferences concerning my child.
- I will support the academic expectations and curricular programs of the school.
- I will be a role model for my child as I follow the rules, codes, policies, and procedures established by the school.
- I will collect my child from school on time or accept possible additional charges.
- I will notify the school if my child is unable to attend school. I understand daily attendance is essential to a student's success and school.
- I will adhere to the Willow International School attendance policies ensuring the academic success of my child.
- I will ensure my child follows the school rules, codes, policies, and procedures so as to protect the safety, interests and rights of all individuals in the classroom.

Failure to adhere to these commitments may cause my child to lose privileges and may lead to my child's removal from Willow International School.

PRINT Name here..... Signature Date

Headteacher signature Date



Student Commitment

Willow International School

Parents, teachers, and students must combine efforts for a child to reach their full potential.

Willow International School shares the following mission:

An unwavering focus on student achievement and the transmission of a love of learning.

As a student, I fully agree with and commit to the following:

- I will arrive at school every day ten minutes prior to the beginning of the school day, in order to guarantee a full instructional day.
- I will strive to become a global citizen by acting as a thinker, risk-taker and balanced student.
- I will approach my learning with creativity, curiosity, and enthusiasm.
- I will attend tutoring, detention or any other support services that are needed as required by school officials.
- I will work, communicate, and behave in accordance with the school's code of conduct.
- I will complete all my homework every night and attend each session of any required or assigned program.
- I will speak to my teachers if I have a question or problem.
- I will be respectful and cooperative toward my parents, peers and teachers.
- I will be principled in all my actions and accept responsibility for them.
- I will be knowledgeable of and follow all school rules, codes, policies and procedures.
- I will always behave in a caring manner that protects the safety, interests and rights of all individuals in the classroom and the school community.
- I will conduct myself in an inquiring manner that is conducive for learning.
- I will be a reflective, open-minded member of my learning community who will show empathy, tolerance, and respect.
- I will maintain academic integrity ensuring my work is my own.

Failure to adhere to these commitments can cause me to lose privileges and can lead to removal from the school.

PRINT Name: _____ Signature: _____

Parent
Signature: _____

Headteacher
Signature:

Date: _____



Paracetamol and Antihistamine Administration Consent Form September 2023

Dear Parent/Carer

Paracetamol and Antihistamines are the only medicine that the school keeps for general use. For a child to be given the medicine, written permission is needed in advance to be held on file at school. All doses will be recorded and a slip sent home notifying you of the dose and time of administration.

Other than Paracetamol and Antihistamines the school does not keep any medicines for general use.

Should your child be unwell at school and you would wish an authorised member of staff to be able to administer paracetamol to your child, please fill in this form and return to the school office.

I consent to my child being given paracetamol if considered necessary during the school day.

Name of child: _____

Signed: (Parent/Guardian) _____

Name of Parent/Guardian:
(block letters please) _____

Date: _____

I consent to my child being given antihistamines if considered necessary during the school day.

Name of child: _____

Signed: (Parent/Guardian) _____

Name of Parent/Guardian:
(block letters please) _____

Date: _____

Annex B - Information on Specific Learning Difficulties (SpLD):

What is SpLD?

SpLD is an umbrella term used to cover a range of **frequently co-occurring** difficulties, most commonly known as, but not limited to:

Dyslexia – Visual & Cognitive

Dyscalculia – Dyslexia of numbers

Dysgraphia – Disorder of written expression (poor handwriting)

Attention Deficit Disorder (ADD)

Attention Deficit Hyperactivity Disorder (ADHD)

Dyspraxia or Developmental Coordination Disorder (DCD)

Specific Learning Difficulties affect the way information is learnt and processed. They are neurological (rather than psychological), usually run-in families **and occur independently of intelligence**. They can have significant impact on education and learning and on the acquisition of literacy and numeracy skills. Learners develop **coping strategies** to deal with SpLDs, in order to hide any differences which, they feel are not characteristic within their Peer-Group.

As with any disability, no two individuals experience the same combination of difficulties and some people may exhibit signs of more than one SpLD.

Characteristics of SpLDs:

- 1.Memory difficulties.
- 2.Organisational difficulties. (sequencing)
- 3.Writing difficulties. (Including speed)
- 4.Visual processing difficulties.
- 5.Reading difficulties.
- 6.Auditory processing difficulties.
- 7.Time management difficulties.
- 8.Sensory distraction: an inability to screen out extraneous visual or auditory stimuli.
- 9.Sensory overload: a heightened sensitivity to visual stimuli and sound; an inability to cope with busy environments.

iGCSE/GCSE Examination – Access arrangements

As the KS3 (Year7-9) syllabus and assessment loading increases year on year and especially in the final year of study (year 11) for iGCSE/GCSE. It is feared that without an SpLD educational psychological report from a qualified practitioner, there will be **NO scope** to enable the school to apply for access arrangements with the exam provider (Pearson Edexcel). Such a report required for extra exam time or further access requirements as highlighted in the report, will enable the candidate to perform on equal terms with their peers. Without this, it will disadvantage the student in **ALL** subject exams sat for iGCSE/GCSE.

Furthermore, as well as an official document for the qualification provider (Pearson Edexcel), an official educational psychological report, will inform the school of how best to manage the barriers to learning for the student and help in providing an individual learning plan which can focus on areas highlighted as points/characteristics concerning SpLDs.

Annex C: Parent/Guardian - Student withdrawal notice & exit survey proforma.

Withdrawal Notice

In accordance with the financial terms and conditions listed & agreed to at application in the student enrolment form (Page 3&4), I **hereby give 1 months' notice** for the withdrawal of our child _____ on this day _____ from the placement at Willow International School.

Agreed final day of attendance: _____

I understand that failure to give 1 months' notice will incur an exit fee payment of a further month's tuition fees at the current rate. Furthermore, I understand that no school records or information will be released by the school to any other educational establishment before settlement of the outstanding 1 month exit fee payment.

Failure to acknowledge the 1 month's withdrawal notice and pay any outstanding exit fees will result in collection of said fees via the school's legal provision team.

Parent signature: _____ Headteacher Signature: _____ Dated: _____

(Note: Any amendment to the 1-month withdrawal notice can only be authorised by the Headteacher/Director)

Exit Survey

I am withdrawing my child from placement at Willow International School for the following reason/s:

1. The family is moving away because: _____

2. Our child is not happy at the school because: _____

3. We are not happy with the school because: _____

4. Please state any other reason: _____

5. Who participated in the decision to withdraw your child? _____

6. What do you consider to be the school's strengths? _____

7. What do you consider to be the school's weaknesses? _____

8. Which new school will your child attend & why has this been chosen? _____

Parent signature: _____ Headteacher Signature: _____

Dated: _____