



## PROCEDURE FOR ADMITTING YOUR CHILD TO HORNBILL SCHOOL

**IMPORTANT :** The school is able to issue a Certificate of Educational Clearance during working days only. Please ensure you apply for your child's place in Hornbill School in time as a Certificate of Educational Clearance cannot be issued during school holidays. To see the school calendar, please log on to <http://www.hornbillschool.com/newsite2/> then go to School Life → Calendars → Yearly Calendars

### STEP 1 INITIAL CONTACT BY PARENTS

Please email school at [Hornbill.Office@scschools.org](mailto:Hornbill.Office@scschools.org) stating your intended arrival dates and your child's details (e.g. age, sex, current school, year group and so on) or any other queries you may have.



### STEP 2 RESPONSE FROM HORNBILL SCHOOL

Hornbill School will respond to your queries and email you the following forms :

FORM A – To be filled in by the child's current school.

FORM B – To be filled in by parents.

Please email or fax (00-673-3221060) these forms back to Hornbill School as soon as they are completed for the educational clearance process to be initiated.



### STEP 3 INITIATION OF EDUCATIONAL CLEARANCE PROCESS

Hornbill School will initiate the educational clearance process as soon as FORM A and FORM B are received from you and make a decision.



### STEP 4 CERTIFICATE OF EDUCATIONAL CLEARANCE ISSUED AND ADMISSIONS PROCESS INITIATED

As soon as you receive a Certificate of Educational Clearance from us, please submit this certificate to the Families Section by email at: [DESLCSMSS-FAMSEC-GROUP@mod.uk](mailto:DESLCSMSS-FAMSEC-GROUP@mod.uk) or by post to Families Section, Movement Support Services, Cedar 3A, Mail Point #3338, MOD Abbey Wood, Bristol BS34 8JH, UK which is necessary to confirm your posting and flight to Brunei.