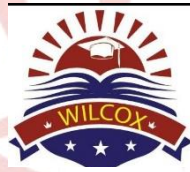


# Wilcox Schools Aba

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**Raising Exceptional Leaders**

## Application Form

**Ikot Ekpene Road Ogbor-Hill,  
Aba North LGA, Abia State, Nigeria.**

**Tel: +234-814 355 0666, +234- 913 065 5222**

**+234-812 500 1992    +234-701 223 3612**

**E-mail:** [info@wilcox.com.ng](mailto:info@wilcox.com.ng)

**Website:** [www.wilcoxschools.com.ng](http://www.wilcoxschools.com.ng)

**Facebook:** [facebook.com/wilcox schools](https://facebook.com/wilcox schools)


**Instagram:** [@wilcoxschools](https://www.instagram.com/wilcoxschools)

## DOCUMENTS CHECKLIST

Kindly provide photocopies of the documents listed below please.

**(To be completed by the school admissions officer)**

**Child's name** \_\_\_\_\_

- 
- Application form [ ]
  - Enrolment agreement (signed) [ ]
  - Birth certificate or International Passport [ ]
  - Previous school end of term report (if applicable) [ ]
  - Previous school attendance certificate (if applicable) [ ]
  - Entrance examinations arranged [ ]
  - Interview with Head Teacher [ ]

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Kindly  
attach the  
applicant's  
passport  
photograph  
here

**Instruction:** Carefully and legibly complete this form and submit it to the school's Administrative office.

### CHILD'S INFORMATION

Surname		First Name	Second Name	
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age	Date of Birth (DD/MM/YY)	Position in Family
Home Address				
Country of Birth	Nationality	State of Origin	Local Government	
First Language	Current Class		Year Applied For	

Month/Year of Proposed Entrance

Class to be enrolled \_\_\_\_\_

(subject to satisfactory examination results)

*(Year groups are usually based on the child's age on September 1st at the start of the academic session.)*

## Typical classes for each age group

### NURSERY CLASSES

Age on September 1st	1 year old	2 years old	3 years old	4 years old
Year Group	Playgroup	Pre-Nursery	Nursery 1	Nursery 2

### PRIMARY SCHOOL (lower and upper primary)

Age on September 1st	5-6 Years old	6-7 Years old	7-8 Years old	8-9 Years old	9-10 Years old	10-11 Years old
Year group	Primary 1	Primary 2	Primary 3	Primary 4	Primary 5	Primary 6

### PREVIOUS SCHOOLS ATTENDED (Please name all schools previously attended)

s/n	Name of School	Address	From	To
1				
2				
3				
4				
5				
6				

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**Curriculum Taught at present/former School** (Nigeria Curriculum, British National Curriculum, American Curriculum, Montessori etc.)

Do you owe their present school any school fees or other money? \_\_\_\_\_

If yes, state how much you owe \_\_\_\_\_

**PARENTS/GUARDIANS INFORMATION**

	<b>FATHER'S DETAILS</b>	<b>MOTHER'S DETAILS</b>
Title (Mr./Mrs./Dr./Ms.)		
Surname		
First Name, Middle Initial		
Home Address		
Employer's Address		
Mobile Phone Number/s		
Email Address		
Occupation		

**SIBLING INFORMATION (For siblings in or applying for enrolment in WILCOX)**

	Sibling	Sibling	Sibling	Sibling
Name				
Age				
Gender				
Class				

**ADDITIONAL INFORMATION**

**How did you hear about Wilcox Schools Aba?**

Billboard <input type="checkbox"/>	A Parent <input type="checkbox"/>	Facebook <input type="checkbox"/>	Radio Ad <input type="checkbox"/>
School Publication <input type="checkbox"/>	Signboard <input type="checkbox"/>	Instagram <input type="checkbox"/>	Other <input type="checkbox"/>

**Reason for Applying to Wilcox Schools**

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## ENROLLMENT AGREEMENT / PARENTAL CONSENT

Name of Child:


1. Cooperation: We have read and agreed to the content of the Parents' Handbook and hereby commit to cooperating with the school in all matters concerning the care and education of our children.
2. Attendance and Punctuality: We acknowledge that our children will attend school regularly and we will notify the school in advance of any planned absences. We will ensure that our children arrive before 7:45 a.m. and are promptly collected at the end of the school day. We understand that consistent tardiness may result in disciplinary measures or fines imposed on parents.
3. Dress Code: We agree to ensure that our children come to school dressed appropriately in accordance with the school's uniform policy as outlined in the Parents' Handbook.
4. Pupil Absence: We understand the importance of informing the school about any absence of our children and commit to notifying the school before 8:30 a.m. on the first day of absence, providing the reasons for their non-attendance. We will not send our children to school if they are unwell and unable to participate in lessons.
5. School Fees and Payments: We acknowledge our responsibility to promptly pay the school fees as required. School fees must be settled within the first 2 weeks of each term or within 2 weeks of enrollment. Failure to pay fees within this timeframe may result in the child's withdrawal from attendance, unless alternative arrangements have been made with the school.
6. Medical Treatment and Care: We grant permission for our children to receive first aid and emergency medical attention from the school's nurse or another capable adult.
7. Emergency Treatment: In the event of a medical emergency requiring immediate action, we consent to the school arranging for our children to be taken to the nearest reliable hospital at the expense of the parents.
8. Accurate Details: We confirm that all enrollment information provided to the school, including the date of birth of our children, is accurate. We agree to provide all required documentation and promptly inform the school of any changes in details such as address and contact numbers. We understand that providing incorrect information may result in our children being denied enrollment.
9. School Trips: We give consent for our children to participate in all local school trips, subject to payment being made where applicable.

10. Respecting Property: We agree to be responsible for any school books or other items that our children may lose or intentionally damage while in their possession. We understand that we are required to cover the costs of replacing lost items or repairing intentional damages.
11. Photographs: We grant permission for photographs of our children to be taken and used for school records, marketing, and publicity purposes, including on the school website, in leaflets, and yearbooks.
12. Security Cameras: We acknowledge that the school utilizes security cameras for monitoring purposes and to enhance security. We consent to our child being recorded on security cameras.
13. Discipline: We pledge to support the school in disciplining our children and acknowledge that the Head Teacher may administer appropriate discipline in line with local standards and expectations. We are aware that teachers may only employ disciplinary measures approved by the school management, and we will not request teachers to physically punish our children. We understand that we can discuss our children's conduct with the Head Teacher at any time and propose individual arrangements or suggest specific actions for addressing their behavior. We acknowledge that failure to accept discipline for poor behavior may result in the exclusion of our children from school. The Head Teacher has the final authority on disciplinary matters and reserves the right to apply any reasonable sanction deemed necessary.


Please write below any comments or requests you have regarding any of the items above. Any remarks you make about your child's discipline will be respected where possible.

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**SIGNATURE (FATHER):** .....



**SIGNATURE (MOTHER):** .....

**DATE:** .....

