

Lendy Park Enrollment Policy Checklist

This checklist should be attached to the application form.

- ☐ Application form completed in full
- ☐ Application fee paid - receipt attached
- ☐ Birth certificate attached.
- ☐ Birth Card showing vaccination are up to date
- ☐ Class numbers less than 30 to allow enrollment.

Waived _____

- ☐ Assessment test complete and positive - report attached.
- ☐ Headmasters approval for the enrollment

Approved _____

- ☐ Fee Clearance Letter from Previous school. (ATS)
- ☐ Email from previous head indicating they are aware of the transfer and recommendations / Clearance Letter (ATS)
- ☐ Parent Contract Signed.
- ☐ Lendy deposit/development fee paid.
- ☐ Fee paid
- ☐ Clearance form the Financial administrator to enrol.

Financial Administrator _____

- ☐ Class Lists Updated
- ☐ Sanatical Updated

IT _____

Enrolment Completed

Secretary_____

Headmaster_____