



NEW STUDENT APPLICATION FORM

Read Carefully. The Application Pack must be completed and returned to admin@tarahouse.academy. This form must be signed and completed in full by the learner's parent / guardian / sponsor prior to admission to the school. All documents and forms listed below must be produced for your application to be considered.

An assessment will be conducted before placement will be given. An assessment fee of **N\$400** must be paid on attending the assessment, regardless if you get a placement or not.

Conditions of Entry/ Placement for 2026

1. On acceptance a registration fee of N\$ 5000 (*non-refundable*) will be charged to secure your placement.
2. Parents need to sign our Code of Conduct on entry, and we have a right to change this every year.
3. Parents need to adhere to the two-month notice period when leaving the school.

APPLICATION ATTACHMENTS

- Copy of learner's unabridged birth certificate
- Copy of both parent's / guardian's / sponsor's ID
- Financial clearance from previous school (or a copy of latest school account paid)
- Latest school report of the current grade/ term completed.

office

GRADE AND YEAR APPLYING FOR:

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STUDENT DETAILS

Surname	
Full name(s)	
Preferred name	
Boy / Girl	
Date of birth (dd-mmm-yyyy)	
Citizenship	
Country of birth	
Home language	
Additional languages	
Current teaching language	
Current school	
Last grade passed	
Applications at other schools?	
Residential address of learner (if different from below)	
Postal address of learner (if different from below)	

Siblings at Tara House Academy: Yes/No *if so, complete*

Name: _____
Grade _____
Year: _____



PARENT / GUARDIAN / SPONSOR INFORMATION

**Parent 1 / Guardian / Sponsor
(circle)**

**Parent 2 / Guardian / Sponsor
(circle)**

Title		Title	
Surname		Surname	
Name		Name	
ID Number		ID Number	
Occupation		Occupation	
Employer		Employer	
Employer's telephone number		Employer's telephone number	
Residential address		Residential address	
Home telephone		Home telephone	
Mobile number		Mobile number	
Preferred and regularly used Email address		Preferred and regularly used Email address	
Marital status		Marital status	

**** Please indicate the preferred email address for communication purposes**



ADDITIONAL INFORMATION

Do you have any objections to your child participating in any religious activities? (Yes / No)	
If yes, please furnish guidelines for religious activities	
Do you have any objection so your child participating in extramural activities? (Yes / No)	
If yes, please furnish guidelines for extramural activities	
Do you have any additional therapist reports eg Psychology, Speech, OT reports? If so please attach this to the application.	

EMERGENCY & MEDICAL INFORMATION

Any serious / life-threatening medical condition or allergy? Please provide details	
Is your child currently on any chronic medications (please fill in truthfully)	
Emergency contact name & surname	
Relationship to learner	
Mobile number	
Doctor name & surname	
Doctor number	
Medical aid name	
Medical aid number	



RESPONSIBLE FOR ACCOUNT

Name & surname	
ID number	
Postal address	
Email address	
Debit order payment option	
Preferred payment term (circle)	once off / monthly / per term
Tax Number of account holder	

I/we, the legal guardian/s of _____ (name of student), understand that this application will be registered once all relevant documents are returned and that the information given in this application is correct and truthful. I/ we hereby acknowledge that it is my obligation to inform the school of any email or cellphone changes.

SIGNATURE _____
Parent/Guardian

SIGNATURE _____
Parent/Guardian

Date _____



For office use only

Date application received _____ **Assessment date** _____

Successfully accepted

Application unsuccessful

Reason for declining application _____

Assessment fee paid