



GOLDEN OAK
PRIVATE SCHOOL

STUDENT REGISTRATION FORM

Student Name(s): _____ Surname: _____

Date of Birth: _____ Gender: Male | Female Nationality/ies: _____

Academic Entry Year: 2025-2026 2026-2027 2027-2028 2028-2029

ID card/Passport No.: _____ Place of Birth: _____

Select below the class your child is applying to enter:

<input type="radio"/> Kindergarten (Age 2)	<input type="radio"/> Kindergarten (Age 3)	<input type="radio"/> Pre-Reception (Age 4)	<input type="radio"/> Reception (Age 5)
<input type="radio"/> Primary Grade 1 (Age 6)	<input type="radio"/> Primary Grade 2 (Age 7)	<input type="radio"/> Primary Grade 3 (Age 8)	<input type="radio"/> Primary Grade 4 (Age 9)
<input type="radio"/> Primary Grade 5 (Age 10) <input type="radio"/> Primary Grade 6 (Age 11)			

School Hot Lunch: Yes No **Lunchtime Nap (Ages 2 & 3 only):** Yes No

Parent/s / Guardian/s Personal Information:

Mother's (Primary Guardian's) Name & Occupation:

Home Address:

Email Address:

Phone number (local & WhatsApp): _____

Father's (Secondary Guardian's) Name & Occupation:

Address (If different from above):

Email Address: _____

Phone Number (local & WhatsApp): _____

Emergency contact name & number: _____

Mother's Signature & Father's Signature

*** Main Email to be used for all school communication:**



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APPLICATION PROCESS:

Please tick (✓) the supporting documents you are submitting with this application.

Note: *Failure to provide all required documents means the application process may remain **incomplete***

✓

Documents Description

- Completed Application Form (compulsory for registration)
- Child's Birth Certificate (compulsory for registration)
- Two Recent Passport-Sized Photographs (current photograph sent electronically is sufficient)
- Custody Paper/Legal Document (for single parents where only one parent can sign the application)
- Parent/Guardian Passport (copy) – for one or both parents where applicable.
- Previous School Reports (if requested)
- Medical or Educational Diagnosis Report (if applicable)
- Health Certificate (this is requested at the beginning of the school year for all students)
- Transfer Letter (for students coming from another school)
- Individual Education Plan (IEP) or Support Plan (if applicable)

Parent/Guardian Declaration:

I acknowledge that the above supporting documents must be submitted. I understand that missing documents will delay or invalidate the application.

Signature: _____

Date: ____ / ____ / ____



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MEDICAL INFORMATION / LEARNING DIFFERENCES:

To help us best care for your child, please specify below if your child is using any **medication**, or has any **educationally relevant diagnoses/concerns** (e.g. ADHD) or **health condition** (eg. allergies):

STUDENT HEALTH INFORMATION:

Section 1: Diagnosis Details (if relevant)

- **Diagnosis Name:** _____
- **Date of Diagnosis:** ____ / ____ / ____
- **Diagnosing Professional (Name & Title):** _____
- **Facility/Clinic Name:** _____

Section 2: Medical/Support Needs (if relevant)

- Does your child have any **allergies**? Yes No
 - If yes, specify details: _____

 - What must be done if an allergic reaction occurs? _____

- Does the child require essential **medication** during school hours? Yes No
 - If yes, please complete and submit our additional medicine permission slip*
- Does the child require special accommodations or support at school? Yes No
 - If yes, please provide details: _____

Section 3: Attachments

- Copy of diagnosis letter/report (if relevant)
- Medication plan / IEP or support plan (if applicable)

Section 4: Consent

I, the undersigned parent/guardian, confirm that the above information is accurate and consent to the school using this information to provide appropriate care and accommodations.

Pediatrician's name & number: _____

Parents/Guardians Signatures: _____



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Financial Obligations:

We, The Parent(s)/Guardian(s), hereby acknowledge and agree to pay all applicable school fees including tuition, registration, and any other charges as stipulated by the School in its annual fee schedule as posted on the school website. Payment shall be made in full by the due dates communicated by the School, whether on a monthly, termly or annual basis. Failure to make timely payments may result in the suspension of the student's enrolment or withholding of academic records. The Parent(s)/Guardian(s) accept full financial responsibility and agree that this obligation remains in force regardless of any changes in the student's enrolment status.

By signing this registration form, we confirm that we have read the School Handbook and we confirm that our child will be attending the full school year as outlined in the School Handbook: Kindergarten & Pre-School end in July / Primary School ends in June. Even if our child is absent for any period of time, we confirm that we will still pay the required tuition fees. We confirm that we understand that our child's registration is complete only upon paying the required **annual registration fee** and providing the **required supporting documents**. We confirm that we understand that registration fees and tuition fees are **non-refundable** once paid.

Full name of mother/primary guardian & signature:

Full name of father/secondary guardian & signature:

Date of signature:



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PHOTOGRAPHS/VIDEO PERMISSION FORM

I _____ give my permission to Golden Oak Private School to take photos/videos of my child _____ and to post those photos/videos on their school website, social media, or for marketing purposes.

Full name of parent:

Signature of parent:

Date Signed:



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Financial Obligations 2026-2027

Annual Registration Fee

€600 New Students / €500 Continuing Students (includes main school books and insurance)

Deposit fee for new students: a deposit is required upon registration. The deposit is equivalent to one month's tuition for kindergarten/preschool students or €1000 for Primary students. The deposit is automatically deducted from the final invoice of the last calendar month of the academic year only and cannot be used for any other month.

Tuition Fees

Kindergarten	€550 / Month
Pre-Reception	€600 / Month
Reception	€600 / Month
Grade 1	€7100 / Annually (paid in 3 termly installments)
Grade 2	€7300 / Annually (paid in 3 termly installments)
Grade 3	€7500 / Annually (paid in 3 termly installments)
Grade 4	€7700 / Annually (paid in 3 termly installments)

Optional Additional Costs

- **School Trips:** €40 Per Trip (2-3 times per year)
- **Hot lunch:** €100-130 / Month
- **Extended Day Until 5.30 pm:** €150-€200 / Month
- **Specialist Clubs:** €30-80 / Month Per Club (depending on parent club choices)

Non-Refundable Fees

All amounts that are paid to the school are non-refundable, regardless of whether the applicant is accepted, withdraws their application, or cancels their registration for any reason.

Parental Financial Obligations

Parents are obligated to pay the school fees for the entire school year, regardless of sick days, school holidays, or early departure from the school. Unless otherwise agreed in advance with the school management.

OPERATING MONTHS/HOURS

KINDERGARTEN & PRE-SCHOOL	7.30 - 16.30 (September – July)
PRIMARY SCHOOL	7.30 - 15.30 (September – June)

We, the parents of _____ acknowledge that we have read, understand, and agree to the above financial obligations.

Signatures:

Mother/Guardian 1 _____ & Father/Guardian 2 _____

Date Signed: _____