APPLICATION CHECKLIST

Thank you for your interest in joining the Southbank International School.

The following items are required in order to complete an application to be presented to the Admissions Committee for review. Please ensure these are completed on the appropriate forms for the relevant age group.

☐ Application Form, completed and signed by the Parent/Guardian
☐ Parent statement
☐ Pupil drawing / essay
☐ Teacher reference(s), from the current school
☐ School reports (previous 2 years)
☐ Copy of valid passport and UK visa (if applicable)*

*Original copies of the passport and visa must be presented for verification on the student’s first day of school.
APPLICATION FORM

Please fully complete and sign this application form, then email to the Admissions Office (admissions@southbank.org). If fees are paid by an agency or company, please complete the employer’s acceptance of financial responsibility form. Please also add a recent passport photograph in the space provided below. If this application is incomplete or not signed, the application cannot be processed.

Please affix photograph here
Please complete in full, giving extra information on a separate sheet where necessary. This form must be accompanied by the £200 non-refundable application fee (cheques are payable to Cognita Schools Limited). Contact the Admissions Office for instructions if unable to pay by UK cheque.

**STUDENT**

Please ensure spellings of names match those in the child’s passport.

Surname: ____________________________

Forenames: __________________________

Date of birth: (day/month/year) ________ Male ☐ Female ☐

Home address: _________________________

Home telephone: _______________________

Place of birth: _________________________

Nationality/ies: _________________________

Other schools to which student has applied:

Proposed date of entry: _________________________

Expected duration of stay: _________________________

Preferred campus (please tick): ☐ Hampstead (3–11 years old) ☐ Kensington (3–11 years old) ☐ Westminster (11-18/19 years old)

NB Early Childhood 3 (EC3) students will start with half days and may change to full days as from the first half-term by mutual agreement with the Principal. Applicants for Early Childhood classes must be toilet trained by the beginning of their first term at school.

**PARENTS/GUARDIANS**

Marital Status: single / married / civil union / separated / divorced deceased / other?

Address(es) to which correspondence should be sent

☐ Parent 1’s Home ☐ Parent 2’s Home

**PARENT 1: FATHER/ MOTHER/ GUARDIAN**

Name: _________________________

Nationality: _________________________

Address: _________________________

Home telephone: _________________________

Mobile telephone: _________________________

Email: _________________________

Job title/occupation: _________________________

Company: _________________________

Address: _________________________

Telephone: _________________________

Fax: _________________________

**PARENT 2: FATHER/ MOTHER/ GUARDIAN**

Name: _________________________

Nationality: _________________________

Address: _________________________

Home telephone: _________________________

Mobile telephone: _________________________

Email: _________________________

Job title/occupation: _________________________

Company: _________________________

Address: _________________________

Telephone: _________________________

Fax: _________________________

**BROTHERS AND SISTERS**

Name: _________________________ Age: ______

School:* _________________________

Name: _________________________ Age: ______

School:* _________________________

Name: _________________________ Age: ______

School:* _________________________

Financial responsibility: ☐ Parent ☐ Employer ☐ Other

(*)either applied to or currently attending

**HEALTH & SUPPORT NEEDS**

Has your child received support in the following areas? (Please include all formal testing/reports with your application)

☐ English as an Additional Language ☐ Reading & Spelling

☐ Speech & Language Therapy ☐ Mathematics

☐ Enrichment & Extension ☐ Behaviour & Social Skills

☐ Concentration & Organisational Skills ☐ Other

Are there any medical/psychological concerns/issues that the school should be aware of? ☐ Yes ☐ No

Is your child currently or periodically taking medication? ☐ Yes ☐ No

Is there any reason for your child to have restricted physical activity? ☐ Yes ☐ No

Does your child have any form of allergy? ☐ Yes ☐ No

Has your child ever had an Individual Education Plan (IEP)? (If so please attach) ☐ Yes ☐ No

Has your child ever been assessed by an Educational Psychologist or other Learning Specialist? (If so please attach report) ☐ Yes ☐ No

www.southbank.org
APPLICATION PART II

ACADEMIC BACKGROUND Please list schools attended

Current School:
Address:
Telephone:
City and Country:
Starting date:
Grades completed:  Current grade:
Language of instruction:

Previous School:
City and Country:
Starting date: Date left:
Grades completed:
Language of instruction:

Previous School:
City and Country:
Starting date: Date left:
Grades completed:
Language of instruction:

STUDENT LANGUAGES
Is your child likely to require:

English as an Additional Language support?  □ Yes  □ No
Current Level of English:  □ fluent  □ intermediate  □ beginner
Speaking Level:  □ fluent  □ intermediate  □ beginner
Reading Level:  □ fluent  □ intermediate  □ beginner
What is or will be your child’s first language/mother tongue?

Speaking Level:  □ fluent  □ intermediate  □ beginner
Reading Level:  □ fluent  □ intermediate  □ beginner
Please specify second language:
Speaking Level:  □ fluent  □ intermediate  □ beginner
Reading Level:  □ fluent  □ intermediate  □ beginner
Please specify third language:
Speaking Level:  □ fluent  □ intermediate  □ beginner
Reading Level:  □ fluent  □ intermediate  □ beginner

Which language(s) are spoken at home?

Language Acquisition: If the student has had any difficulty in learning languages (particularly his/her mother tongue) please explain.

GENERAL:
From what source did you first hear of Southbank International School? Please be specific.

Would you like to use the door-to-door bus service?  □ Yes  □ No
If my child joins the school, I would be happy to be contacted by future prospective classmates/parents  □ Yes  □ No

DATABASE INFORMATION:
The personal data you supply to Cognita Schools Ltd will only be used in connection with your application for a school place. It will be held securely in line with the UK Data Protection Act and will not be passed to third parties. Cognita Schools Ltd is registered under the DP Act No. Z9688459.

PLEASE NOTE THE FOLLOWING BEFORE SIGNING THIS APPLICATION:
To secure a place, upon receipt of an offer, the tuition deposit and the first term’s fees must be paid within seven days.

1. The signature of the parent or guardian on this application for admission implies an acceptance of all the terms and conditions set out in this document, the financial conditions, the parent contract, curriculum guides and handbooks. 2. If you are self-employed and responsible for the payment of fees, you may be asked to provide evidence to support your ability to settle your financial obligations according to the financial conditions of the school. 3. In cases where school fees are part of your remuneration package, should you terminate your employment or your employment be terminated, without the school having been given due notice as stated in our financial conditions, you will be responsible for the financial obligations in lieu of that notice. 4. The admission of a student is provisional until satisfactory records have been received by the school. 5. The school reserves the right to dismiss a student whose conduct in and/or out of school shows he or she is out of sympathy with the aims and ideals of the school and/or the school’s proprietors. A dismissed student has the right to appeal to the school’s SLT. 6. Parents and students must conform to applicable UK Home Office laws and regulations. Failure to do so may lead to the withdrawal of an offer of admission or the exclusion of the pupil from Southbank at any future date. Please see financial terms and conditions for further details.

Declaration. The information provided on this application is accurate and to the best of my knowledge no information has been withheld. I understand that failure to disclose relevant information may lead to the withdrawal of an offer of admission or the exclusion of the student from Southbank at any future date. I have read and I accept the terms and conditions set out in the Admissions Handbook and the accompanying documents. I also authorise my child to go on accompanied school field trips while he/she is a student at Southbank. I understand that the failure to disclose relevant information may lead to the withdrawal of an offer of admission or the exclusion of the child from Southbank at any future date.

Signature of parent/guardian:

Date (day/month/year):
ACCEPTANCE OF FINANCIAL RESPONSIBILITY DECLARATION

If the school fees are paid by your employer or by anyone other than the signatories to the application, that third party must complete, sign and return this form within two weeks of the application’s submission. Failure to do so within this time will delay the application process.
DECLARATION OF ACCEPTANCE OF FINANCIAL RESPONSIBILITY

If the school fees are paid by a third party, they must complete, sign and return this form before the student’s application can be processed and considered by the Admissions Committee.

This is to confirm that the undersigned is responsible for payment of all school fees for the child of our employee during their attendance at Southbank International School in accordance with the financial conditions which we have read and accept. Should the employee be relocated, transferred or their contract terminated by us without the school being given due notice as stated in the Terms and Conditions it is our responsibility to fulfil all financial obligations to the school in lieu of notice.

Name of employee: 

Name of child: 

BILLING INFORMATION IS AS FOLLOWS:

Name of employer: 

Contact name: 

Position: 

Company: 

Address: 

Telephone: 

Fax: 

Email: 

We have read and accepted the Terms & Conditions available to download from the Admissions section of www.southbank.org.

Authorised signature: 

Name: 

Position: 

Date: 

Company stamp: 

PLEASE RETURN TO: 

The Admissions Office 
Email: admissions@southbank.org 
Tel: +44 (0) 20 7243 3803 

WITHDRAWALS AND CANCELLATIONS

If parents wish to withdraw their child from the school at the end of Term 1 or Term 2, written notice must be received by the Head of Admissions before the first day of the term of withdrawal; otherwise the following term’s fees will be levied whether or not the place can be filled.

If parents wish to withdraw their child from the school at the end of Term 3 (the end of the academic year) written notification of withdrawal must be received by the Head Admissions by the last day of Term 2; otherwise fees will be levied for Term 1 of the following academic year.

No school records, recommendations/references or reports will be released until all financial obligations have been met.

One term’s notice in writing must be given to discontinue a chargeable course and one month’s notice for cancellation of the bus service; otherwise fees will be charged in lieu of notice. There is no remission of fees due to student absence, but the cost of any additional lesson cancelled by the school will be credited or refunded.
The purpose of this statement is to help us understand why you feel Southbank and the IB Programmes suit your child's educational needs and to understand your expectations for your child's education.

Please address the following points, as applicable, in your statement:

- your opinion of your child's strengths and weaknesses
- which educational systems you are considering for your child and why
- any special concerns regarding your child's education and/or transition from his/her current school (please also describe the curriculum)
- your hopes and ambitions for your child
- expectations you have of this School
PARENT STATEMENT

Please write freely and attach an extra sheet if you need more space.

__________________________
Student’s name:

__________________________
Date (day/month/year):

__________________________
Parent’s signature:
STUDENT DRAWING
(FOR STUDENTS AGED UNDER 7)

Parents: please have your son/daughter draw a self-portrait or a picture of the family in the space provided overleaf; the drawing should be completed unassisted. If possible, please have him or her write his or her name on the picture as well.

If your child is aged between 5 and 7, they should write a few sentences to describe their drawing.
The purpose of these essays is to help us to get to know you better. They must be written unaided by hand, and in English if you can do so. All students aged 7 years and above must submit an essay from both Section A and Section B (for the appropriate IB Programme).

SECTION A:
Students applying to the IB Primary Years Programme
We are interested in knowing not only about your academic ability and which your best or favourite subjects are, but also about your personal interests and hobbies.

Here are some suggestions, but please write freely about yourself and be as specific as possible:

• Do you play a musical instrument?
• Do you enjoy sports or have any special hobbies?
• What kind of books do you like to read?
• Tell us about any special achievements – don’t be bashful!
• Which places have you visited?
• Which people or events have influenced you?
• Do you have any particular ambitions or goals?
• What do you hope to get out of your education in general, and at Southbank in particular?

Students applying to the IB Middle Years Programme or to the IB Diploma Programme
Please answer all questions:
1. What are your favourite and least favourite academic subject, and why?
2. Outside lessons, describe your interests and hobbies; for example, sport, drama, music.
3. Choose 5 words that describe you as a student.
4. Which person - present or past - do you most admire, and why?
5. Describe an achievement of which you are proud of.

SECTION B:
Students applying to the IB Primary Years Programme:
1. Please give us a summary of your favourite book and tell us why you liked it.
2. Please tell us about your favourite day of the week. Why is this day so special?

Students applying to the IB Middle Years Programme or to the IB Diploma Programme
Please write a response to two of the following:

• A discovery or scientific invention that has excited or interested you. You might want to include reference to the impact of the discovery or invention; who was involved; perhaps add what you would like to invent if you could.

• A historical event that has interested you. You might want to include references to what led up to the event, the consequences, the key moments and personalities involved, and why it interests you.

• A novel or film that you have enjoyed. You might want to include references to key characters, the setting and atmosphere, your favourite moment or scene, key images and themes, and why you enjoyed it.

Grade 6 or 7  write up to 100 words on each of your two chosen topics
Grade 8, 9 or 10 write up to 200 words on each of your two chosen topics
Grade 11 or 12 write up to 300 words on each of your two chosen topics
STUDENT ESSAYS (FOR STUDENTS AGED 7 YEARS AND ABOVE)

Please write freely and attach extra sheets as needed.
The essays should be handwritten and you should write in English if you are able to do so.

Student’s name: Date:
We would be grateful for your help. This student has applied for admission to Southbank International School and we would appreciate information from you in assessing his/her suitability.

SOUTHBANK: A BRIEF PROFILE
Southbank International School is an international day school with three campuses in central London for boys and girls aged 3 to 18/19 years old. Approximately 70 nationalities are represented among its students.

The curriculum reflects this diversity and, at all levels of the school, is based on the International Baccalaureate programmes. Our senior school students prepare to enter higher education in Britain, the USA or their home countries. The major terminal examinations are the IB Diploma exams which are accepted as entry qualifications by universities around the world. The IB Diploma Programme is an honours programme which is taken during the last two years of school. Students may also obtain a High School Diploma on the basis of accumulated credits on completion of high school.

In the Primary Years Programme (PYP), the curriculum includes language, mathematics, social studies, science, information technology, Spanish, physical education, art and music. The Middle Years Programme (MYP) includes English, French or Spanish, mathematics, history, geography, science, design, music, art, drama, physical education, personal and social education and a variety of extra-curricular activities.

In Grades 9 and 10, all students take mathematics, all three sciences, geography and history, English, physical education, another language – normally French or Spanish (or English as an Additional Language) – and then choose their creative arts option from art, design, drama or music.

Other additional languages are available at extra cost – currently we teach 20 languages from Grade 6 at our senior school, most are available as both mother tongue and foreign languages. In the final two years of high school only IB Diploma Programme courses are taught. These are honours courses and are offered at either standard level or higher level. The higher level courses can lead to advanced standing in North American universities. Most of our students take the full IB Diploma consisting of six subjects plus Creativity, Action, Service (CAS), Theory of Knowledge and the Extended Essay. Students in the last two years of school must participate in some form of community service. There is also a range of electives including drama, Model United Nations, choir, music and varsity sports.
TO THE TEACHER
Please complete and return within a week

Name of applicant:
Current class/grade:
Language of instruction:
Applicant’s DOB (day/month/year):

The above mentioned student has applied for admission to Southbank International School. It would be very helpful, both in determining the candidate’s suitability for admission and for correct placement if accepted, if you would kindly complete the following questionnaire as fully as possible and return it to us. Thank you for your cooperation.

GENERAL INFORMATION
Your name:
Date:
Your position:
Name of school:
Telephone:
Email:
Relationship to applicant:
How long have you known the applicant?

PERFORMANCE
Please tick appropriate column:

<table>
<thead>
<tr>
<th>area of weakness</th>
<th>age appropriate</th>
<th>area of strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem solving ability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self motivation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shows respect for classroom routines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence in classroom routines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work independently</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displays natural curiosity in classroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to communicate verbally</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to interact with peers and adults</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative attitude with adults</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative attitude with peers</td>
<td></td>
<td></td>
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<tr>
<td>Self-discipline</td>
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<tr>
<td>Self-confidence</td>
<td></td>
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<tr>
<td>Perseverance</td>
<td></td>
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<tr>
<td>Sense of humour</td>
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<tr>
<td>Maturity</td>
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<tr>
<td>Resilience</td>
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<tr>
<td>General Behaviour</td>
<td></td>
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<tr>
<td>Politeness</td>
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<td></td>
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<tr>
<td>Warmth of personality</td>
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<td></td>
</tr>
</tbody>
</table>

How does the child cope with separation from parents?

Describe the child’s character, interests and talents, strengths and weaknesses.

How does the child interact with peers and adults?

How does the child react to new challenges in the classroom?

Does the child have the ability to focus on individual tasks? Please give an example of approximately how long.

Does the child require any learning/emotional support? Please give specific details.

Please comment on the child’s social/emotional development.

Please describe the child’s work/play habits and pace.

Please describe the child’s use of receptive and expressive language for communication.

Does the child have an Individual Education Plan (IEP)?

Have any welfare concerns been reported by the school?

PLEASE SEND TO:
The Admissions Office
Tel +44 (0) 20 7243 3803
Email admissions@southbank.org

Please answer the questions below fully and continue on a separate sheet of paper if necessary. Wherever possible, please provide specific anecdotal support for your views. Also, please include any recommendations you may have on the student’s placement or curriculum.

Does the child have an Individual Education Plan (IEP)? Yes □ No □

Have any welfare concerns been reported by the school? Yes □ No □
TO THE TEACHER
Please complete and return within a week

Name of applicant:

Current class/grade:

Language of instruction:

Applicant’s DOB (day/month/year):

The above mentioned student has applied for admission to Southbank International School. It would be very helpful, both in determining the candidate’s suitability for admission and for correct placement if accepted, if you would kindly complete the following questionnaire as fully as possible and return it to us. Thank you for your cooperation.

GENERAL INFORMATION

Your name:

Date:

Your position:

Name of school:

Telephone:

Email:

Relationship to applicant:

How long have you known the applicant?

PERFORMANCE

Please tick appropriate column:

<table>
<thead>
<tr>
<th>can’t judge</th>
<th>below average</th>
<th>average</th>
<th>good</th>
<th>excellent</th>
</tr>
</thead>
</table>

Academic ability
Use of English
- Writing
- Speaking
- Reading
Mathematical Ability
Academic motivation
Study habits/organisational ability
Ability to work independently
Self-discipline
Perseverance
Reaction to criticism
General behaviour
Ability to get along with others
Politeness
Leadership
Self-confidence
Warmth of personality
Sense of humour
Maturity

Do the parents of this student demonstrate a realistic understanding of his/her academic ability and social skills?

Have any welfare concerns been reported by the school?

Yes □ No □

Does the student have an Individual Education Plan (IEP)?

Yes □ No □

Is the applicant receiving Learning Support?

Yes □ No □

If yes, please attach initial assessment and details.

Has the student received support in the following areas?

□ English as an Additional Language □ Reading & Spelling
□ Speech & Language Therapy □ Behaviour & Social Skills
□ Enrichment & Extension □ Other
□ Concentration & Organisational Skills

PLEASE SEND TO:
The Admissions Office
Tel +44 (0) 20 7243 3803
Email admissions@southbank.org

Please write a short descriptive assessment of the student, including academic strengths and weaknesses, character, special interests and talents, and special educational or emotional needs. Wherever possible, please provide specific anecdotal support for your views. Also, please include any recommendations you may have on the student’s placement or curriculum.
TO THE TEACHER
Please complete and return within a week

Name of applicant:

Current class/grade:

Language of instruction:

Applicant’s DOB (day/month/year):

The above mentioned student has applied for admission to Southbank International School. It would be very helpful, both in determining the candidate’s suitability for admission and for correct placement if accepted, if you would kindly complete the following questionnaire as fully as possible and return it to us. Thank you for your cooperation.

GENERAL INFORMATION

Your name:

Date:

Your position:

Name of school:

Telephone:

Email:

Relationship to applicant:

How long have you known the applicant?

PERFORMANCE

Please tick appropriate column:

<table>
<thead>
<tr>
<th>can’t judge</th>
<th>below average</th>
<th>average</th>
<th>good</th>
<th>excellent</th>
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</thead>
</table>

Academic ability
Use of English
- Writing
- Speaking
- Reading
Mathematical Ability
Academic motivation
Study habits/organisational ability
Ability to work independently
Self-discipline
Perseverance
Reaction to criticism
General behaviour
Ability to get along with others
Politeness
Leadership
Self-confidence
Warmth of personality
Sense of humour
Maturity

Do the parents of this student demonstrate a realistic understanding of his/her academic ability and social skills?

Have any welfare concerns been reported by the school? Yes ☐ No ☐

Does the student have an Individual Education Plan (IEP)? Yes ☐ No ☐

Is the applicant receiving Learning Support? Yes ☐ No ☐

If yes, please attach initial assessment and details.

Has the student received support in the following areas?

☐ English as an Additional Language ☐ Reading & Spelling
☐ Speech & Language Therapy ☐ Behaviour & Social Skills
☐ Enrichment & Extension ☐ Other
☐ Concentration & Organisational Skills

PLEASE SEND TO:
The Admissions Office
Tel +44 (0) 20 7243 3803
Email admissions@southbank.org

Please write a short descriptive assessment of the student, including academic strengths and weaknesses, character, special interests and talents, and special educational or emotional needs. Wherever possible, please provide specific anecdotal support for your views. Also, please include any recommendations you may have on the student’s placement or curriculum.
Please outline the student’s academic achievements (in the form of exam or standardised test results) up to this point.

__________________________________________________________________________

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Please give your opinion of the student’s academic potential over the next few years.

__________________________________________________________________________

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Does the student have an inquiring mind and intellectual appetite? In what ways does he or she contribute to the intellectual and creative life of your school?

__________________________________________________________________________

__________________________________________________________________________

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__________________________________________________________________________

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__________________________________________________________________________

__________________________________________________________________________
The Admissions Office
Tel: +44 (0)20 7243 3803
Email: admissions@southbank.org
36-38 Kensington Park Road, London W11 3BU. UK

Southbank Hampstead (3-11yrs)
16 Netherhall Gardens, London NW3 5TH. UK

Southbank Kensington (3-11yrs)
36-38 Kensington Park Road, London W11 3BU. UK

Southbank Westminster/Conway Street (11-18/19yrs)
63-65 Portland Place, London W1B 1QR. UK

www.southbank.org
www.twitter.com/southbankschool