

Student Admission Form



JOSHUA PRIMARY SCHOOL ®

Loving - Growing - Caring - Serving Kids

Form NO.: _____

Location.: _____

Attach a recent
passport size color
photograph

**Admission
Seeking In:**

☐ Play Group ☐ Nursery ☐ Prep ☐ One
☐ Two ☐ Three ☐ Four ☐ Five



To be completed by Parent / Guardian.
Please use CAPITAL LETTERS to complete the form



Candidate's Personal Details:

Student's Name: _____ (First) / _____ (Middle) / _____ (Last)
Date of Birth: DD / MM / YYYY **Gender:** ☐ Male ☐ Female *(Please tick Appropriate)*
Place of Birth: _____ **Nationality:** _____
First Language: _____ **Other Languages Known:** _____



Residential Address & Family information:

Address: _____
City: _____ State: _____ Country: _____ PIN Code: _____



Father:

Full Name: _____ (First) / _____ (Middle) / _____ (Last)
E-mail: _____ **Educational Qualification:** _____
Profession: _____ **CNIC/ID:** _____ **Phone:** _____ / _____



Mother:

Full Name: _____ (First) / _____ (Middle) / _____ (Last)
E-mail: _____ **Educational Qualification:** _____
Profession: _____ **CNIC/ID:** _____ **Phone:** _____ / _____



Guardian: *(If Applicable)*

Full Name: _____ (First) / _____ (Middle) / _____ (Last) **E-mail:** _____
Relation with student: _____ **Phone:** _____ / _____



In case of Emergency Call Order of Priority with 1st,2nd,3rd?

1st Relation: _____ **2nd Relation:** _____ **3rd Relation:** _____
Number: _____ **Number:** _____ **Number:** _____



Sibling Information:

Sibling 1

Full Name: _____ (First) / _____ (Middle) / _____ (Last)
Date of Birth: DD / MM / YYYY **Gender:** ☐ Male ☐ Female *(Please tick Appropriate)*
School Name: _____ **Class:** _____



Reference Details:

Reference Through: _____

Address with Tel No.: _____



Declaration:

I/We confirm that all the information provided by me/us is correct. I / We further agree to inform the school promptly, in writing, of any subsequent changes. I / We understand that any incorrect information given by me/us will render this application invalid and, consequently, the admission granted will be cancelled.

Date: _____ Signature: _____
(Parent / Guardian)



For School office use only

Checklist:

☐ Birth Certificate

☐ Medical Form

☐ School Report

☐ Transfer Certificate

☐ Passport size Photos

Name of the Student: _____

Class: _____ Section: _____

Date: _____ Signature: _____
(Admission Officer)



General Rules & Regulations

Your kind consideration and cooperation will be appreciated for your assistance as parents/guardians to ensure that the following rules & regulations are observed.

Age Criteria for Pre Schoolers

- Playgroup: Children must be 3 years of age or older on the first day of school.
- Nursery: Children must be 4 years of age or older on the first day of school.
- Prep: Children must be between 5 and 6 years of age (inclusive) on the first day of school.

Pre School Timing

- School Hours:Playgroup, Pre-Nursery, Prep Junior, and Prep Senior: 8:30 AM to 12:30 PM.
- Attendance and Punctuality:Regular attendance and punctuality are expected. In the event of an extended absence, a medical certificate is required.
- Early Arrival:Children should not arrive at school before the designated start time, as supervision will not be available.
- Transportation:If utilizing school transportation, please provide advance notification and ensure your child has their identification or ID card.
- Punctuality (Arrival and Departure):Please adhere to the school's designated arrival and departure times.

Others

- **Hygiene:** Both boys and girls should maintain neat hairstyles and keep their fingernails short and clean.
- **Child Pickup:** Children will only be released to their parents or individuals presenting a parent's identification card for personal pickup.
- **Valuables:** Please do not send valuables with your child to school. For safety reasons, jewelry should also not be worn.
- **Illness:** In case of illness, please report any complications or illnesses to the teacher or coordinator as soon as possible, especially any viral diseases.
- **Withdrawal:** A four-week notice period is required for withdrawal during the term. A transfer certificate will only be issued after the notice period has concluded.
- **Balanced Meal:** A balanced meal will be provided every Friday.
- **School Supplies:** School bags, books, notebooks, stationery, and uniforms will be provided by the school. (Note: Parents are responsible for purchasing shoes.) All school-provided items must be returned upon the child's departure from the school.
- **Parent-Teacher Meetings (PTMs):** Parent-Teacher Meetings will be held on the first Friday of every month. If parents miss two consecutive PTMs, their child may be withdrawn from the school.
- **Field Trips:** A compulsory field trip will be organized every three months for students. All students are required to participate in these field trips.



P particulars to be submitted along with the admission form:

- ☐ A certified photocopy of the Birth Certificate of the child.
- ☐ Two recent passport size photographs.
- ☐ Resident Proof of Parent
- ☐ Medical Form (as per school format).
- ☐ Original progress card of the previous school in case he/she has attended.
- ☐ Other school Students applying for Play group to Third class may be required to
- ☐ undergo an observation Test(applicable for new admissions only).

Date: _____

Signature: _____
(Admission Officer)

