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## ADMISSIONS PROCEDURE FOR STUDENTS AT XENION EDUCATION

### Thank you for your interest in Xenion Education.

We would like to inform you that all students interested in joining Xenion Junior School or Xenion High School are assessed in **Maths, English and Greek** (if applicable) according to the class and year group they are interested in joining.

Meetings with parents and students with members of the Management are also planned prior to registering. Parents of students who successfully pass the exams and wish to register their child, need to bring with them all the necessary documentation as follows:

### DOCUMENTS NEEDED FOR OFFICIAL REGISTRATION AT XENION EDUCATION:

1. A copy of your child's Birth Certificate.
2. A copy of your child's ID card (if they have one).
3. Primary School Leaving Certificate (if applicable) (to be submitted to the Secretary in June upon your child's graduation from primary school).
4. Your child's most recent school progress report (if available).
5. Any recent evaluation(s) regarding medical issues or learning difficulties (if applicable).
6. A passport photograph.
7. Photocopies of passports or ID cards for both parents/guardians.
8. Vaccinations Coverage Certificate signed by a Paediatrician (this document is given to you on the day of registration) and a photocopy of child's medical booklet.
9. For overseas applicants, we require proof of a permanent home address in Cyprus. Two of the following original documents must be produced; Driving Licence/Council Tax Receipt/Utility Bill – eg. water or electricity bill.
10. Completed declaration form stating which foreign language your child wishes to study choosing from FRENCH or GERMAN (for High School Students only).

Please note that Xenion has an **electronic registration system** and the registration procedure is conducted online, using computers which are available in the school lobby. Completion of the registration procedure needs to be carried out by one of the two parents or guardians. Reception staff is available to assist with this procedure.

## **REGISTRATION PROCEDURE**

### **1<sup>st</sup> STEP**

Meeting with Members of Management

### **2<sup>nd</sup> STEP**

Submit all the necessary documents to the school secretary

### **3<sup>rd</sup> STEP**

Payment of the registration fee and the first instalment of fees at the Accounts Office

### **4<sup>th</sup> STEP**

Payment of the Parents and Guardians Association membership fee

### **5<sup>th</sup> STEP**

Completion of the electronic registration form by one of the two parents/ guardians

### **6<sup>th</sup> STEP**

The registration form will be printed off for signature by both parents/guardians in accordance with the requirements of the Ministry of Education and Culture

> This procedure will take approximately 20-25 minutes

### **Registration is considered to be VALID upon:**

- > completion of all the necessary steps
- > agreement with all the terms and conditions of the registration form
- > submission of all the necessary documents as listed above
- > signature of the registration form by both parents/guardians



## ΥΠΕΥΘΥΝΗ ΔΗΛΩΣΗ

ΟΝΟΜΑ ΜΑΘΗΤΗ /-ΤΡΙΑΣ: \_\_\_\_\_

ΕΠΙΛΟΓΗ ΓΛΩΣΣΑΣ

Γερμανικά

Γαλλικά

Παρακαλούμε όπως, η παρούσα δήλωση κατατεθεί στη Γραμματεία του σχολείου κατά την ημέρα της επίσημης εγγραφής του παιδιού σας στο Xenion High School.



## DECLARATION FORM

STUDENT'S NAME: \_\_\_\_\_

LANGUAGE OPTIONS

German

French

Please be advised that this declaration needs to be submitted upon registration of your child at Xenion High School on the appointed day of registration