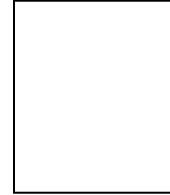


ULLENS SCHOOL
(A Center of Excellence in Education)
Khumaltar, Lalitpur
Nepal



STUDENT APPLICATION FOR ADMISSION

Note: A processing fee of Rupees 500 must accompany this application. The fee is non-refundable.

Date of application.....

1. CHILD'S INFORMATION:

Child's full name (English)

Child's full name (Devanagari).....

Child's height (cm).....Weight (KG).....

Gender: Male Female Nationality.....

Nick name or family name of child if any.....Date of birth:BSAD

Home address:.....

.....

Home PhoneHome FaxE-mail.....

Please encircle the grade you are applying for:

Kindergarten: 3 years 4 years 5 years

Primary level: Grade one Grade two Grade three Grade four Grade five

Lower Secondary Level: Grade six Grade seven Grade eight

1.1. Child's Medical Record:

Child's vaccination records (Please tick if the child is vaccinated & write if it is missing from the list)

- | | | |
|----------------------------------|--------------------------------|---------------------------------------|
| <input type="checkbox"/> DPT | <input type="checkbox"/> BCG | <input type="checkbox"/> Hepatitis- B |
| <input type="checkbox"/> Measles | <input type="checkbox"/> Polio | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please list any physical limitations or health problems including allergies, special medication/diet, physical impairments, eye-sight problem etc.

.....

.....

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.....

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.....

1.3. Child's school experience: List schools the child attended previously

SN	Name of school attended	Address	Grade	Dates attended

Please list any academic concerns that you have observed and or that previous teachers have reported.

.....

.....

.....

.....

.....

.....

1.4. Family Information:

Information requested below is kept very confidential and it is used for only Ullens School purposes.

Child's religion: (If practised).....Child's ethnicity:

Child lives with: Father and mother Father Mother Guardians

Child's parents' marital status: Living together Separated

Child has: Stepmother: Stepfather:

Child's Sibling Information:

SN	Child's siblings	Sex	Age	Name and address of school attending	Grade

2. PARENT'S/ SURROGATE PARENT'S INFORMATION

2.1. Parent's NameAge.....

Address:.....

Occupation..... Present Position.....

Name and address of employer:.....

.....

Work phoneMobile Phone.....

Fax number.....E-mail.....

2.2. Parent's NameAge.....

Address:.....

Occupation..... Present Position.....

Name and address of employer:.....

.....

Work phoneMobile Phone.....

Fax number.....E-mail.....

2.3. Surrogate Father's or Guardian: [person who is responsible for the child's well fare]

Name.....Age.....

Address:.....

Occupation..... Present Position.....

Name and address of employer:.....

.....

Work phoneMobile Phone.....

Fax number.....E-mail.....

2.4. Surrogate Mother's or Guardian: [person who is responsible for the child's well fare]

Name.....Age.....

Address:.....

Occupation..... Present Position.....

Name and address of employer:.....

.....

Work phone Mobile Phone.....

Fax number..... E-mail.....

2.5. Incase of Emergency: [person to contact first]

First Emergency Contact Person:

Phone: Home..... Mobile..... Work phone.....

Second Emergency Contact Person:

Phone: Home..... Mobile..... Work phone.....

3. PARENT SECTION:

The following Section has to be completed by the child's parents/ guardians:

Your answers to this set of questions will help us get a sense of your child's abilities, interests, and personal style. Not all of the questions below may apply to your child. You need answer only those that do. Please feel free to add any information you think might be useful in giving us a complete picture of your child.

3.1. Who recommended Ullens School and what motivated you to apply?

- Friends Teachers Relatives

List the factors that led you to apply:

.....

.....

3.2. Why do you prefer Ullens School over to your child's previous school?

- You like Ullens School philosophy You like the way we educate children

.....

3.3. What areas did your child enjoy in his/her previous school?

- Games and sports Extra curricular activities

Teaching and learning activities Homework and class work

.....

3.4. What are your child's strength and interest areas?

- | | |
|---|---|
| <input type="checkbox"/> Games and sports | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Music | <input type="checkbox"/> Creative and expressive arts |
| <input type="checkbox"/> | <input type="checkbox"/> |

3.5. What are your child's most difficult areas?

- | | |
|----------------------------------|---|
| <input type="checkbox"/> Sports | <input type="checkbox"/> Mathematic |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Music | <input type="checkbox"/> Creative and expressive arts |
| <input type="checkbox"/> | <input type="checkbox"/> |

3.6. In what activities does your child use language creatively?

- | | |
|--|--|
| <input type="checkbox"/> Composing poems | <input type="checkbox"/> Writing stories |
| <input type="checkbox"/> | <input type="checkbox"/> |

3.7. Does your child read for pleasure? If yes, Please list a few names of the books that your child reads.

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

3.8. Please list the top five things you would like for us to know about your child.

-
-
-
-
-

3.10. What do you most appreciate about your child?

.....

3.11. Who takes care of your child at home in your absence?

- | | |
|---|---|
| <input type="checkbox"/> Your relatives | <input type="checkbox"/> Your baby sitter |
| <input type="checkbox"/> Grand parents | <input type="checkbox"/> |

3.9. Has the child ever been suspended or expelled from a school? **Yes No.** If **yes**, please give the details concerning the suspension.

.....
.....

.....

3.12. How would you rate your child in the following areas?

SN	Areas	Description	Rating					Description
			1	2	3	4	5	
1.	Leadership	Weak	1	2	3	4	5	Strong
2.	Cooperation	Low	1	2	3	4	5	High
3.	Dependability	Low	1	2	3	4	5	High
4.	Relationship with others	Poor	1	2	3	4	5	Good
5.	Academic achievement	Low	1	2	3	4	5	High
6.	Linguistic development	Poor	1	2	3	4	5	Good
7.	Social skills	Poor	1	2	3	4	5	Good
8.	Physical development	Poor	1	2	3	4	5	Good
9.	Emotional development	Poor	1	2	3	4	5	Good
10	General motivation	Poor	1	2	3	4	5	Strong

We understand that withholding or misrepresenting information may jeopardize admission or enrollment to Ullens School. Signature below indicates that all the information provided on this application is correct, complete and honestly presented.

Date		Parent's signature		Parent's signature	
------	--	--------------------	--	--------------------	--

Date		First guardian's signature		Second guardian's signature	
------	--	----------------------------	--	-----------------------------	--

<p>Office use only:</p> <p>..... son/daughter of Mr. and Mrs.....</p> <p>..... and, is admitted in</p> <p>gradeat Ullens School.</p> <p>Signature of official authority:</p>

Ullens School
Office of Admissions

Dear Prospective Parents/Guardians;

It is our great pleasure to know that you are interested to admit your child in Ullens School. We are providing the following checklist in order to expedite the admission process.

- **Application form:**

The application form should be handwritten legibly and returned to the Main Office.

- **Application fees:**

An application fee of 500 rupees must be paid to the Account Office to receive an application form.

- **Report Card of last grade attended:**

Your child's official report card copy of the last grade attended should be submitted to the Main Office along with application form.

- **Aptitude Test**

An Aptitude Test is given to each child. A result of the child's aptitude test does not deny the prospective child's admission. Please contact the Main Office to schedule an appointment time for your child's Aptitude Test.

- **Admission Interview:**

When all application materials have been received and reviewed, parents/ guardians and child are contacted by the Main Office for an Admission Interview.

- **Other required documents:**

Xerox copies of parents' citizenship cards, birth certificate, eight recent passport size photographs of your child and your child's two examples of any type work should be submitted along with the application form.

Even though admittance to Ullens School is not dependent on the results of your child's Aptitude Test, each class level size is limited and this is the reason your child is not admitted at this time. A letter of acceptance will be issued to you if your child is accepted at Ullens School. An Orientation Session is mandatory for all parents of admitted students.

Sincerely Yours

Medin Lamichhane
Principal

CHECKLIST FOR ADMISSION (PARENTS'/ GUARDIAN'S COPY)

Ullens School

Office of Admissions

S	Items	Yes / No / NA
1	Submission of application form	
2	Application fees deposited	
3	Report card of last grade attended	
4	Aptitude Test	
5	Admission Interview (child)	
6	Admission Interview (Parents)	
7	Admission Interview (Guardians)	
9	Xerox copies of parents' citizenship cards	
10	Xerox copies of guardians' citizenship cards	
12	Child's birth certificate	
13	Eight copies of recent passport size photographs	
14	Two examples of child's work	
15	A letter of acceptance	

Important Dates

SN	Areas	Dates
a.	Date of application	
b.	Aptitude Test	
c.	Child's admission Interview	
d.	Parents' admission Interview	
e.	Guardian's admission Interview	
f.	A letter of acceptance	

CHECKLIST FOR ADMISSIONS (SCHOOL COPY)

Ullens School

Office of Admissions

S	Items	Yes / No / NA
1	Submission of application form	
2	Application fees deposited	
3	Report card of last grade attended	
4	Aptitude Test	
5	Admission Interview (child)	
6	Admission Interview (Parents)	
7	Admission Interview (Guardians)	
9	Xerox copies of parents' citizenship cards	
10	Xerox copies of guardians' citizenship cards	
12	Child's birth certificate	
13	Eight copies of recent passport size photographs	
14	Two examples of child's work	
15	A letter of acceptance	

Important Dates:

SN	Areas	Dates
1	Date of application	
2	Aptitude Test	
3	Child's admission Interview	
4	Parents' admission Interview	
5	Guardian's admission Interview	
	A letter of acceptance	

Admissions Important Forms to be completed:

S	Items *These forms are sent to the Main Office	Yes / No / NA
1	Parent's/Guardian's Field Trip Consent	
2	After School Programs	
3	Ullens School's Disciplinary Policy	
4	Parent's/Guardian's Library Card	
5	Attendance at orientation	

A LETTER OF ACCEPTANCE

Ullens School
Office of Admissions

Date:

.....
.....
.....

Dear Mr and Mrs.....

I am delighted to inform you that your son/ daughter.....
has been accepted at Ullens School. To secure your child's place in grade
....., please contact the Admission Office within a week from reception of
this letter.

Welcome to the Ullens School community! Ullens School is a "parent friendly" school so
we look forward to working with you in educating your child.

Sincerely Yours;

Medin Lamichhane
Principal

ULLENS SCHOOL
Lalitpur-13, Khumaltar
Lalitpur, Nepal
Telephone- 977-01-5570724
Fax- 977-01-5524609

RE: Educational Field Trip Outings

Ullens School's educational philosophy is based on the Developmental Interactive Approach from Bank Street Graduate School of Education, New York. The Developmental Interactive Approach emphasizes the development of the whole child, that is, cognitive, affective and psycho-motor.

One of the major components of the Developmental Interactive Approach is the use of field outings in classroom instruction. Field trip could include a simple walk around the school neighbourhood or a trip outside.

Your child's safety is paramount during these outings. The following procedure is followed for all field outings.

- A letter of information is sent home before each field trip.
- The Main Office is informed of the date, time and place of the class trip in case of a home emergency.
- There is one parent supervisor for every 5 to 6 children.
- Children are trained in safe field trip procedures before leaving the school

Since these occur on a regular basis, Ullens School requests that as parent/guardian you sign the annual field trip consent below so that your child can participate in the class instruction.

I have read the above information concerning Ullens School's educational approach and the safety measures put into place to ensure my child's safety during these field trips.

I thereby give my child permission for the year _____ to participate in these field trips.

Parent's/guardian's Signature: _____ **Date:** _____

CREATING A RESPECTFUL and SOCIALLY RESPONSIBLE SCHOOL ENVIROMENT

Ullens School believes and upholds high standards not only in educational advancement but in the development of the child's respectful responsibility to self, others and the school's environment.

To that effect Ullens School promotes the use of the Program "Developing Capable Persons" which focuses on the respectful development of the child's inner sense of responsibility and community responsibility.

Ullens School cannot accomplish these important socialization skills without the express assistance of the child's parents/guardians.

Ullens School therefore requires that as parents/guardians that you have informed yourselves as to the disciplinary policies of the school which are found in the Parent's Handbook.

These need to be read and the statement below needs to be signed before the completion of your child's admission process.

Parent's/Guardian's Acceptance of Ullens School's Disciplinary Policies:

We { I } _____ certify that as parents/guardians we { I } have read

Ullens School's disciplinary policies found in the Parent Handbook under Section 14.

Parent's/Guardian's Signature: _____ **Date:** _____

RE: Student After School Programs

Ullens School's educational philosophy is based on the Developmental Interactive Approach from Bank Street Graduate School of Education, New York. The Developmental Interactive Approach emphasizes the development of the whole child, that is, cognitive, affective and psycho-motor.

After School Programs may be offered to your child to assist him/her academic and social development. The class level teacher will inform you when an After School Program would benefit your child's academic and/or social development or when the teacher would judge this as a necessary requirement for your child

Child's After School Program: [Form put into the child's file]

We { I } _____ certify that as parents/guardians we { I } have read The above statement and do agree upon being informed that we would allow our child to participate in a specific After School Programs.

Signature Parent/Guardian: _____ **Date:** _____

ULLENS SCHOOL
Lalitpur-13, Khumaltar
Lalitpur, Nepal
Telephone- 977-01-5570724
Fax- 977-01-5524609

RE: Use of Ullens School's Library and/or Parent Resource Centre

Ullens School prides itself in being a "Parent Friendly" school. In order to assist you in being part of Ullens School's community, Ullens School offers to all parents/guardians the use of the Main Library.

In order for you to access the services of the Main Library, a library card is issued to you within a timely manner after the completion of your child's admission process. The library card gives you free access to the use of the Main Library. The same library rules that apply to students apply to parents/guardians.

The Parent Resource Centre is open to all parents/guardians.

Library Card and Use of Ullens School Library:

As parents/guardians we wish to have the privilege of using Ullens School's Library facilities. Our contact information is:

Parent/Guardian – Female:

Full Name: _____

Application Date: _____

Parent/Guardian – Male:

Full Name: _____

Application Date: _____

STUDENT ADMISSION

POLICY:

Ullens School admits students of any race, color, religion, and/or ethnic origin. The school does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies and scholarships.

PROCEDURES:

Nursery, Kindergarten and Class One:

- Ullens School accepts children's names for the Kindergarten and Class One registration list from their second birthday, but a place is never guaranteed. The students are taken into the nursery, strictly in the order that their names were put on the waiting list. The students are admitted to the nursery between the ages of three [3] and three and a half [3.1/2]. Parents/guardians are notified when a place is available for their child. Students are admitted in the Kindergarten Section till they are six years of age from March till April.

Primary – Lower Secondary:

- For each primary and lower secondary levels there is a planned admission limit of thirty [30] students per class level.

A Bridge Course System:

- Students who need time to work towards reaching their class level may enter a Bridge Class in order to have the time to work on their weaker academic areas. After the student has finished the Bridging Course, he/she is admitted in recommended class level.

Admission Process:

Parents/guardians who wish to admit their child to Ullens School need to do the following in the order indicated below.

- **First:** Contact the Main Office to set an appointment with the Principal for an interview and to pick up the Admission's Package. Fill out the Admission forms within the Package. The Main Office requires that parents/guardians make every effort to obtain the student's previous school records, that is, either the last report card and/or any other school documentation. The documentation needs to accompany the completed admission form.
 - When an application is accepted, a booking fee must be paid, which is not refundable.
- **Second:** The completed Admission's Package is brought to the interview. Parents are requested by telephone to present their child for an admission interview. Both parents are interviewed as well. This interview will include the parents/guardians and prospective student.
- **Third:** The prospective student completes a Placement Test. The results of the Placement Test does not deny the prospective student's admission into Ullens School.

- **Fourth:** Within a timely manner after the interview the Principal's secretary contacts the parents/guardians to inform them of Ullens School decision regarding their child. A formal letter is sent to confirm the student's admission or non-admission.
 - If a student's admission is unsuccessful, but the parents still wish to secure a placement for their child, then the parents have the right to appeal to the Ullens School Management Board. The Main Office explains this procedure to the parents.
- **Fifth:** When a student is accepted at Ullens School, financial arrangements are then concluded.
- **Sixth:** An orientation meeting is required of all parents/ guardians whose children are accepted.

School Fees:

Scholarships are available depending on the circumstances of the parents requesting admission. Each application is studied as an individual case requiring separate consideration of the parent's reasons for requesting an Ullens School Scholarship. All scholarship requests are reviewed and granted by Ullens Education Foundation, Board of Trustees.

Forms To Be Filed Out Before School Begins:

The following forms need to be completed and submitted to complete the student's admission process. Parents/guardians in the beginning of each school year review each form below before completion. Parent's/guardian's signatures are required before Ullens School can act in the parents/guardians stead. All these forms are available at the Main Office.

Please note that if any changes occur within the family such as shifting home area, emergency contact person and/or telephones numbers it is essential that this information is given to the Main Office. Ullens School cannot be responsible for consequences that may arise with a student if the parents/guardians have not provided the changes concerning important student information.

- Admission
- Ullens School Medical and Confidential Health Information
- Emergency Medical Consent in case a student is ill or has an accident
- Parent Consent for all the class educational field trips
- After School Program[s]
- Library Use