



Academy of Leaders Secondary School

أكاديمية القادة للتعليم الأساسي

Office Use Only

ID _____

CLASS _____

Registration Form

Student's Personal Information

Full Name: _____

Date of Birth Day: _____ Month: _____ Year: _____

Place of Birth: _____ Male Female

Nationality: _____ National Number: _____

First Language: _____ Other Languages: _____

Home Address: _____

Previous School Attended: _____

Parents /Guardian Information:

Father's Name: _____ Mobile No: _____

Email: _____ WhatsApp No: _____

Mother's Name: _____ Mobile No: _____

Email: _____ WhatsApp No: _____

Emergency Contact Details

* Emergency Contact Name: _____

* Contact Number: _____





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Health and Allergy

Health Problems (Allergies / Medications):

Uniform size

Blazer size in inches	Shirt /Blouse	Trousers

BLAZER MEASURING GUIDE

How to measure your chest

Measure around the fullest part of the chest, making sure that the tape is level under the arms and across the shoulder blades. Make sure you are relaxed when measuring to get a true measurement.

If you measure as 30" (or 76cm) then your blazer size will be a size 30". Our blazers are true to size, so no need to order up a size to accommodate clothing underneath.

Find the correct length

Measure from the top of the shoulder (highest point) to where you feel the blazer would sit when worn.

How to measure the sleeve length

Start from the shoulder point to where the sleeve would normally fit.



Boys Eco-Blazer

To Fit Chest (Inches)	22"	24"	25"	26"	27"	28"	29"	30"	31"	32"	33"	34"
Chest (cm)*	56	61	63.5	66	68.5	71	74	76	79	81.	84	86.5
Sleeve (Crown to Cu)	40	44	45.5	47.	50.5	52	53.5	56.5	58.5	5	61	62
Length (cm)	45	49	51.5	5	56.5	59	61.5	64	66.5	61	71	73

To Fit Chest (Inches)	35"	36"	37"	38"	39"	40"	41"	42"	44"	46"	48"	50"	52"
Chest (cm)*	89	91.5	94	96.5	99	102	104	107	112	117	122	12	13
Sleeve (Crown to Cu)	63	63.5	65	65	65	65.5	65.5	66	66.5	66.5	69	7	2
Length (cm)	74	75	76	77	78	78.5	79	79.	80	80.5	80.5	70	70

Girls Eco-Blazer

*Please note these are body measurements

To Fit Chest (Inches)	22"	24"	25"	26"	27"	28"	29"	30"	31"	32"	33"	34"
Chest (cm)*	56	61	63.5	66	68.5	71	74	76	79	81.	84	86.5
Sleeve (Crown to Cu)	41.	45.5	47.5	49	50.5	52.5	55	57	59	5	61.	63
Length (cm)	5	48	50	52	54	56	58	60	62	60	5	68

To Fit Chest (Inches)	35"	36"	37"	38"	39"	40"	41"	42"	44"	46"	48"
Chest (cm)*	89	91.5	94	96.5	99	102	104	107	11	117	122
Sleeve (Crown to Cu)	63.5	63.5	63.5	64	64.5	64.5	65	65.5	2	67.	68.5
Length (cm)	69	70	71	71	72	72	73	74	66	5	74

*These size charts are to be used as guides only





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I, _____, parent/guardian of student _____, studying in _____.

- Agree to take full responsibility for any action taken by the Administration upon non-fulfilment of my obligation to the school by not paying the required fees, for the Academic year **2026/2027**.
- Deposit paid on registration is not refundable. Term fees will only be refunded within 1 month after school starts not including the period they studied.
- It is crucial for **PARENTS** to uphold a respectful attitude towards all members of the **STAFF** and adhere to the established rules and policies of the school. Failure to do so may have serious consequences, such as the possibility of your child being expelled from school.
- I have read and understand the School Rules and Policies and agree to them.

- أوافق على قبول وتحمل المسؤولية تجاه أي إجراء تتخذه إدارة المدرسة في حالة عدم إلزامي بدفع رسوم الدراسة في الموعد المحدد للعام الدراسي 2027/2026
- المبلغ المدفوع مقدما عند التسجيل 3000 LYD مبلغ غير قابل للاسترجاع. أما بالنسبة لباقي القسط فيمكن استرجاع خلال الشهر الأول من بدء الدراسة فقط.
- من الأهمية بمكان أن يتمسك أولياء الأمور بموقف محترم تجاه جميع أعضاء هيئة التدريس وأن يلتزموا بالقواعد والسياسات المعمول بها في المدرسة. قد يكون لعدم الالتزام بذلك عواقب وخيمة، مثل إمكانية فصل طفلك من المدرسة.
- أقر بأنني قرأت وفهمت كل القوانين والسياسة العامة للمدرسة وأنني موافق/ة عليها.

Signature: _____ Date: _____





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School Rules and Policies

- Classes begin at 8:30. Children arriving late will not go into class until the next lesson starts.
- Children must attend until 14:45. If for any reason your child must leave early the school must be notified when the child arrives in the morning. You must get permission from the administration office as well.
- All children must be on time for classes, tests, and exams or they may not be allowed to enter.
- If your child is sick, you must inform the main office otherwise lessons or exams will not be repeated.
- **NO Phones or AirPods** are allowed.
- Our discipline system is implemented for good reason, rules are meant to be followed for safety, well-being, and fairness:
 - a) If your child is not in proper uniform with black shoes, you will be called to take them home.
 - b) If your child is late, they will not disturb the lesson in progress and will enter at the first change of lessons.
 - c) If your child **starts a fight** or takes part in a fight, he/she will be **suspended**.
 - d) If your child **misbehaves, uses inappropriate language, or bullies** other students they will be disciplined, and you may be called in. If this behaviour continues your child will **NOT** be reregistered next academic year.
 - e) Inappropriate language or behaviour will result in him/her being **suspended**. If the incidents are frequent or severe your child will receive a discipline card as follows:
 - **Green:** For the first notice, it will be sent home to be signed and we would appreciate you talking to your child about why their behaviour is unacceptable.
 - **Yellow:** For the second notice, you will be called to come in and discuss the situation, sign the discipline card, and talk to your child.
 - **Red:** For the third notice, you will be called into school to sign the third card and your child will be given a suspension for 3 days, depending on the situation.





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If there are further incidents the administration reserves the right to ask you to move your child to another school for the following school year

- **Children are expected** to follow the rules of the school.
- **Writing on or damaging school property** is unacceptable and will be dealt with as outlined above.
- **Children are expected to respect** ALL staff, their classmates, and the school itself. They should not behave any differently than they are expected to at home.
- **Children are expected** to have all the necessary books and materials needed when they come to school each day.
- **Homework** is marked and is a percentage of the term marks, please be sure to see that your child completes any work sent home by their teacher.
- It is crucial for **parents** to uphold a respectful attitude towards all members of the **staff** and adhere to the established rules and policies of the school. Failure to do so may have serious consequences, such as the possibility of your child being expelled from school.
- **Payments** are required as follows:
 - a) **A deposit of 3000 LYD** is payable at the time of registration, and it is **non-refundable**.
 - b) **Full payment** should be made before the end of the 1st term. **School fees** will only be **refunded** within **1 month** after school starts not including the period they studied.

If payments are not paid on time your child will not be allowed to attend classes until payment has been settled.

Child/children's name: _____.

Parents signature: _____.

Date: _____.

