



EXCELSIOR PRIMARY & INFANT SCHOOL

ADMISSION DOCUMENT

Child's Name: _____ D.O. B.: _____

School: _____

The class teacher & Head Teacher/Principal are asked to fill out this recommendation in which both child and parent(s) are rated in different areas. Please respond as honestly & accurately as possible to all statements. **Class teacher & Principal are to complete and sign this form and place it in a sealed envelope. The school's stamp must be placed on the document itself as well as on the back of the envelope, on the flap.**

Key:	(1) Never	(2) Occasionally	(3) Sometimes	(4) Most Times	(5) All the time
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Tick the number which best applies to each statement.

THE PARENT	1	2	3	4	5
Sends child to school regularly					
Picks up child on time					
Brings child to school on time					
Provides necessary learning tools & books					
Supports school's fundraising efforts & other activities					
Attends PTA meetings					
Shows respect for teachers & Principal					
Resolves school-related problems appropriately					
Helps child with homework					
Enters school appropriately dressed					
THE CHILD					
Follows verbal instructions					
Completes classwork					
Does homework					
Is attentive during class time					
Cares school property					
Is well-groomed					
Wears full uniform					
Participates in discussions/activities					
Is out of seat during class time					
Stays on task until completed					
Talks during teaching time					
Works well with other children					
Takes turn					
Works independently					
Needs to be closely monitored in class					
Shares learning materials					
Respects authority					
Accepts correction					
Is courteous					
Engages in fights					
Is disobedient					
Is stubborn & defiant					

Are there any outstanding fees or bills for this student? Y [] N [] Comments _____

Extra-curricular Involvement (tick the ones that child is involved in).

Football [] Swimming [] Music [] Speech/Drama []
Track & Field [] Netball [] Dancing [] Spelling Bee []

General Comments: _____

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Class Teacher's Signature

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Principal's Signature

...../...../.....
Date

Place School Stamp Here