



KANDY GRAMMAR SCHOOL

"Dedicate to Academic Excellence"

**No. 532/8A, Lane-01, Siebel Place, Peradeniya Road,
Kandy**

School Office - 081-223 6771

Senior School & Junior School - 081- 220 2382

081-223 6771

Primary School - 081-222 4301

Infant School - 081-220 0638

kgseniorsch@gmail.com

STUDENT ADMISSION FORM

Kandy Grammar is a co-educational School for students between the ages of two and a half years and eighteen years. The medium of instructions is English. The London EDEXCEL syllabus and the Sri Lanka Department of Education syllabus form the framework of studies. The focus of the School is on Academic Studies.

For office use only	
Admission No	
Date of Admission	
Grade on Admission	
Payments Receipt No	
Signature Coordinator	
Date	

Recent Passport
size Photograph
of
Student

01	Name of student	Surname:	Other Names:		
02	Residential Address & Telephone No (s)	Address:		Telephone No (s)	
03	Date of Birth & Sex	Day:	Month:	Year:	Male / Female
04	Age on Admission	Years:		Months:	Days:
05	Other details	Nationality:		Religion:	
06	Special health notes				

07. Details of Parent / Guardian

A. Father:

Name (with initials)	
Nationality	
Religion	
Profession / Business	
Office Address	
Telephone No (s)	

B. Mother:

Name (with initials)	
Nationality	
Religion	
Profession / Business	
Office Address	
Telephone No (s)	

C. Guardian:

Name (with initials)	
Nationality	
Religion	
Profession / Business	
Office Address	
Telephone No (s)	

08. Previous Schools Attended

Name & Address of School	Period
A	From: To:
B.	From: To:
C.	From: To:

Please attach the following documents

- a. Original & photocopy of student’s Birth certificate.
- b. Student’s school leaving certificate.

CONDITIONS OF ADMISSION

1. Students should attend school regularly and punctually. Absence from School should be supported by a **letter of excuse** from Parent/Guardian.
2. Students should wear the **School Uniform** while in School or attending School activities. They should bring along with them all equipment, books, P.E. Kit Etc, that is necessary for the day.
3. **School Fees** for the Month should be paid on or before the 30th of the same Month.
4. In the event of a student wanting to terminate studying at Kandy Grammar School he/she should give a month’s notice in writing.
5. Parents are expected to assist in supervising the homework and help in maintaining the discipline & conduct of the students both in and out of the school.
6. Parents / students should adhere by the rules and regulations of the school.
7. Parents should attend and constructively participate in **Parent-Teacher meetings** when requested to do so.
8. Parents should notify the school office of any changes of address, telephone numbers or any other pertinent information.
9. The **admission fee** and **School fees will not** be refunded under any circumstances.
10. The **original receipt** needs to be submitted when claiming the **refundable deposit**.

Declaration

I hereby declare that I shall comply with the Rules and Regulations of Kandy Grammar School as stated above.

Signature:

Father:

Mother:

Guardian:

Date:

OFFICE USE ONLY

Coordinator / KGS,

Please admit to Grade photocopy of payment receipt is attached.

Is the Academic Standard of the student on par with the average of the Grade he/she is seeking admission to

Details of Special tuition.....

.....
Date

.....
Principal/VP