

# The Olive Foundation, Olive Secondary School

Byron Street, Bradford, BD3 0AD – [www.olivesecondary.org.uk](http://www.olivesecondary.org.uk) – [info@olivesecondary.org.uk](mailto:info@olivesecondary.org.uk) – \*Inspire\* Nurture\* Achieve\*



## Admission Form

Please Use Capital Letters (Fill Both Sides of This Page)

Surname		First Name	
D.O.B		Male	Female
Address			
Post Code		Landline Number	

Present School Details			
Name		Current Year:	
Address			
Email			
UPN Number		Landline Number	

Fathers Details		Mothers Details	
Name		Name	
Mobile Number		Mobile Number	
Tel No.		Tel No.	

Emergency Contact Details			
Contact Name		Contact Number	
Relationship to Student	<i>Emergency Contact Details Can Not Include Parents Details</i>		

Medical Details			
Does the student suffer from any medical problems?	Yes	No	If Yes, Please Provide Details Below
Does the student suffer from any allergies?	Yes	No	If Yes, Please Provide Details Below

GP Details			
Name			
Address			
Post Code		Contact Number	

**If The Application Form is Incomplete, It Will Delay The Admissions Process**

## *Rules & Regulations*

1. All new applicants will have to attend an interview.
2. All new applicants will be required to sit an entrance exam. Its result will determine whether a place is offered.
3. All fees will be paid on the scheduled days. Failure to pay will result in your child losing his/her place.
4. There will be no refund of admission, education fees or any other fees; either if the student leaves or the school expels a student.
5. Students are expected to arrive to school on time and collected promptly by parent/guardian at the end of the school day.
6. Students are also expected to attend school in the correct uniform. If that's not the case, then parents will have to either drop off the uniform to school, or collect their child to get changed into the correct school uniform.
7. Whilst in Olive Secondary School, all lessons must be attended except when excused by an authorised person.
8. No one will be permitted to be absent from school during term time. However, in case of emergency parent/guardian wishing to obtain leave for any student may contact the school reception office for permission.
9. To insult the teachers or any member of staff will be judged as inexcusable and any student found guilty will be liable for dismissal. Olive Secondary School reserves the right to expel any student when it seems necessary.
10. Anyone expelled will have no legal remedy against Olive Secondary School.
11. At the end of holidays, all students must return to Olive Secondary School on the fixed day.
12. If in any event a student has to be sent home then the parent/guardian have to without any objection or delay, make necessary arrangements for the student to return home.
13. Students will be liable to pay for damage they cause to the property of Olive Secondary School.
14. The above rules and regulations will have to be accepted and abided by all concerned if they wish to remain at school.
15. Olive Secondary School for its part undertakes to:
  - A. Safeguard and promote the welfare of pupils at Olive Secondary School
  - B. To treat each student in a fair and sympathetic manner and to put the interest and welfare of the pupils uppermost
  - C. To provide educational and recreational opportunities to all pupils regardless of background or ability.
16. It is Olive Secondary Schools wish and earnest desire to provide a caring and safe environment for all students. We are committed to safeguarding and promoting the welfare of children.

### *Necessary documents to be accompanied with this Application Form:*

1. Photocopy of Passport/Birth Certificate
2. Most Recent Academic School Report
3. Most Recent Exam Results

### *Declaration*

1. The information given on this form is true and accurate to the best of my knowledge.
2. I understand that my application will be disqualified if I knowingly give false information.
3. I have read or had explained to me the rules and regulations on the form.

I accept to follow the rules and regulations of Olive Secondary School.

<i>Signature of Father</i>		<i>Date:</i>
<i>Signature of Mother</i>		<i>Date:</i>

#### *For Office Use Only*

Application Received		Date of Admission	
Most Recent Report		Birth Certificate/Passport	
Admission Fees		Student Admission No.	