



**Legacy Primary  
School**  
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## **Admissions Procedure**

We welcome applications from families who can fully support our aims and beliefs.

Before starting the admissions process we recommend parents visit the school for a tour, or have an informal chat with the Headteacher or School Manager. Final admission is subject to completing the admissions procedure.

Upon successful completion of the admissions process parents will receive a letter from Legacy Academy confirming the placement and the start date.

### **How to Apply:**

After a visit, parents can request an admissions pack to take away to complete and return should they wish to do so or they can download one from the website. All applications must be sent to the School Administration Office for processing and assessing for any queries. An admission fee of T.Sh. 10,000 and an enrollment fee of T.Sh. 30,000/= - a total of T.Sh. 40,000/= - must be paid into the school bank account and the receipt attached to the application form.

All applications received are logged on the Initial Enquiry spreadsheet and Potential New Starters list. All new applications are sent to the Headteacher for review. If the pupil is transferring from another school then the correct transfer procedure will have to be followed.

### **Interview:**

All parents and children will be invited to school for an interview. At this stage an assessment of the child's social and academic ability will take place so that the child may be placed in the correct class.

Both at the application stage and also later in the admissions procedure it is really important that parents notify the School about any special educational needs or disabilities.

After the interview, the Headteacher and the teacher involved in the interview process will make the final decision regarding the child. This decision will be communicated to the

family. It is the responsibility of the Headteacher to inform the School Administration Office of the decision regarding the application.

The start date will be agreed by the Headteacher and he/she will inform the School Administration Office who will then send out the Acceptance letter to the family and prepare the usual documentation for their arrival/first day.

The finance secretary will prepare the fee related information to go with the acceptance letter. The Headteacher will notify the class teacher of any new pupils to their Year group.

### **On Admission:**

New families will receive a Family Pack, prior to starting, which contains various information and forms to complete and return.

It is important for all forms to be completed and returned as soon as possible, preferably before the pupil start date, as they contain vital information in regards to their health, contact and emergency information, and various permissions.

The School Administration Office will enter the pupil into the relevant register and add to the various lists.

### **Further Processes:**

We encourage family commitment to the school and its various meetings, as this is vital to cement home and school relationships.

The Admissions register (now kept in an electronic database) is kept in the School Administration Office. This is completed once the pupil has started.

Every pupil will have a personal file which is kept secure in the School Administration Office. This file will hold previous school information and any future pieces of work or specific letters in relation to that pupil.