



NORD  
ANGLIA  
EDUCATION

HELPING OTHERS  
TO BE THE BEST  
THEY CAN BE

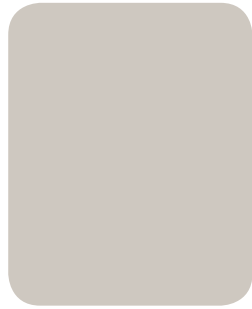
# THE ENGLISH INTERNATIONAL SCHOOL

Prague, Czech Republic

NAME

DATE

COMMENTS



## OUR SCHOOL APPLICATION FORM

Please complete in BLOCK CAPITALS  
Please use one application form for each child

[www.eisp.cz](http://www.eisp.cz)



NORD  
ANGLIA  
EDUCATION



## OUR APPLICATION FORM

### AN INTRODUCTION

Parents seeking admission for their children are invited to make an appointment with our Admissions Officer, in order to pay an initial visit to view the school. At that time, parents can discuss at length the future educational needs of their children and how we can best meet those needs. We recognise that it is often not possible, but it is helpful if children can accompany their parents on this first visit. Our Admissions Policy and the details of our Admissions Procedures offer useful guidance for this initial visit to the school.

We reserve the right to exercise discretion on age entry criteria. Children joining us from another school must provide the most recent reports from their current school, and parents are requested to ensure that any special educational requirements have been fully discussed before a place has been offered. Although our school is the most inclusive of schools, we must reserve the right to exclude children when we believe that we cannot meet their behavioural or educational needs.

### ADMISSIONS POLICY

The English International School of Prague is an independent co-day school for children aged 2 to 18 years. In keeping with our ethos as a multicultural, inclusive and caring community, we are proud to welcome students of all nationalities, races and creeds. As a non-selective school, we seek always to promote equal opportunity, applying our regulations on admissions fairly and without prejudice. This policy should be read in conjunction with our Admissions Procedures.

The British education system operates on the premise that students thrive best in their correct class age groups. Differentiated teaching caters for differences in needs and abilities; the most able children are challenged, while children needing support or more time are cared for and encouraged to fulfil their potential.

We believe that it is important for children to be with peers at a similar stage in social maturity and experience tells us that changes made early on may have negative consequences later. For these reasons, we adhere to the policy of keeping children within their correct age band except if the child's birthday falls within a month either side of 1st September.

In cases such as these, if parents feel that their child would benefit from being placed out of age, the school will assess the child, talk to the child's parents and, where possible, to former teachers to make the best decision. In general it is much more advantageous for a child to be older rather than younger in a class.

If a student in Y10 or upwards and working in a second language does not have a level of English high enough to follow successfully the IGCSE or IB programmes at our school, provided there is evidence of academic ability and the student has a reasonable basic level of English, the school will consider options which would allow the student time to focus on English skills and then join the appropriate programme.

### CLASS ORGANISATION

The average class size is between 15-18 students with an absolute maximum of 22 from Reception upwards. Classroom assistants are in place to support teaching in the Early Years and Primary. Prenursery and Nursery classes are smaller with more assistant teachers present due to the needs of pupils at this age.

In managing the composition of classes within a year group, our policy is to achieve as close a balance as possible, considering the following factors: language experience, nationality, ability and gender.

If it is felt it will be beneficial to the year group as a whole, existing class groups may be re-organised at the start of the academic year to ensure an appropriate balance. The children are given many opportunities to work and socialise with all of their peers across the year group, and this is especially encouraged by the House system.

In all issues of child placement the Principal's decision is final.

### ENGLISH ENTRY REQUIREMENTS

The English level required is dependent on the age of the child and the course to which entry is sought. Please consult with the Admissions Officer and the School's English as an Additional Language (EAL) Policy for further details.

### SEN REGULATIONS

Our school has a Special Educational Needs (SEN) Policy based on provision available. The acceptance of students with learning needs will only be confirmed by the appropriate Head of School after discussion with parents. Upon application, it is important that parents share all of the information regarding their child's learning needs, including any professional assessments. Failure to do so might risk the loss of the place once the child has joined our school if we discover that we are not equipped to best assist and support the child's development.

Please note that a Learning support fee may be incurred. This is determined on an individual basis after analysis by our Special Educational Needs department.



## OUR APPLICATION FORM

### STAGE 1 - INITIAL VISIT

We recognise that your first visit to the English International School may well be just one step in your introduction to a new life in Prague. It is often the case that parents have only a few days to find a school for their children, to choose a home and to begin the induction process in an unfamiliar place of work. With this in mind, we aim to make the choice and the transition as smooth as possible.

It is helpful if your child is able to accompany you on your initial visit, but we recognise that this is not always possible. However, it is certainly the case that the more information we have, the easier it is for us to prepare for your child's first day at school. For this reason, we request that you bring with you on your initial visit a copy of your child's latest school reports, preferably translated into English where possible, and any other relevant details such as examination results.

During your visit, we will explain to you:

- the formal admissions procedure
- the details of our Curricula
- all payments due, stating refund and notice requirements
- whether or not there is a waiting list at your child's level (we generally place children in the correct chronological year group according to the British system).

We will provide you with a school brochure and should you wish, answer your more detailed questions on such matters as school uniform, transport, school routines, extra curricular activities and lunch arrangements.

We will expect to answer your queries on these or other matters and clear guidance is given in the documentation. You will be introduced to the Principal and / or an appropriate School Leader. It may also be helpful for you to meet other senior or specialist teachers, though this may not always be possible on your initial visit. The Admissions Team will be able to guide you through the process and advise you on class placement and choice of academic subjects.

### STAGE 2 - APPLICATION

Should you decide to apply formally for admission to the English International School, Prague on behalf of your child, we will require:

- a completed Application Form
- a copy of your child's passport or birth certificate
- copies of your child's latest school reports
- 2 copies of a recent passport size photograph of each applicant
- the registration fee of 8200 CZK and a returnable deposit of 5000 CZK for each child entering Year 7 or above
- completed transfer sheet (Year 1 and above) or Early Years Questionnaire (preschool children)

If at this stage you have a need to discuss the particulars of your application further with the Principal or the Senior Leadership Team, we will be pleased to make an appointment for you. We will acknowledge your application as soon as we receive it, and, if there is a waiting list, will then contact you when a place becomes available. If you would like more information during the waiting period please contact our Admissions Officer.

### STAGE 3 - ADMISSION TO THE SCHOOL

Please note that, upon entry, we assess all students in order to ascertain their level of English and to see their level of achievement relative to our current students. Although we are an inclusive school and do not impose rigorous academic entry criteria, the level of attainment at the English International School is high and we need to be sure that your child will cope and settle happily with us. We have support staff who offer additional help where there are gaps to fill or, for younger children where additional reading or maths support is required. We do offer English as an Additional Language (EAL) support, the details of which may be found in our EAL Policy.

Your acceptance of the offer should be made prior to your child starting school. The payment of the registration fee and the refundable deposit (applicable from Year 7 and above) constitutes your acceptance of a place.

If you have any further queries or concerns that have not been adequately addressed, please do not hesitate to draw them to our attention.

We look forward to seeing you at the English International School, and to welcoming you and your family to our special community.



OUR APPLICATION FORM

## PERSONAL INFORMATION

Please complete in BLOCK CAPITALS

Please use one application form for each child

Applications can be accepted by the Admissions Office with a copy of the following documents

- Child's passport
- 2 recent colour photographs
- Most recent school reports
- Signed school transfer document ( Year 1 and above) or Early Years Questionnaire ( preschool)

Please return to:  
the Admissions Officer  
Brunelova 960/ 12  
Praha 4  
142 00

Name(s)	Preferred name	
Surname	Gender	
Date of birth	Current age	Current year level
Nationality	Place of birth	
Religion (optional)	Home language	
Other languages spoken		
Current home address ..... ..... .....		
Home phone number		
Emergency contact name and numbers (other than parent)		
Are there other children (siblings) linked to this application		



OUR APPLICATION FORM

## ACADEMIC INFORMATION

This information should be as full and accurate as possible. Please append any further information which you think may be helpful.

PREVIOUS SCHOOLS (STARTING FROM MOST RECENT)

1.	From	To
----	------	----

Contact name, phone number, address and email

2.	From	To
----	------	----

Contact name, phone number, address and email

Please tick the level of English proficiency which best describes your child			
Beginner	Gaining confidence	Confident	Fluent
Number of years tuition (if applicable)			

How would you best describe your child in the following areas (please tick):			
Independence and organisational skills			
Excellent	Good	Satisfactory	Needs support
Personal relationships and social interactions			
Excellent	Good	Satisfactory	Needs support
General Academic standards			
Excellent	Good	Satisfactory	Needs support



OUR APPLICATION FORM

## ACADEMIC INFORMATION

In what activities has your child shown special interest or talent?

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Does your child have any areas of exceptional ability?

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Does your child have Special Education Needs (SEN)?

Yes

No

Does your child have any physical and/or mental disabilities?

Yes

No

\* If yes please provide most recent medical/psychological reports.

Please provide any other information in relation to circumstances or needs which may affect schooling, such as physical, social, emotional or family circumstances, e.g. Allergies, Dyslexia, Health Issues, Learning Difficulties, Disrupted Schooling etc ...

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OUR APPLICATION FORM

## SCHOOL FEES

### SCHOOL FEES

Responsible for school fee		Company	Parents
Method of payment	Bank transfer	Cash	
Duration of payment		Yearly	Termly

### BILLING INFORMATION

Organisation for billing	
Accounts/Invoices for the attention of Contact name and telephone, number, email	
Address for billing	

### SCHOOL LUNCH FEE

Responsible for school lunch fee		Company	Parents
Method of payment	Bank transfer	Cash	
Duration of payment		Yearly	Termly

### SCHOOL BUS FEE

Do you require the school bus service		Yes	No
Responsible for school bus fee		Company	Parents
Method of payment	Bank transfer	Cash	



OUR APPLICATION FORM

## MEDICAL RECORD & AUTHORISATION

Please, provide a copy of your child's vaccination card and health insurance card (front and back of card).

Emergency contact name + telephone: \_\_\_\_\_

Doctor's name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### HEALTH HISTORY

Does your child have any ALLERGIES?

(Please give full details of reactions eg breathing problems, hives, rash, vomiting etc)

to food

to insects stings

drugs

other allergic reactions

Does your child have any special DIET requirements?

Does your child have any limitations to ordinary school activities (including physical education classes)? Please specify

Does your child wear any of the following? (Please circle) GLASSES CONTACT LENSES  
BRACES (on teeth) REMOVABLE DENTURES or PLATES HEARING AIDS

OTHER: \_\_\_\_\_



OUR APPLICATION FORM

## MEDICAL RECORD & AUTHORISATION

Please tick✓ and/or give explanations as appropriate, if child has had any of the following illnesses/conditions:

ILLNESS		CONDITION	
Chicken pox		Diabetes	
Whooping Cough		Epilepsy	
Rheumatic Fever		Heart Condition	
Scarlet Fever		Fainting	
Tuberculosis		Asthma	
Pneumonia		Anaemia	
Frequent Ear Infections		Hearing Difficulty	
Frequent Colds		Vision Impairment	
Polio		Surgery	
Other*		Other	

At home does your child take a daily medication:      YES      NO

If yes please explain including name of medication, dosage, route of administration, and rationale for administration

### MEDICAL RELEASE AND PERMISSION TO TREAT

Should my child become acutely ill or injured while on site at EISP or on an EISP school trip, the school has my permission to request medical assistance, emergency or otherwise. I understand that the staff members of the school will take all necessary precautions at their disposal to ensure the safety of my child but that they can in no way be held responsible for any illness or injury my child may incur while attending The English International School Prague.

I give permission to administer first aid to my child, as specified in EISP's Health and First Aid Policy and Procedures.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



OUR APPLICATION FORM

# MEDICAL RECORD & AUTHORISATION

Authorization for medication in school and on class trips

I give permission for the school nurse to treat my child with the following over-the-counter medications if she think it will help the child.

Name of Medication	Reason	Yes	No	Allergy	Contact parents first
Peroxide (no iodine)	Disinfection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Betadine (iodine)	Disinfection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ophthal / Ophthalmol septonex	Eye wash / Eye drops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Panadol/Paralen (paracetomolum)	Headache, high temp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brufen/Ibalgin (ibuprofenum)	Headache, high temp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fastum gel (Ketprofenum)	Muscle pain or twist ankle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strepsils, Orofar	Sore throat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smecta, carbo medicinalis	Diarrhoea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robitussin , Stoptussin	Cough wet/dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fenistil gel	Local allergic reaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fenistil / Zyrtec drops	General allergic reaction (rash,...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kinedryl	Sick in car/bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



OUR APPLICATION FORM

## MEDICAL RECORD & AUTHORISATION

### MEDICAL CERTIFICATE

To be completed by physician prior to admission to EISP

Name of child \_\_\_\_\_

Date of birth \_\_\_\_\_ Birth no. \_\_\_\_\_ Medical insurance company \_\_\_\_\_

Health condition of child \_\_\_\_\_

Is she/he able to participate in school activities including sport activities YES / NO. If no, please list any restrictions \_\_\_\_\_

Allergies \_\_\_\_\_

Medication \_\_\_\_\_

Recent illness \_\_\_\_\_

Examination of vision \_\_\_\_\_ Examination of hearing \_\_\_\_\_

Weight \_\_\_\_\_ Height \_\_\_\_\_ Blood pressure \_\_\_\_\_

Child is/is not regularly vaccinated YES / NO. If not list missing vaccination.  
\_\_\_\_\_

Name of doctor

Signature

Date

Stamp



OUR APPLICATION FORM

## DETAILS OF LEGAL GUARDIAN

PLEASE COMPLETE IN FULL

	Father	Mother	Legal guardian/other
Surname			
First name(s)			
Occupation			
Employer			
Mobile			
Work address			
Business telephone			
Email address			

Please tick email for initial school correspondence

Father

Mother

Both

Is the person making the application not the parent or legal guardian?

Yes

No

If yes, why is the parent or legal guardian not making this application and what is the relationship?



OUR APPLICATION FORM

## CONTRACT

The following persons are authorised to collect our child from School/School Bus:

Name	Relationship to pupil
Name	Relationship to pupil
Name	Relationship to pupil

In consideration of the English International School, Prague (hereafter referred to as the School) accepting \_\_\_\_\_  
\_\_\_\_\_ (hereafter referred to as the Pupil) as a pupil at the School, I / we being the Parent(s) /  
Guardian(s) of the Pupil do hereby jointly agree to undertake with the School as follows:

1. The Pupil will regularly attend the School and strictly conform to the Rules and Regulations of the School.
2. That I/we will conform to the aforementioned Rules and Regulations in so far as the same affect me/us and are notified to me/us.
3. That I/we have read and understood the terms and conditions listed in the Schedule of Fees for the current academic year attached herewith (as amended from time to time by notification from the School). The failure on my/our part to comply with any of the payment conditions of that schedule may result in the Pupil being prevented from attending School classes.
4. Any change of my/our address should be immediately notified to the School. In case of such notification failure, any correspondence from the School shall be deemed to be delivered after five working days from its dispatch.
5. That I/We will give a full term's notice in writing before removing a child from the school. Such notice will be given before the agreed dates, which are published annually by the school. In default of my/our giving notice as required, I/we shall pay in full on demand the full term's tuition fees in lieu of notice.
6. The School may at its absolute discretion require the removal of a Pupil without notice if he or she has been guilty of serious misconduct. In this event, no claim shall arise for the refund (or reduction) of any portion of any School fees already paid (or payable) to the School.
7. That I/we authorise the School to take photographs of the Pupil for the School's use.
8. That I/we have disclosed all relevant medical data about the Pupil in the Medical Record and Authorisation Form submitted herewith and will keep the School informed of any changes to the information provided therein.
9. That I/we agree to allow the Pupil to participate in all of the School's activities. If any of these activities involves excursion outside of the School, prior notification by the School will be sufficient
10. That any changes to the Pupil's particulars shall be advised in writing as soon as possible to the School.
11. That if any matter requires the approval of or notification to us, it will be sufficient for the School to notify or obtain approval from one of us.



OUR APPLICATION FORM

12. That the School will use its best endeavours to ensure that only those authorised persons listed herein are able to collect the Pupil from School.
13. That I/we agree that the Pupil attends the School at his/her own risk. The School will in no case be held responsible for any injury that may occur to the Pupil whilst attending the School or whilst travelling to and from the School. The School will also not be responsible for any loss or damage to the Pupil's personal belongings.

I/WE HAVE READ AND FULLY UNDERSTAND THIS COLLECTIVE CONTRACT AND AGREE TO BE BOUND BY IT AND BY ANY SUBSEQUENT AMENDMENTS AS NOTIFIED FROM TIME TO TIME BY THE SCHOOL.

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PARENT SIGNATURE

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DATE



OUR APPLICATION FORM

## TUITION FEES - 2011/2012

Class/Year	Winter Term (CZK)	Spring Term (CZK)	Summer Term (CZK)	Full Year Charge <i>Inclusive of 8,5% discount</i>
Pre-Nursery Mornings	72,900	54,700	54,700	166,800
Pre-Nursery Full Day	99,500	75,100	75,100	228,500
Nursery Mornings	87,300	65,400	65,400	199,600
Nursery Full Day	130,900	98,200	98,200	299,500
Reception	181,100	135,900	135,900	414,400
Years 1 - 2	190,900	143,200	143,200	436,700
Years 3 - 6	198,300	148,700	148,700	453,600
Years 7 - 9	201,100	150,800	150,800	460,000
Years 10 – 11 (IGCSE)	203,900	153,000	153,000	466,600
Years 12 – 13 (IB)	211,500	158,600	158,600	483,800

- Payment can be credited to our bank account via electronic/bank transfer or paid in cash at the school finance office. Conversion from foreign currency to CZK will be based on the exchange rate at the time of payment.
- All fees must be paid on or before the first day of term. Pupils may only attend school if fees have been paid.
- Six weeks' notice of withdrawal in writing must be given or six weeks fees will be payable in lieu of notice. Parents must ensure that written acknowledgement is received from the school following notice of withdrawal.
- Fees for Years 10 and 11 do not include IGCSE Examination costs, Years 12 and 13 also do not cover the IBO Examination costs.

Registration Fee CZK 8200	Non-refundable registration fee payable on admission (Pre-Nursery – Year 13)		
Deposit CZK 5000	A refundable deposit payable on acceptance to the school for students in Year 7 and above. The deposit is fully refundable if all accounts have been settled in full, all school property returned and required notice submitted. The deposit is not refundable if the pupil does not attend the school after an enrolment place has been reserved.		
School Uniform	All students are required to wear uniform to school. There is also a separate P.E. kit. All uniform items are to be ordered from our uniform supplier ISUS ( <a href="http://www.isus-ltd.co.uk">www.isus-ltd.co.uk</a> )		
School Lunch Fees <i>(Optional however all children eat together in the canteen)</i>	Pre-nursery to Reception	45 CZK	
	Year 1 to Year 13	89 CZK	

School Bus Fee (optional)	the cost of a single transfer is 89 CZK, return 178 CZK.
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OUR APPLICATION FORM

## TUITION FEES

### SCHOOL BANK DETAILS

Account Name: The English International School, Prague s.r.o  
A/C Number: 1001029571 / 5500  
Bank Name: Raiffesisen Bank a.s  
Bank Address: Hvezdova 1716/2b, Prague 4, ZIP code 140 78, Czech Republic  
IBAN: CZ 20 5500 0000 0010 0102 9571  
BIC/ SWIFT: RZBCCZPP



## CONTACT

THE ENGLISH INTERNATIONAL SCHOOL, PRAGUE  
BRUNELOVA 12  
PRAHA 4  
142 00  
E [ADMISSIONS@EISPCZ](mailto:ADMISSIONS@EISPCZ)  
T +420 272 181 911

[www.eisp.cz](http://www.eisp.cz)

ASPIRE

ACHIEVE

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## A GLOBAL EDUCATION

Education and learning has always been our focus and our area of expertise. Our people and the people we work with all have a good understanding of what this means to us. We aim to provide students with the opportunity to be the best they can be.

