DIVINE GRACE
INTERNATIONAL SCHOOL
Crèche · Nursery · Kindergarten · Primary

Swanlake House, 10 Koteiman Close, North Kaneshie, Accra | 055 324 3892 | divinegraceschool.vercel.app

APPLICATION FOR ADMISSION

All levels: Crèche, Nursery, Kindergarten and Primary. Please complete in BLOCK LETTERS and attach the documents listed on page 2.

Affix recent passport photo

Academic year: _____ Term of entry: ☐ First ☐ Second ☐ Third

A CLASS APPLIED FOR

☐ Crèche	☐ Nursery 1	☐ Nursery 2	☐ KG 1
☐ KG 2	☐ Primary Class: ____	Preferred start date:	

B CHILD'S DETAILS

Surname	First name(s)	Name child is called at home
Date of birth (DD/MM/YYYY)	Sex: ☐ Male ☐ Female	Nationality
Hometown / Region	Language(s) spoken at home	Religion (optional)
Residential address, landmark and GhanaPost GPS address		

C PREVIOUS SCHOOL (IF ANY)

Name of school	Last class	Reason for leaving

D PARENTS / GUARDIANS

	Father / Guardian 1	Mother / Guardian 2
Full name		
Occupation		
Phone number		
WhatsApp number		
Email address		
Residential address / GPS		

Who does the child live with? ☐ Both parents ☐ Mother ☐ Father ☐ Guardian ☐ Other: _____

FOR OFFICE USE ONLY

Date received	Application no.	Fee paid (GH₵) / receipt no.
Assessment / interview date	Outcome: ☐ Admitted ☐ Waitlist ☐ Not admitted	Class admitted to / approved by

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E EMERGENCY CONTACT & PEOPLE ALLOWED TO PICK UP THE CHILD

Name	Relationship to child	Phone number

F HEALTH & CARE

Allergies (food, medicine, other) — or write "None"
Any medical condition, disability or special support we should know about, to care for your child well
Family doctor / clinic and phone number

G DECLARATION

I/We confirm that the information given on this form is true and complete. I/We agree to abide by the rules and regulations of Divine Grace International School and to pay fees as they fall due. I/We understand that submitting this form does not guarantee a place.

☐ I/We consent to the school sharing photos of school activities that may include my child (optional).

Parent / guardian's name: _____

Relationship to child: _____

Signature and date: _____

H ADMISSION REQUIREMENTS

Please attach / bring	Needed for
☐ This completed and signed application form	All levels
☐ Copy of birth certificate (original shown for verification)	All levels
☐ Two (2) recent passport-size photographs	All levels
☐ Child Health Record (weighing / immunisation card)	Crèche, Nursery, KG
☐ Last school report card	Pupils coming from another school
☐ Transfer / leaving letter from previous school	Primary transfers
☐ Copy of parent / guardian's Ghana Card	All levels
☐ Non-refundable application fee: GH₵ _____	All levels

Age guide

Crèche	Nursery 1 – 2	KG 1 – 2	Primary 1 – 6
From 6 months	2 – 3 years	4 – 5 years	6 years and above

Return the completed form with the documents above to the school office, Monday – Friday, 7:00 am – 4:00 pm. Questions? Call or WhatsApp 055 324 3892.