



Birralee International School Trondheim

Bispegate 9C, 7012 Trondheim, Norway

Mrs Trude Farstad - *Principal*

Application for admission Kindergarten

in _____ (month) 20_____
desired starting date

Child's details

Full name _____ Girl / Boy Date of birth _____

Address _____ Post code _____ Country _____

_____ Telephone number _____
(with codes if outside Norway)

Family details

Name of parent

Name of parent

Natural parent /guardian (please delete)

Natural parent /guardian (please delete)

Mobile telephone number

Mobile telephone number

E-mail address

E-mail address

Other brothers and sisters:

Language information about your child

What is your child's first language?

What is your child's second language?

Is there any other information that would be useful for us to have?

I hereby confirm that the information provided on this application form is correct.

Parent /Guardian Signature _____ Date _____

Admission Procedure

Please return your completed form to the address below. This will be acknowledged by email on receipt. This acknowledgement does not constitute a guarantee of a place in our kindergarten.

Besides the Birralee Application parents will also have to apply with Trondheim Kommune because of the coordinated admission in Trondheim.

This application with Trondheim Kommune can be done online:

<http://barnehagesok.trondheim.kommune.no/>

Please do not forget to fill in Birralee as your first choice. Please remember to register with Trondheim Kommune before February 1 (for children who are already attending a kindergarten in Trondheim) or March 1 (for children who are not attending a kindergarten in Trondheim). Please don't hesitate to contact us if you have any problems with the electronic application. We would be happy to help.

We send out offers for the new year (that starts in August) in February (after the "overflyttingsopptakk") and in March (after the "hovedopptakk"). However, we do accept new children in to the kindergarten the whole year round, provided that there are still places available in the child's age group

In case of over subscription our admission criteria are used. These admission criteria reflect our mission statement to provide continuity in education for international children moving to or living in Trondheim. The criteria of admittance can be found on our website.

We would like to inform you that you have the right to complain about our decision (*Forvaltningsloven* §27.) Any such complaints should be made in writing within three weeks of receiving this letter and sent to the Principal. As part of the complaint procedure you have the right to see your file. Complaints that are unsuccessful will be forwarded to *Trondheim Kommune* for a final decision.

On acceptance of a place, a deposit of kr. 3000,- is payable immediately.



Visit us, mail us or phone us at:
Birralee International School
Bispegata 9c, 7012 Trondheim
Norway

Tel. +47 73 87 02 60
admin@birralee.no
www.birralee.no

Birralee International School is a member of The European Council of International Schools (ECIS). The school is recognised by the Norwegian Ministry of Education and is approved as a University of Cambridge exam centre (IGCSE).

