

PRIMARY SCHOOL



AFFIX PASSPORT SIZE
PHOTO OF THE
STUDENT

ADMISSION FORM

Form No: _____

Date: _____

ADMISSION NO:

TSHS: 10,000

STUDENT'S PROFILE:

Name of pupil (In capital letters) _____

Admission sought for Class _____ ACADEMIC YEAR: _____

DATE OF BIRTH DD _____ / MM _____ / YYYY _____

PLACE OF BIRTH _____ CITY _____

NATIONALITY _____ RELIGION _____ GENDER: _____

RESIDENTIAL ADDRESS _____

WARD _____ DISTRICT _____ REGION _____

COUNTRY _____ HOUSE NO _____

MOTHER TONGUE _____ BLOOD GROUP _____

IDENTIFICATION MARKS ON CHILD 1. _____

2. _____

PREVIOUS ACADEMIC RECORD:

Name of the previous school & location	Class	Year of study	Percentage/Grade

Appraisal of your Child

Please mention the achievements, if any, of your child in academics/extra/co-curricular activities

General Behaviour: Mild [] Normal [] Hyperactive []

Please mention, in brief, if there is any history of previous illness, allergy or physical /psychological illness

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PARENTS' / GUARDIAN'S PROFILE

Mother's Photo

Father's Photo

Guardian's Photo

Signature

Signature

Signature

Particulars	Mother	Father	Guardian
Name			
Qualification			
Occupation			
Organization			
Designation			
Mobile Number			
NIDA Number			
Email			
Annual income (Tshs.)			
Office Contact Number (if any)			

SIBLING'S PROFILE

S.No.	Name of the Sibling	Class	Name of the School
1.			
2.			
3.			

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Terms & Conditions

1. Admission form must be filled in with **due care** by the parents/guardian. Any change in residential address, mobile numbers, etc. should be informed to the school in writing duly signed by parents / guardian (changes would not be accepted over phone, SMS).
2. Original transfer certificate from previous school and proof of education of the child (photocopy of mark sheet/report card) should be submitted before the academic year begins.
3. Additional charges will be collected for graduation and extra-curricular activities such as field trips.
4. Any misbehavior/misconduct by the **STUDENT/PARENT/GUARDIAN** will lead to rustication of the student without any prior notice.
5. The student is expected to adhere to all guidelines issued by the management of the school in advance and during the year. The student is expected to attend classes on time and to be present on a regular basis – all absences will be noted down and reported. The student is expected to do the homework that is set on a regular basis. Repeated failure to do so will be reported and in extreme cases may involve other sanctions.
6. At the higher levels, the student is expected to study in a manner that is expected of a student on a full-time course of education which leads to national exams. (Examples such as: Remedial Classes and Saturdays)
7. Students must adhere to Uniform, National Flag, Classroom, Profanity/communication and personal hygiene **DISCIPLINE** and the school will **ENSURE** this with its administrative ways.
8. The management committee reserves the right of admission to any child without giving any reason whatsoever.

DECLARATION

(To be signed by Parent/Guardian **at the time of admission** only)

1. We acknowledge that this application does not automatically admit our child to **POPATLAL TANGA ENGLISH MEDIUM PRE AND PRIMARY SCHOOL AND POPATLAL TANGA ENGLISH MEDIUM PRE AND PRIMARY SCHOOL** reserves the right to make a final decision with respect to admission.
2. We acknowledge that, should this application be accepted, our child and we (her/his parents or guardians) undertake to abide by the policies and regulations of **POPATLAL TANGA ENGLISH MEDIUM PRE AND PRIMARY SCHOOL** and we understand that in serious instances of breach like, damage to school property, bodily harm to another student/teacher, our child may be asked to leave the school.
3. We acknowledge that, upon acceptance of this application we agree to pay the total fee as applicable and abide by the billing options outlined in the fee schedule as informed by the school from time to time.
4. We acknowledge that the school will take reasonable care and exercise due diligence within its premises and during school activities, it will bear no responsibility should the applicant exercise any reckless and/or careless behaviour that may endanger her/his safety and others around and as such cause harm or injury to herself/himself and others.
5. We declare that all previous medical and psychological histories are correctly reported on the admission form.
6. **WE AGREE THAT UPON THE NOTICE (WHETHER VIA SMS/ PHONECALL / SCHEDULED NOTICES) OF A PARENT-TEACHER MEETING WE WILL ATTEND ON TIME WITHOUT FAIL AND COMPLY WITH THE REQUIREMENTS OF THE ADMINISTRATION. THIS INCLUDES ANY OTHER EMERGENCY (CHILD SPECIFIC) MEETING FROM THE SCHOOL AT ANY TIME OR ANY DAY OF THE WEEK.**

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- On leaving the school, our child shall return any school property they might have borrowed during their time of study in the school.
- We agree that **POPATLAL TANGA ENGLISH MEDIUM PRE AND PRIMARY SCHOOL** reserves the right of refunding/not refunding the tuition fee (or any such fee which is paid at the time of admission), in case the child leaves/gets transferred during the course of the Academic Year.

Documents Submitted

- | | |
|--|---|
| <input type="checkbox"/> Photocopy of Birth Certificate (Attested) | <input type="checkbox"/> Three latest passport size photographs of student |
| <input type="checkbox"/> One latest passport size photograph of mother | <input type="checkbox"/> One latest passport size photograph of father |
| <input type="checkbox"/> Transfer Certificate (Original) (IF ANY) | <input type="checkbox"/> Photocopy of NIDA card (of both parents/guardian) |

FEE POLICY

ACADEMIC FEE STRUCTURE

PARTICULARS	PAYABLE	AMOUNT
Admission Fee	At the time of admission	100,000 Tshs
Caution Deposit	At the time of admission	50,000 Tshs
Term 1	At the time of admission	400,000 Tshs
Term 2	On or before 1 st July	400,000 Tshs

- All monetary dues should be cleared on or before the due dates failing which the school management is authorized to suspend the pupil if dues have not been paid.
- Payment must be made at **Diamond Trust Bank Tanga Branch**, **Account Number: 0119141001** ACCOUNT NAME: **POPATLAL T. E. M. PRIMARY SCHOOL**

FEE TERMS & CONDITIONS

- The school fees for the student per annum will be Tshs 800,000 payable in two installment as shown on the fee structure above.
- The student will not be allowed to commence his/her classes until the required fees have been paid.
- T-shirts, Uniforms, Books and other accessories are mandatory for the students and must be paid for upon admission. (below is a table showing the breakdown of these other accessories.)

ACCESSORIES FEE STRUCTURE (MANDATORY)

ALL PAYABLE AT THE TIME OF ADMISSION

UNIFORM (2 pairs)	60,000 TSHS FOR CLASS 1,2 AND 3
UNIFORM (2 pairs)	80,000 TSHS FOR CLASS 4 TO 7
UNIFORM (2 pairs)	100,000 (OVERSIZED UNIFORMS)
FOOD FOR 10 MONTHS (20,000 PER MONTH)	200,000 TSHS
TRANSPORTATION (OPTIONAL)	50,000 – 70,000 PER MONTH (AS PER ROUTE)
T-SHIRTS	12,000 TSHS
SWEATERS	17,000 TSHS
TRACKSUITS	25,000 TSHS
SCHOOL DIARY	10,000 TSHS

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FOR OFFICE USE ONLY

Particulars	Amount	Receipt No.	Mode of Payment	Date of Payment	Remarks
Admission Fee					
Caution Deposit					
Accessories					
Term 1					
Term 2					
Total Applicable Fee					

I _____ father of/ mother of/ guardian of _____ have applied for admission of my ward into class. I have read and accept the Terms & Conditions / Declaration of the school.

Parent's Signature _____

Principal's Signature _____

SCHOOL OFFICIAL STAMP

ACCEPTED

REJECTED

Administrator's Signature _____

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To be completed by a registered medical officer

GENERAL APPEARANCE

Height _____
Weight _____
Pulse rate _____
Skin appearance _____
Throat tonsils _____

EARS

Rt hearing _____
Drum Membrane _____
Lt hearing _____
Drum Membrane _____

EYES

Rt. VA _____
Lt. VA _____
VDRL Reaction if +ve treatment _____
Widal reaction if +ve treatment _____
Hears sound _____

Skin sear _____ Umbilicus _____

Any Deformation Yes/No _____

If yes which part of the body _____

Type of deformity _____

Hemoglobin _____

Stool Routine examination _____ Treatment _____

Urinalysis and sediment microscopy _____

Treatment _____

Treatment _____

Any other observation elicited _____

DECLARATION

I, Dr _____ of _____ has examined
_____ (student name) and conclude that the student is
Suitable [] / not suitable [] to attend.

Signature _____ Date _____

Official stamp

