



**SUMMIT 2 PRIVATE SCHOOL**

**SCHOOL**

**ADMISSION FORM**

**2024**



# SUMMIT 2 PRIVATE SCHOOL

## APPLICATION CHECKLIST

Please enclose the following items with this <i>Application for Admission Form</i>		
NO	DOCUMENT REQUIRED	REMARKS (For office use only)
1	3 copies of Photograph: A recent colour passport-size photograph (with a white background) of student	
2	Birth Certificate A copy of the Student's Birth Certificate which includes parents' names. Please note that a professional translation is required if the document is not in English	
3	Passport & Visa (Non-Malaysian only) A copy of the Passport pages with holder's name, photograph, passport number, date of birth, date of issue, date of expiry and Visa for each of the following: Please note that the application of visas to the Malaysian authority is the responsibility of parents. <ul style="list-style-type: none"> <li>• Student</li> <li>• Father</li> <li>• Mother</li> <li>• Guardian (if applicable)</li> </ul>	
4	National Identity Card (Malaysians only) A copy of the National Identity Card for each of the following: <ul style="list-style-type: none"> <li>• Student (if issued)</li> <li>• Father</li> <li>• Mother</li> <li>• Guardian (if applicable)</li> </ul>	
5	School Reports & Testimonials <ul style="list-style-type: none"> <li>• A copy of the Student's most recent school report</li> <li>• Any recent specialist reports that may relate to the Student's learning, such as an assessment conducted by an Educational Psychologist, Occupational Therapist or Speech and Language Therapist</li> </ul>	

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6	<p><b>Registration Fee</b></p> <p>Payment: The non-refundable Registration Fee may be paid via a cheque/bank draft in favor of: - S2 ACADEMY SDN BHD</p> <ul style="list-style-type: none"> <li>• Online Transfer: Should payments be made Online Transfer, kindly include the <b>Student's name</b> as a reference on the transaction.</li> <li>• A copy of the transaction document must be forwarded to the School's Admission Office with the sender and student's name.</li> </ul> <p>The School's bank details are as follows:</p> <p><b>ACCOUNT NAME : S2 ACADEMY SDN BHD</b> <b>ACCOUNT NUMBER: 35401027711</b></p>	
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<b>FOR OFFICE USE ONLY</b>	
Date of Application Submission	
Status	Completed <input type="checkbox"/> Not Completed <input type="checkbox"/>
Admin's Name	
Admin's Signature	
Remarks	

**Kindly complete all sections of the form accurately.  
PLEASE USE BLOCK LETTER THROUGHOUT.**

**SECTION A : STUDENT DATA (as in passport / NRIC)**

Applying to start in: Month: \_\_\_\_\_ Year: \_\_\_\_\_

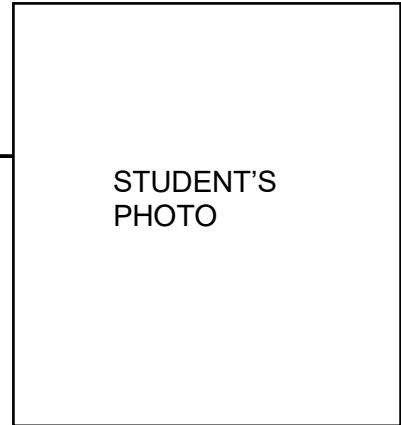
Student's Full Name: \_\_\_\_\_

Gender: Male  Female

NRIC / My Kid / Passport Number: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y	Y	Y



Country of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Student resides with:  Both Parents  Father  Mother Other: \_\_\_\_\_

Ethnicity (Malaysian only): \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Religion (Malaysian Only): \_\_\_\_\_

Mother Tongue: \_\_\_\_\_

Other Spoken Languages: \_\_\_\_\_

**School Matters/Emergency Contact**

Attention Correspondent to:

Father  Mother  Guardian

Send to:

Home Address

Other: \_\_\_\_\_

**SECTION B : SIBLINGS**

Please provide the names of siblings currently in or applying to S2 Private School.

No	Name of the Sibling	Class	NRIC/Mykid/Passport
1.			
2.			
3.			
4.			

**SECTION C : PARENTS DATA**

**FATHER**

Title: \_\_\_\_\_  
(Eg. Mr, Dr, Tan Sri, Dato')

Nationality: \_\_\_\_\_

Priority to be contacted  
For School Matters

1<sup>st</sup>  
 2<sup>nd</sup>

Full Name: \_\_\_\_\_

NRIC / Passport Number: \_\_\_\_\_

Date of Birth: 

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D D M M Y Y Y Y

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

(if different from child's home address)

**MOTHER**

Title: \_\_\_\_\_  
(Eg. Mr, Dr, Tan Sri, Dato')

Nationality: \_\_\_\_\_

Priority to be contacted  1<sup>st</sup>  
For School Matters  2<sup>nd</sup>

Full Name: \_\_\_\_\_

NRIC / Passport Number: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y	Y	Y

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ (if different from child's home address)

**PARENTS' MARITAL STATUS**

Married     Divorced     Separated     Widowed

Others (Please Specify): \_\_\_\_\_

**GUARDIAN**

Title: \_\_\_\_\_  
(Eg. Mr, Dr, Tan Sri, Dato')

Nationality: \_\_\_\_\_

Priority to be contacted  
For School Matters

1<sup>st</sup>  
 2<sup>nd</sup>

Full Name: \_\_\_\_\_

NRIC / Passport Number: \_\_\_\_\_

Date of Birth: 

D	D	M	M	Y	Y	Y	Y

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Work Address: \_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
(if different from child's home address)

**EMERGENCY CONTACT (If persons listed above are not reachable in case of an emergency)**

No	Name	Contact Number	Relationship with student
1.			
2.			
3.			

**SECTION D: STUDENT BACKGROUND**

Name of School	Country	Length of time in school	Reason for leaving

1. Does the student have a learning difficulty (diagnosed or otherwise)? YES  NO   
 If YES, please give details

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2. Does the student have any physical disabilities or psychological needs? YES  NO   
 If YES, please give details

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3. Has the student received support from any agencies? e.g. Occupational Therapy, Speech Therapy YES  NO   
 If YES, please give details

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4. Has the student ever represented his/her school in sports or any other events? YES  NO   
 If YES, please give details

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5. Please indicate if there is another information you would like the School or Teachers to know about the student:

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**SECTION E: FEE AND PAYMENTS**

Fee Paid by	<input type="checkbox"/> Father <input type="checkbox"/> Mother      Others: _____
Billing Address	<input type="checkbox"/> Home <input type="checkbox"/> Work  Others: _____
<p>All monies or qualified deposit, refundable under the terms and conditions governing enrolment and admissions, shall be made payable in a crossed cheque or bank transfer to:</p> <p><b>ACCOUNT NAME : S2 ACADEMY SDN BHD</b>  <b>ACCOUNT NUMBER: 35401027711</b></p>	

## SECTION F: SCHOOL AGREEMENT

As parent or guardian, I will support my child and the School by:

### **Being prepared for school**

- Sending my child to school in the proper uniform at all times
- Ensure my child has the correct equipment for learning
- Ensure my child has sufficient snack, lunch and/or money to buy food during the school day

### **Attendance and Punctuality**

- Making sure my child attends school on time each day
- Informing Principle or Class Teacher of any absence
- Seeking consent from school for pre-arranged absences and avoiding family holidays in school time wherever possible

### **Learning at school and home**

- Taking an interest in my child's work
- Encouraging my child to always do their best
- Supporting my child in the completion of any set homework
- Checking my child's contact book/homework diary regularly and signing it weekly
- Supporting my child's engagement in all areas of the curriculum

### **Behaviour**

- Encouraging my child to have high standards of behaviour at all times
- Supporting the school if sanctions are necessary
- Encouraging my child to treat everyone with respect at all times

### **Technology**

- Supporting the school's policies by ensuring that my child does not bring mobile phones or any other electronic gadgets to school.
- In an emergency, the pupil can contact the school office or any relevant authorities.

### **Pastoral Support**

- Letting the school know of anything likely to affect my child's learning, including medical issues or changes to normal home circumstances
- Ensuring that appropriate care is provided for my child, including informing the school of contact details for the assigned responsible adult, should I/we (the parents/guardians) be absent

- Helping my child develop independence and resilience by avoiding unnecessary visits and contact during the school day
- Protecting and nurturing my child's emotional development by **supporting the school's policy of non-physical punishment**

### **Communication with School**

- Attending Parent/Teacher Conferences and other relevant meetings, as far as possible
- Reading letters/e-mail communications from school and replying as requested
- Ensuring that I am actively monitoring the **Class Whatsapp Group** as a way to keep track on my child's progress in school
- Communicating with the school in an open, polite and positive manner. No abusive language or unparliamentarily word to be used against any school staff or authorities. The security deposit will not be refunded if there are such issues.
- Parents are not permitted to remain in the school premises for too long without prior permission from the Principal.
- Parents can bring food during recess and hand it to the security.

### **Education outside the Classroom**

- Actively encouraging my child to take advantage of the Co-Curricular Activity opportunities available
- As far as possible, supporting events that the school is involved in
- Committing to my child's participation in residential and trip programmes

### **Safety and Security**

- Observing the safety and security procedures operated by the school.
- Driving cautiously while dropping off and parking appropriately.
- Ensuring my child understands how they are getting home and are clear on the supervision procedures for the end-of-the-day
- Parents are not allowed to discuss or reprimand any student directly. If there are any issues, matter to be reported to the Principal or Teachers.