



Lekki British International High School

Victoria Arobieke Street, Off Admiralty Way, Lekki Phase 1, Lagos.
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ADMISSION PROCEDURE

Please submit the following documents to the Head of Admission's Office as soon as possible, as they are necessary to complete the application process for all new students seeking enrolment into the Lekki British International High School.

1. A completed application form, duly signed and dated for each applicant.
2. Photocopy of academic records from the most recent school attended.
3. Photocopy of original birth certificate.
4. Photocopy of international passport.
5. Six recent personal passport size photographs (identical).
6. An application fee of ₦5000:00 (Five thousand Naira only) is required to purchase this form.
7. A letter of transfer from the previous school (where applicable).

All prospective students are required to sit for an assessment examination and informal interview which together with their previous academic records will facilitate decisions regarding admission and placement.

Name of Student.....



Application for Entry

Please attach
6 passport
sized
photographs in
this box.

1. Student Detail

Surname of Student _____

Forenames _____
(Please underline the name generally used)

Sex: Male Female Date of Birth _____

Proposed date of entry _____

Boarding or Day entry _____ If Boarding: Full Weekly

Religion _____ Nationality _____

1st Language _____ Other Languages _____

Name of other Siblings:

Names	School	Age	Sex (M-F)	Grades



2. Parent Details

	Father's	Mother's
NAME		
NATIONALITY		
OCCUPATION		
HOME ADDRESS		
HOME PHONE(S)		
COMPANY'S NAME		
BUSINESS ADDRESS		
BUSINESS PHONE NO.		
MOBILE PHONE NO.		
E-MAIL ADDRESS		
FAX NO.		

Parental Marital Status: Married Separated Divorced

If Divorced, who has custody of the child? _____



3. Guardian Details

If both Parents live abroad, details of a Guardian in this Country (who will take full responsibility for exeats, holidays, clothes etc, and who will in due course be required to sign an undertaking to this effect).

Guardian	
NAME	
HOME ADDRESS	
HOME TELEPHONE(S)	
COMPANY'S NAME	
BUSINESS ADDRESS	
BUSINESS PHONE NO.	
MOBILE PHONE NO.	
E-MAIL ADDRESS	
FAX NO.	

4. Additional Contact

In case of an emergency, and if the school is unable to contact the Parents/Guardian, please notify:

Name: _____

Relationship to Student: _____

Address: _____

Business Phone _____ Fax No _____ Mobile Phone _____

Home Phone _____ E-mail _____



5. Educational Background

1. Present School _____ Date _____ to _____
Headteacher (name, title) _____
Address _____
Phone No. _____ Fax No. _____
Language of Instruction _____

2. Previous School(s), with dates _____

3. Give details of any public examinations taken (Common entrance, General Certificate of Secondary Examination, etc.) including dates and grades reached.

4. Position of responsibility held (if any) _____

5. Physical Activities (school teams, individual activities) other outside interests, school prizes, hobbies, etc.

6. Can your Son/Daughter swim at least 25 metres? _____

7. Are there any educational difficulties you would like to mention (for example: dyslexia)? _____

8. Please indicate any specialized therapy/tutoring/support/behavioural problem/other confidential matters your child has experienced _____

Signature of Parent (Guardian) _____ Date _____



CONFIDENTIAL
MEDICAL FORM

Is there any reason why the student should not participate in the full Physical Education Programme?

Yes No

If Yes, please explain _____

Are there any special Health problems of which the School should be aware of? Are any extreme treatments required?

Has your Son/Daughter ever suffered from any eating disorder? Yes No

If YES, please give brief details _____

Up-to-date details will be requested later by the School Medical Officer

Name of Pediatrician/Family Doctor: _____

Telephone No. _____

I hereby give permission to the School Doctor to administer first aid, prescriptive medications and to act in casualties and emergencies including admittance to hospital in case of emergency, in the absence of our first being able to contact you.

Signature of Parent (Guardian) _____ Date _____



DAY STUDENTS ONLY

I wish to apply for my child _____
to enter L.B.I.H.S as a day student.

I have registered my child for the medical examination as required.

I have read and signed the discipline section of this application.

I agree to abide by the rules and regulations associated with being a day student at L.B.I.H.S.

I accept that if school fees are not paid, when required or by the due date, I forfeit the right to education at this school. I will notify the school of any change in personal circumstances which may affect my child's attendance at school.

In the event of my declining the offer of a place for my child, the registration fee of ₦ _____
is non-refundable as are the medical costs incurred prior to acceptance.

I agree to pay any required balance of school fees, if there is an increase during the year.

I am responsible, financially, for any breakages which may occur because of my child's deliberate actions.

I will inform the school of any change in telephone number and/ or address.

Who is responsible for payment of School Fees? Name _____

Address _____

All the information I have provided is true and accurate, I agree:

- (1) That my child and I will Abide by and support all the rules, code of conduct, and regulations of the School.
- (2) To make payment of all the School Fees and financial requirements promptly as requested.
- (3) To ensure that my child wears official School Uniform at all appropriate times.
- (4) To accept all decisions of the Board of Governors.

Signed _____

Parent's Name in Full _____

Child's Name _____ Date _____



BOARDING STUDENTS ONLY

I wish to apply for my child _____
to enter the boarding as a Full boarder/ Weekly boarder. (Please delete)

I have arranged pocket money for the student at ₦ _____

I have received the list of required items for the use of the student during his/ her residence at L.B.I.H.S.

I have registered my child for the medical examination as required.

I have read and signed the discipline section of this application.

I agree to abide by the rules and regulations associated with being a student boarding at L.B.I.H.S.

I accept that if school fees are not paid, when required or by the due date, I forfeit the right to education at this school. I will notify the school of any change in personal circumstance which may affect my child's attendance at school.

I wish to request that my child is provided with a _____ diet. (This section is to be completed for any student who needs Islamic, Jewish, Vegetarian or other special food considerations).

In the event of my declining the offer of a place for my child, the registration fee of ₦ _____ is non-refundable as are the medical costs incurred prior to acceptance.

I agree to pay any required balance of school fees, if there is an increase during the year.

I am responsible, financially for any breakages which may occur because of my child's deliberate actions.

I will inform the school of any change in telephone number and/ or address

All the information I have provided is true and accurate, I agree:

- (1) That my child and I will Abide by and support all the rules, code of conduct, and regulations of the School.
- (2) To make payment of all the School Fees and financial requirements promptly as requested.
- (3) To ensure that my child wears official School Uniform at all appropriate times.
- (4) To accept all decisions of the Board of Governors.

Signed _____

Parent's Name in Full _____

Child's Name _____ Date _____



DISCIPLINE CODE

It is the wish of every parent that a school has a discipline system that reflects the principles of the school. It is also an expectation of the school that students behave in an acceptable way within such a code. This is a very necessary part of school life, and life in the wider context, when they leave school. It is hoped that parents have joined us at Lekki British International High School for this reason, and that they will pass this sentiment on to their children when they join the school. Parents have a responsibility to ensure that their children do understand what is expected of them when they join us.

Students in a boarding school have a stronger reason than normal for feeling a part of a community, and communities have rules which have to be obeyed. Sensible behaviour is vital in any school, and staff expect that students will behave appropriately. The management of the school also expects this standard to be maintained, and any infringement of this expectation will not be allowed.

Anti-social behaviour is not acceptable and will not be tolerated. Students who break rules of the school and do not obey their teachers' instructions will face the boarding master in the first instance. If there is a repeat of the behaviour he/she will then face the discipline committee. Students who join the school must be under no illusion that they will stay in the school if their behaviour becomes unacceptable to the school. Parents pay fees for the reassurance that their children are being given the best in terms of academic and moral training. The management of the school will not allow any circumstance to arise in which this assurance, which is given to all parents, is compromised in any way.

The modern generation of students may believe that they have the right to challenge the authority of a school and indeed the society in which they live, and this may well be the case in the country or school from which they joined us. Please be assured that we are fully committed to strict discipline at the right times, and relaxed relations as and when appropriate. It is a matter of training for students to realize the difference in these situations and not to try to take advantage of the good will of the staff. Sanctions have been put in place to curb excesses. **Students must conform to the rules and requirements of the school** and may not enter the school if they have any doubt about our policy of respect and self-discipline.

If you fail to conform or continue to breach the rules which are in place for everyone, then you will be asked to leave the school. That choice will not be yours but will be that of the management of the school.

I _____ fully understand the requirements of being a student at this School and will obey the rules, regulations and the behaviour code of the school as well as any extra rules which are instituted from time to time.

Student's Signature _____

Parent's Signature _____

Date _____



FOR ADMINISTRATIVE USE ONLY

Name of Student _____ Admission No. _____

Test/Interview Date _____ Exam Slip No. _____

Birth Certificate Yes No

Passport Yes No

Previous School Details Yes No

Last School Report Yes No

Test / Interview Results

Math _____ % English _____ % Science _____ % Interview _____

Waiting List Yes No **Admitted** Yes No

Principal's Comment _____

PAYMENTS

	Receipt Number	Date
Application Fee Payment ₦ _____	_____	_____

SCHOOL FEES

	<u>Year 10 & 11</u>	<u>Year 7, 8 & 9</u>		
1st Term	\$3,000	\$2,500	_____	_____
2nd Term	\$3,000	\$2,500	_____	_____
3rd Term	\$3,000	\$2,500	_____	_____
Development Fee	\$750	\$750	_____	_____
Uniform	\$250	\$250	_____	_____
Caution Fee	\$250	\$250	_____	_____

BOARDING FEES

	<u>Full</u>	<u>Weekly</u>		
1st Term	\$1,500	\$1,000	_____	_____
2nd Term	\$1,500	\$1,000	_____	_____
3rd Term	\$1,500	\$1,000	_____	_____

Pocket Money (Amount Paid) _____

SIGNED _____ AUTHORIZED SIGNATORY for LBIHS Date _____