



The Growing Tree PRE & PRIMARY School
Application Form

Passport Size
Photograph
Of Child

Child's name: _____

Year / Class applied for: _____

For Internal Use Only

Application Number: _____

Date of Interview: _____

Date of Assessment: _____

Additional notes: _____

Application requirements

Please complete a separate form for each child. The following enclosures must be submitted together with each child's application form. Incomplete applications will not be processed.

Please tick next to each item included with the application:

- ☐ 2 passport-size photographs
- ☐ Copy of child's birth certificate
- ☐ Copy of child's passport / valid Student permit (if applicable)
- ☐ Copy of most recent school report
- ☐ School leaving certificate
- ☐ Immunization card
- ☐ Application fee

Please note that an application cannot be processed unless the terms & conditions are signed by a parent or guardian. Submission of this application form does not lead to automatic acceptance. The child will be required to appear for an entrance assessment after which the admission will be decided.

Admission Procedures:

Admission Step 1

Submit the application and all supporting documents along with the application fee. Applications will not be considered until all required documents have been submitted.

Admission Step 2

Assessments and family interviews will be scheduled subject to the availability of places. Please note that an invitation for assessment does not guarantee the offer of a place.

Application Step 3

Places are offered subject to successful completion of the admission procedures, application fee payment and successful assessment results.

Application Fee:

The application fee is non-refundable and should be paid when the form is submitted. Payment can be at the school accounts office or can be deposited into the school's bank account. The completed application form and all supporting documents should be submitted at the school office.

Student Information

First Name:					
Middle Name:					
Last Name:					
Date of Birth: dd/mm/yy		Nationality:		Gender: (M/F)	
Last School Attended:			Class / Year completed:		
Religion:			Spoken Languages		

Parent's Information

Father's Name:		Mother's Name:	
Nationality:		Nationality:	
Profession:		Profession:	
Place of employment:		Place of employment:	
Work address:		Work address:	
Work contact number:		Work contact number:	
Mobile number:		Mobile number:	
Residential address:		Residential address:	
Email address:		Email address:	

Guardian Information (if applicable)

Guardian's Name:		Work contact number:	
Nationality:		Mobile number:	
Profession:		Relationship to applicant:	
Place of employment:		Residential address:	

Emergency contacts:**Contact 1:****Contact 2:**

Name:		
Relationship with student:		
Contact Number:		

Siblings information :

Name:	Class/Year:	School attending:
1.		
2.		
3.		
4.		

Student's Medical Information

This section must be completed by your family doctor, signed, dated & stamped.

Vaccinations: The following vaccinations are required for children in Tanzania. Please tick or cross the boxes accordingly:

☐ DPT

☐ MMR

☐ B.C.G

☐ Polio

☐ Hepatitis A

☐ Hepatitis B

Does your child suffer from:	YES	NO	IF YES, PLEASE EXPLAIN
Asthma			
Hearing disorders			
Visual challenges			
Speech challenges			
Heart conditions			
Diabetes			
Epilepsy/Seizures			
Allergies			
Other			

Has your child ever been diagnosed with the following?			
Hyperactivity (ADHD)			
Learning disorder			
Behavior disorder			

Doctor's name: _____ Signature: _____ Date: _____

Terms and Conditions

1. The correct grade of entry is determined by year and month of birth. We do not consider requests for teaching “out of grade.”
2. Parents can apply when applications are open which will be advertised on the website. The Online Application, all documentation, and the Application Fee must be received by the Admissions Office before any application can be processed.
3. Admission to the School will be determined by the admissions officer on the advice of the academic staff, based on information obtained with respect to:
 - a. the potential of the applicant to benefit from the educational program available
 - b. the capacity of the School to meet the educational needs of the student
 - c. the availability of places
 - d. the entrance criteria as detailed below
 - e. payment of the non-refundable enrollment fee
4. The decision of the School regarding grade placement will be communicated to parents prior to acceptance and is considered final. Decisions with respect to: promotion from one grade to another or retention in a particular grade, will be based on academic, personal, behavioral and social/emotional aspects of a student's school record.
5. Once an offer is communicated to the Parents, there is no deferment. If the parents decide not to accept the offer but would like to apply for another grade in another year, a new application with an application fee must be submitted.
6. The Growing Tree Pre & Primary School reserves the right to deny admission or disenroll a student if:
 - a. the student's best interests and needs cannot be met effectively by the School's program and services
 - b. the student's behavior is deemed to jeopardize the welfare of the school community
 - c. significant information is withheld from the School (especially during the application process)
 - d. School Fees are not paid in accordance to the fee policy

Entrance Criteria

We are a school with an international setting and our entrance criteria reflect our aim to ensure a balanced intake for our school which acknowledges our ethos and heritage. We hope to enroll students who are able to fully participate in the life of the school, in accordance with our mission statement. We review all our applications against the criteria below to ensure that we maintain within our student enrollment the best possible balance of students whilst recognizing the principles and values of our mission. There are typically many more eligible applicants than there are places available, therefore we consider a variety of considerations when allocating places.

Terms and Conditions - continued

These considerations are:

Academic Ability:

The applicant will sit an entrance assessment which will determine the ability to adapt to the holistic approach of the school. We are not able to admit a wide spectrum of learning needs (including English as a second language). If your child has received learning support in the past you may wish to contact us for more information.

Ability and desire to learn:

We will admit students who will be able to make the most of the opportunities that we have on offer. Students must demonstrate good behavior and be able to participate fully in the classroom.

English language:

We teach in English, all students must be fully fluent in the English language, written and spoken. This is assessed as part of our entrance assessments.

Siblings

We recognize that it is much easier for families to join our community as a family, we will therefore prioritize sibling applications whilst considering all other entrance criteria. However, having a sibling in the school (either Elementary or High School), is not a guarantee of a place.

Non-Citizen applications:

If the applicant is a non-citizen, he/she must be in possession of a valid Student Pass/Student Permit issued by the Immigration Authority.

Registering an interest, admissions briefings and private tours

Parents may register their interest in a place for their child by contacting our Admissions Office. Parents may email the admissions office to arrange to meet for a private tour of the school.

School review of applications

The school will review all applicants against the criteria, other applications and determine which applications to take forward. Parents will be informed of any outstanding documentation, or if we are unable to take the application further if the student does not meet our entrance criteria.

Offer of places

Applicants who meet our entry criteria, have successfully completed the entrance assessments, as indicated above and have been selected for admission, will receive an offer of a place. An offer letter will be sent to the family to confirm the offer and the Terms and Conditions of enrollment. When fees have been paid, the enrollment will be confirmed.

Social Media Permission Form

Dear Parents,

We regularly capture photographs of your child during school hours to preserve special moments and create lasting memories. With your permission, we would like to feature these magical moments on our school website, Facebook page, and Instagram page as well.

I, _____ parent of _____ of class
_____ allow/don't allow you to post my child's photograph
on social media.

Date: _____ Sign: _____

Swimming Permission Form

Dear Parents,

We would like to inform you that swimming lessons will be conducted at the school every Tuesday and Friday. These sessions will be led by professional teachers, each with over 34 years of experience, and there will be dedicated lifeguards on duty throughout the sessions.

I, _____ parent of _____ of class
_____ allow/don't allow my child to swim at The Growing
Tree Preschool during school hours.

Date: _____ Sign: _____

Declaration

I / We declare that:

- * The information filled in this Application Form is complete and correct.
- * All the attached documents are authentic and true.

Should admission be granted:

- * I / We have read and accept the school's Admission Policy.
- * I / We will accept school's conditions on promotion or demotion and for registration or withdrawal from examinations, as set out in the regulations.
- * I / We understand that fees once paid are not refundable.
- * I / We have read and understood the fee details, mode of payment and details of deadlines for payment. I / We agree to adhere to them.
- * I / We understand that while every care and precaution will be taken by the school, I will not hold the school responsible for any accident, illness or loss of personal property sustained by my child during his/her years in school.

Parent/Guardian name: _____

Signature of Parents: _____

Date: _____

The Growing Tree Pre & Primary School

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Dar es Salaam, Tanzania

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