

# ADMISSIONS APPLICATION

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BRITISH EDUCATION IN SMALL,  
PERSONALISED CLASSES  
FOR CHILDREN AGED 3-16





Please provide a **recent** picture of the pupil.

# Application for Admission

Please complete and sign the form below

Academic Year	Date of Entry	Applying for Year	Length of Stay

## Pupil Information

Pupil's Full Name \_\_\_\_\_ Nationality \_\_\_\_\_

Male

Female

Born in \_\_\_\_\_  
(city) (country) (date)

NIE/DNI/Passport number \_\_\_\_\_

Address \_\_\_\_\_  
*(please provide your address in Catalunya if you do not yet have a local address, please inform the admissions office as soon as you do).*

Home Languages	
Other Languages	

*Please indicate level of fluency in reading, writing and listening.*

# Family Information

Mother or Legal Guardian		Father or Legal Guardian
	Full Name	
	Email	
	Nationality	
	Address	
	Telephone Home	
	Telephone Mobile	
	Employer	
	Job Position	
	NIE/DNI/Passport	

	Both Parents	Parent 1	Parent 2	Legal Guardian	Other
Pupil Lives With	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupil Custody	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Siblings: please check as appropriate:

Name	Male	Female	Date of Birth	Current School/Grade	Also applying to Olive Tree?
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

*Please tick the box for "yes"*

# School Information

Past schools attended; latest school attended first:

School	Location	Year Entered	Year(s) Attended	Language	School Type	Curriculum Type

*School types include: Public, Private, International, Other*

*Curriculum types include: British, Spanish, US, PYP/MYP/IBDP/Other*

Has your child ever repeated a year? Yes  No  if yes please indicate grade \_\_\_\_\_

Has your child ever been accelerated? Yes  No

Has your child ever been asked to withdraw from school? Yes  No  If yes, please explain:

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Has your child ever been suspended from school? Yes  No  If yes please explain:

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# Support Services

Has your child been tested and/or received support in the following areas:

	Tested	Received Support	Comments
Gifted	<input type="checkbox"/>	<input type="checkbox"/>	
Learning Difficulties	<input type="checkbox"/>	<input type="checkbox"/>	
ADD/AHDD	<input type="checkbox"/>	<input type="checkbox"/>	
Eye Test	<input type="checkbox"/>	<input type="checkbox"/>	
Reading	<input type="checkbox"/>	<input type="checkbox"/>	
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	
ELS (English As A Second Language)	<input type="checkbox"/>	<input type="checkbox"/>	
Speech Therapy	<input type="checkbox"/>	<input type="checkbox"/>	
Emotional/Behavioural Counselling	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

*If any of the above are checked, please detail length of support, any relevant details, and provide copies of reports.*

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# Parent Questionnaire

Are there any aspects of your child's development with which you have concerns?

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What additional comments would you like to share with us?

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# Checklist

Please tick all the documents sent. Please note that any incomplete applications or missing documentation may delay the process.

Completed Application Form	<input type="checkbox"/>
Completed Health Form	<input type="checkbox"/>
Recent Photo	<input type="checkbox"/>
Copy of Pupil's DNI, NIE or Passport	<input type="checkbox"/>
Copy of Parent's DNI, NIE or Passport	<input type="checkbox"/>
Copies of special testing, standardised tests and school reports if applicable.	<input type="checkbox"/>
Copies of previous school reports	<input type="checkbox"/>

Please ensure you have consulted our website and downloaded and filled out the following forms.

1. Welcome to our caring school
2. Fee Structure
3. Primary Handbook
4. Secondary Handbook
5. Calendar
6. Uniform Policy
7. Lunch Provision
8. After School Clubs

Please note that a complete application, accompanying documentation, and payment of the registration fee within the allocated time is imperative in the school's ability to consider offering a place. The Admissions Office retains the right to refuse admissions in the case of incomplete or missing information.

I / We hereby acknowledge that the information presented to The Olive Tree School regarding my child's application for admission is true and complete. The Olive Tree School reserves the right to withdraw an offer of admission (or exclude the child from school) at any future date in the event that the information initially provided is found to be false, incomplete or if important information regarding the child has not been disclosed or has been withheld.

**Data protection**

Where the Olive Tree School receives any personal data (as defined by the Data Protection Act 1998) ("the Act") from the below Signed Parent(s) or Legal Guardian(s), it shall ensure that it fully complies with the provisions of the Act and only deals with the data to fulfil its obligations under the contract. In fulfilment of its obligations under the Act the Olive Tree School shall each have such systems in place to ensure:

- a) Full compliance with the Act
- b) In particular, compliance with the Seventh Data Protection Principle which deals with the security of personal data
- c) The reliability of all its employees who may be involved in processing the personal data

The Olive Tree School shall take all reasonable steps to ensure that all its partners contractors and agents comply with this clause where they are processing any of the below Signed Parent(s) or Legal Guardian(s) personal data on behalf of the Olive Tree School. The Olive Tree School shall allow the below Signed Parent(s) or Legal Guardian(s) reasonable access to such information as is necessary to ensure that it is complying with the above provisions and the Act as a whole.

Parent / Legal Guardian 1		Parent / Legal Guardian 2
	Date	
	Full Name	
	Signature	



