

Tathva International School

Application for Admission 2018 – 2019

Date of Application: _____

Date of Joining: _____

Attach recent ID
photograph of
applicant here.

Attach recent ID
photograph of
father here.

Attach recent ID
photograph of
mother here.

Section 1 – Applicant Information

Please refer to year & class placement at the following link: <http://tathva.ed.jp/admissions/pricing#classes>

Kindergarten	<input type="checkbox"/> Cubs (1st year KG)	<input type="checkbox"/> Pandacorn (2nd year KG)	<input type="checkbox"/> Dolphin (3rd year KG)		
Primary	<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 5
Secondary	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 8		
IGCSE	<input type="checkbox"/> Grade 9	<input type="checkbox"/> Grade 10	<input type="checkbox"/> Grade 11		

For students enrolling in Primary, Secondary, or IGCSE:

Second Language ☐ Japanese ☐ Hindi

*Selection of a second language option does not guarantee a seat to the applicant.
It will depend on available vacancies at the time of confirmation of admission.*

Name	Given		Last	
Date of Birth	dd/mm/yyyy			
Age	Current		As of 1st April, 2018	
Home Phone				
Email of Student	If any available			
Address				
Post Code				
Gender	<input type="checkbox"/> Male		<input type="checkbox"/> Female	
Nationality				
Mother Tongue	Language spoken at home			



Section 2 – Parent Information

Father

<i>Name</i>	
<i>Profession</i>	
<i>Company Name</i>	
<i>Office No.</i>	
<i>Residence No.</i>	
<i>Mobile</i>	
<i>Email</i>	
<i>Address</i>	

Mother

<i>Name</i>	
<i>Profession</i>	
<i>Company Name</i>	
<i>Office No.</i>	
<i>Residence No.</i>	
<i>Mobile</i>	
<i>Email</i>	
<i>Address</i>	



Section 3 – Academic Background

Please list all schools attended. *Most recent school first.*

Name of School	Start Date	Grade	Finish Date	Grade	Language of Instruction	Location

Sibling Information

☐ Check here if no siblings.

Name	Gender	Age	Current School	Grade	Intention to enroll at Tathva International School			If yes, which year?
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled	

** Please be informed that Tathva does not provide any discount for family with two or more children enrolled at Tathva International School.*

Section 4 – General Information

1) Did you visit the school before applying?

☐ Yes

☐ No

If yes, on what occasions? _____

2) Have you ever applied to Tathva for this child before?

☐ Yes

☐ No

If yes, for what school year and class? _____

3) If you received an offer of enrollment for this child on a previous occasion but chose not to accept the offer. Please explain why?

4) Does your child currently live in Japan?

☐ Yes

☐ No

5) How long do you intend to stay in Japan?

6) Are you applying to other schools for the same year?

☐ Yes

☐ No

7) Has your child ever repeated a year of schooling?

☐ Yes

☐ No

If yes, please explain: _____

8) Has your child ever been suspended or expelled from school?

☐ Yes

☐ No

If yes, please provide details: _____

9) If your child is currently enrolled at another school in Tokyo or a neighboring prefecture, please explain the reason for your application.

10) How else would you be able to support the school? Please check (☒) as appropriate.

☐ Donation

☐ Parent Teacher Executive Committee

☐ Class Parent

☐ Help on School Outdoor Events

☐ Other (please specify) _____

11) Where did you hear about Tathva International School?

☐ Current/former Tathva student/parent

☐ Another friend/colleague

☐ Internet search

☐ Relocation company

☐ Other (please specify) _____

12) Bus Service Request

☐ Yes

☐ No

If yes:

☐ One way

☐ Two ways

Section 5 – Health Assessment Report

- 1) Has your child been seen by a provider for any health, weight, development or behavior concerns?

☐ Yes

☐ No

If yes, please provide complete details:

- 2) Does your child have any allergies?

☐ Yes

☐ No

If yes, please provide complete details:

- 3) Does your child have any specific food restrictions?

☐ Yes

☐ No

If yes, please provide complete details:

- 4) Are you concerned about your child's cognitive/social development or behaviour?

☐ Yes

☐ No

If yes, please provide complete details, along with details from a professional consultant:

Section 6 – Application Questionnaire

To be filled by parent/guardian child's feedback.

Personal Qualities	Rarely	Sometimes	Usually	Always
Accepts/Responds to adult direction				
Shows adaptability/flexibility				
Displays self-confidence				
Shows attentiveness/focus				
Demonstrates consideration for others				
Exhibits self-control				
Acts independently				
Shows responsibility				
Accepts others with differences				

Section 7 – Parent/Guardian’s Agreement

Applicant’s Name _____

Given Name

Family Name

Please read the following statements and indicate your understanding and agreement.

- ❖ I certify that the information I have provided in this application is complete, true, and correct in every particular. Furthermore, I certify that I have disclosed all required information about my child.
- ❖ I understand that providing false or misleading information or not including all relevant information will result in the withdrawal of any offer of enrollment to my child before or after enrollment and the commencement of classes.
- ❖ I understand that while the supply of information is voluntary, if I cannot provide or do not wish to provide the information sought, it may be impossible to process my application.
- ❖ I consent and authorize Tathva to contact teachers, counselors and/or administrators at current or previously enrolled schools to request further information if necessary to facilitate verification of my application.
- ❖ I understand that my application will undergo a screening process and that I will not be invited to attend an interview and test if unsuccessful at screening.
- ❖ I understand that Tathva, as per policy will not provide details OR enter any discussion with the parent as to how the screening procedures were carried to arrive at the outcome of the application.
- ❖ I understand that the school may ask my child to undergo certain medical / psychological examination if required.
- ❖ I have read Tathva’s refund policy and understand that the Application Fee is non-refundable regardless of the result of my application.
- ❖ I have read the Admissions Handbook in compliance with (1) Academic Planner (2) Fee Policy (3) Year Class Placement and agree to adhere to the rules and procedures outlined and to comply with the payment schedule as determined by the school.

Father’s/Guardian’s Name _____

Date _____

Mother’s/Guardian’s Name _____

Date _____

Signature Father/Guardian

Signature Mother/Guardian

To be signed during the meeting

To be signed during the meeting

Section 8 – Preferred Date for Appointment

Please provide 3 available dates for an appointment.

Date 1

dd/mm/yyyy

Date 2

dd/mm/yyyy

Date 3

dd/mm/yyyy

Section 9 – Application Checklist

Each application must include:

- ☐ Application for Admission
Sections 1 – 7
- ☐ Proof of Date of Birth
e.g.: copy of birth certificate or passport
- ☐ Recent passport-sized photograph. Applicants photo with white background in white t-shirt / shirt
Paste on the application form
- ☐ Family photograph
Non-returnable; may be formal or informal
- ☐ Application Fee
¥6,500 – to be submitted with the application in cash; exact change to be rendered

Other documents:

- ☐ School reports
Applications for grades Pandacorn and above: copies of school reports
- ☐ A copy of parent's and applicant's residence card
In the case of Japanese citizens: copy of parent's driving license
- ☐ Transfer Certificate and conduct certificate
For admissions in grades Pandacorn and above: from applicant's previous school
- ☐ A copy of insurance card of the applicant
- ☐ Medical report (if any), any medical history that the school should be aware of

* Please bring originals for attestation.

Section 10 – Application Conditions

1. It is the responsibility of applicants to ensure that all required documents are received by the school. Applications will not be screened until all documents (as listed above) and the Application Fee have been received.
2. No items (including photographs) submitted as part of an application will be returned. Please bring original documents for attestation.
3. All application forms must be written clearly and legibly in English only. Tathva will not be held responsible for any miscommunications due to errors or unclear contact details.
4. All school reports must be in English. Translations must be provided where necessary. These must be arranged by the parents/ guardian of the applicant.
5. Applications need to be emailed to admissions@tathva.ed.jp, be submitted by post/courier, or delivered in person (appointment required). Submission by fax or e-mail is not accepted.

Consent Forms

To be signed by the parent/guardian during the meeting with the Tathva Official

Clause 1 – PICK-UP PERMISSION CONSENT FORM

Kindergarten Student: Must be picked up by an adult (Parent or Legal Guardian)

Primary Student: Must be picked up by an adult (Parent or Legal Guardian), unless a Parent or Guardian has signed a permission slip or letter allowing the child to take the bus or leave on his/her own.

Name of Child: _____

Grade: _____

Please check the appropriate box:

- ☐ My child uses the school bus and will be picked up by an adult (Parent or Legal Guardian).
- ☐ My child uses the school bus and will leave the bus on his or her own.
- ☐ I do not give my child permission to leave school on his or her own. My child must wait with the teacher until picked up by an adult (parent or guardian).

If the waiting time goes beyond a permissible limit, the child will be enrolled in after care for the day for which the parent will be charged a fee as applicable.

- ☐ I give my child permission to leave school with an older child.

Name of older child: _____

Age: _____

Relation to child: _____

- ☐ I give my child permission to leave school on his or her own.

I understand that by giving my child permission to leave School either on his or her own or with the designated older child, I am taking responsibility for the safety and well-being of my child after leaving school premises.

Clause 2 – PRIVACY POLICY & SOCIAL MEDIA CONSENT FORM

I hereby agree to the privacy policy of the school and promise to abide by the rules as specified in the privacy policy.

I consent to having Tathva International School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and email addresses, behavioral, academic and health information, most recent report card, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration. I further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of Tathva International School:

- (1) For the purpose of establishing, maintaining and terminating the student's or parent's relationship with Tathva International School.
- (2) For additional purposes identified when or before personal information is collected.
- (3) As otherwise provided in Tathva International School's Personal Information Privacy Policy, a copy of which is available on request.

I also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of Tathva International School. I consent to the sharing of my contact details with other parents of Tathva International School for the purpose of any school-related activities.

I hereby agree to use the contact details of parents and students of Tathva International School in accordance with the privacy policy of Tathva International School. I hereby agree to the social media policy of the school and promise to abide by the rules as specified in the social media policy. I have read and understood the social media policy.

Clause 3 – USE OF CHILD PHOTOS CONSENT FORM

I hereby agree to permit Tathva to take photographs of my child during school activities for the purpose of educating students, promoting the school, or promoting public education. The school may publish photographs of my child and/or samples of work done by my child in a variety of ways. The publications could include, but are not limited to, school newsletters (online and in hard copy), Tathva International School's Internet and Intranet websites, content-sharing websites such as Facebook or YouTube, annual school magazines and local newspapers. Published photographs and work will be viewable by third parties.

We agree to the following:

- (1) The school may publish photographs of my child and samples of my child's work as many times as it needs in the ways mentioned above.
- (2) The child's photograph may be reproduced either in color or in black and white.
- (3) The school will not use my child's photograph or samples of my child's work for any purpose other than for the education of students, or for the general promotion of public education and the school.

Any photographs taken by the school will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of my child, Tathva International School cannot guarantee that my child will not be able to be identified from the photograph or work.

Clause 4 – PARTICIPATION IN PHYSICAL EDUCATION, SPORT FIXTURES, AND EXTRA-CURRICULAR ACTIVITIES CONSENT FORM

At Tathva, we are pleased to be able to offer a wide range of extra-curricular physical education activities and sporting opportunities for your children in order to provide a more well-rounded education and personal development. This may include travel by school bus or coach to offsite functions (e.g. competitions).

We do not wish to overburden you with continuous paperwork to ask you for permission to allow your child to take part. Therefore, we are asking you to complete the form below to cover your child's time at Tathva.

This form will then act as general consent for your child to take part in extra-curricular sporting events and other activities of a low risk nature in and out of school. For certain visits, competitions, and activities taking place during the school day, and for activities that are considered a higher risk (outdoor bounds activities, for example) specific information and permission letters will still be issued. Please be assured that all relevant risk assessments will be carried out by the school.

Please ensure that you contact the school should the emergency contact numbers or medical conditions change during the school year.

Please also make sure that your child carries any relevant medication with them when attending functions or clubs.

☐ **Agree**

I give permission for my child to take part in extra-curricular physical education activities and functions as required during their time at Tathva. I will inform the school of any changes to emergency contact numbers or medical conditions regarding my child. I will also ensure that my child carries any relevant medication with them to functions and clubs.

Emergency Contact Numbers _____

Medical Conditions (If applicable) _____

☐ **Disagree**

I understand that my child will be using the library during any periods during which other children are partaking in outdoor activities.

Sign _____

Clause 5 – BREACH OF SCHOOL RULES AND POLICIES

At Tathva we believe both the school and the parents/guardians are responsible for their children's education. A close working relationship between the parents and school ensures the best outcome of children education and welfare. In case of any breach of any rules defined by school, the school will discuss with the parent and in some cases may initiate appropriate action, including termination, by notifying the parent by email. The school reserves the right to implement new rules at any given time based on the needs of the school or the students due to any factor. Any changes to the policy will be notified to parents in an email.

We have read the above clauses N°. 1, 2, 3, 4 & 5, and understood them and give our consent to comply to the rules and regulations mentioned in the clauses. We also agree to the admission contract terms and conditions mentioned in the Admissions Handbook along with (1) Academic Planner (2) Fee Policy (3) Year End Class Placement.

Date _____

Name of the Child _____

Name of the Parent/Guardian _____

Signature _____

Mr. Kazumasa Sugita
President and CEO

Tathva International School

Tel: 03-6808-9090

Email: info@tathva.ed.jp