

Please return completed application to:

Tanglin Trust School
95 Portsdown Road
Singapore 139299
Tel: (65) 6778 0771
Fax: (65) 6777 5862
URL: www.tts.edu.sg



Please attach
two
Photographs

APPLICATION FOR ADMISSION

Tanglin Trust School is an Educational Trust which provides schooling from Nursery to Year 13.
A separate application must be submitted for entry into the Sixth Form.

Student's Particulars

Name _____
Surname _____ First _____ Middle _____

Preferred Name _____ Girl Boy

Singapore Address* _____

Home No _____

Date of Birth _____ (dd/mm/yy) Country of Birth _____ Nationality _____

Passport No _____ Expiry Date _____ Fin*/Uin No. _____
(Please attach copy of passport) (dd/mm/yy) (Fin No. – Dependent Pass Holders; Uin No. – SPR)

If Dual Nationality, please state _____ Singapore Citizen Yes No

Please note that Singapore nationals will be eligible for a place in the school only if permission is granted by the Ministry of Education. If permission is not granted, twenty percent of the application fee will be forfeited.

Father's Particulars

Name _____ Nationality _____

Fin*/Uin No: _____ Passport No _____ Country of Issue _____
(Fin No.-Employment Pass/ Dependent Pass holders; Uin No.-SPR) (Please attach copy of passport)

Occupation _____ Company Name _____

Company Address _____

Office Tel _____ Handphone _____ Fax _____

Email _____

Mother's Particulars

Name _____ Nationality _____

Fin*/Uin No: _____ Passport No _____ Country of Issue _____
(Fin No.-Employment Pass/ Dependent Pass holders; Uin No.-SPR) (Please attach copy of passport)

Occupation _____ Company Name _____

Company Address _____

Office Tel _____ Handphone _____ Fax _____

Email _____

Mailing Address

For correspondence (please tick) Home Father's Business Mother's Business
For invoices (please tick) Home Father's Business Mother's Business

* where available

Is applicant a former student of Tanglin Trust School?

Yes

No

Is either parent a former student of Tanglin Trust School?

Yes

No

Child's first language

Language spoken at home

Other language(s)

Name and Address of Last Two Schools	From	To

Brothers / Sisters Name	Date of Birth (dd/mm/yy)	Boy / Girl	Present School & Country

Is your child proficient in the English language?

Is your child currently placed correctly for his / her age?

Does your child have any physical disabilities, learning difficulties or medical problems?

Has your child ever received any form of learning support and / or has your child ever been assessed by an educational psychologist or any other specialists concerned with child development? (If yes, please provide a copy of the report(s)).

Will both parents be residing in Singapore while your child is at school here? If either or both of you will be residing elsewhere, in which country or countries will you be residing?

Do you have any general comments about your child that you wish to place on record? E.g. interests / particular achievements.

Name and address of family doctor in Singapore

To: The Admissions Team
Tanglin Trust School Ltd
95 Portsdown Road
Singapore 139299

Dear Sir

I understand and accept the policy and conditions governing enrolment and admission of my child into the School and I acknowledge that withholding relevant information relating to my child's physical, medical or educational needs may affect my child being offered or maintaining a place within the School. I declare that to the best of my knowledge all of the information which I have supplied in this application form is full and accurate. I undertake to inform the School immediately of any change in the particulars to this application or of my wish to withdraw it.

I further undertake:

1. to pay each term's school fees not less than one week prior to the commencement of each term;
2. to pay such increased fees as may be approved by the Board of Governors from time to time;
3. to pay such fees as are necessary to top up the deposit to maintain its equivalence to each term's school fee.

(School fees are inclusive of Building Fund)

I enclose herewith my Singapore cheque for S\$ _____ (or bank draft for the equivalent sum) payable to "Tanglin Trust School Ltd" as payment of the application fee.

I would like to enrol my child on the waiting list for the term commencing:

1. _____ (date)
2. _____ (date)
3. _____ (date)

Dated: _____ Signature of Parent: _____

FOR OFFICIAL USE

Registration no.	
Application fee received	
Date of interview with Head of School	
Hear of School's remarks	
Place offered / Not offered	
Place accepted / Not accepted	
Date of application withdrawn	
Reason for withdrawal	



Education Report – Application for Admission
Year 3 to Year 11

Student's Name: _____ Date of Birth: _____ Current Year/Grade: _____

School Name: _____ Is English the language of instruction _____

We have received an application for the above student to join Year ____ in September _____. In order to assist in the admissions process, we would be extremely grateful if you would complete this form and return it to the school by fax to +65 6777 5862. This form is available on-line at www.tts.edu.sg

Name of Referee: _____ Position Held: _____ Date: _____

How long have you known the child? _____ How long has the child attended your school? _____

Student's Language	
Is English the student's first language	
Is English the language used at home	
In what other languages is the student proficient?	

Academic Performance: UK National Curriculum Levels (if known)	KS1	KS2	KS3
English			
Mathematics			
Science			

Attribute	Please ✓ the box that best relates to the above student			
	Excellent	Good	Satisfactory	Poor
Attitude				
Behaviour				
Attendance				
Punctuality				
Organisation				
Initiative				
Communication Skills				
Ability to work in groups				
Proficiency in written English				
Proficiency in spoken English				
Proficiency in ICT				
Their overall academic ability				

Please tick the boxes (if any) that describe the characteristics of the student:							
Confident	Creative	Capable	Conscientious	Caring	Sporty	Musical	Artistic

Please indicate any particular areas of strength:

Please indicate any particular areas for development:

Does the student have any special educational needs/learning difficulties? If yes, please give further details e.g. Learning Support/ Speech Therapist.

Any further information which may be of use in placing this student in our school; e.g. *Achievements, special talents, family circumstances, parental involvement, well-being, health etc.*

School stamp:



POLICY WITH REGARD TO ILLEGAL DRUGS AND TESTING

BACKGROUND

There are severe laws against the possession, consumption and trafficking (which includes the selling, giving, administering, transporting, sending, delivering, distributing or offering to do any of the above) of illegal drugs and drug-related articles (pipes, syringes and other apparatus) in Singapore. Despite that, drug dealers find all kinds of ways into the user market. Our teenagers, particularly, can find themselves facing more and more potential situations in which they may become vulnerable and may be placed under pressure from either their peers or others to try a drug.

POSSESSION, CONSUMPTION AND/OR TRAFFICKING OF ILLEGAL DRUGS

To adhere to the principles of the legal system of Singapore and to protect the School community, Tanglin's Code of Conduct for Students rates 'Possession, consumption and/or trafficking of illegal drugs and possession of drug-related articles in School or on school-related activities, on or off site' as a Level 4 breach – the most severe. The sanction that would normally be applied against this kind of behaviour is immediate permanent exclusion from school.

In a move to support our students who come under pressure to use drugs, the Personal, Social and Health Education, Life Studies and Life Skills programmes include education from a young age about the dangers of drug abuse. As a further measure of support, Tanglin has a policy of drug testing in the Senior School, so that students can say, '*No, I cannot. My school tests for drugs.*'

NATURE AND FORM OF DRUG TESTING

Procedure involved prior to testing:-

Before accepting the offer of a conditional place in the Senior School, parents are required to sign a consent form allowing the student to be tested for consumption of illegal drugs. (which may include all controlled drugs and specified drugs under the Misuse of Drugs Act). Students are required to sign an acknowledgement of their parents' consent.

The testing of students is overseen by the Head of Senior School, and is undertaken by the School's Nurses and Health Officers.

Selection for testing takes two forms: (1) random selection by computer programme in a process witnessed by an independent observer; (2) selection of students whom professional staff are concerned that they may be using drugs.

Students who are selected at random will receive confidential letters informing them (a) that their name has been drawn, (b) which Health Centre they should report to, and (c) the date of testing. Parents of such students will receive the same letter and are invited to be present at the testing. Parents of students who are selected because of concerns (as highlighted in (2) above) are invited to meet with the Head of Senior School who will inform them of the concerns and the need for testing.

If any student who has been selected for testing refuses to comply with the testing procedure, or either or both of the student's parents refuse to allow the student to be tested, the parties concerned will be invited to meet with the Head of Senior School. If after this meeting, the student and/or the student's parent or parents still refuse to allow the testing to take place, the parties will be informed that the student will be deemed to have taken the test and to have recorded a positive result. The student will then be treated in the same way as a student who has taken the test and whose result has proved positive.

Procedure for testing:-

The form of testing is by obtaining a hair sample. A strand of hair is cut from the head. The sample is double sealed and sent to a laboratory in the UK.

WHAT HAPPENS AFTER TESTING?

The test results normally take two weeks to return. During the waiting period between the testing and the outcome of the result, the selected students are monitored and supported if necessary.

Upon the return of the test results, the selected students and their parents are informed of the outcomes.

If the result is negative, no further action is taken other than to note that there has been a testing which resulted in a negative outcome.

If the result is positive, appropriate disciplinary action will be taken.





CONSENT FORM

Student's Name _____

We have read and understand Tanglin Trust School's POLICY WITH REGARD TO ILLEGAL DRUGS AND TESTING.

We hereby give consent for the above named student to be tested for use of illegal drugs as part of this programme. This consent is valid for the tenure of the student enrolment at Tanglin Trust School.

Signed – Parents: _____ Date: _____

I have read and understand Tanglin Trust School's POLICY WITH REGARD TO ILLEGAL DRUGS AND TESTING.

I acknowledge that my parents have given their consent for me to be tested and have signed the above form.

Signed – Student: _____ Date: _____



FREQUENTLY ASKED QUESTIONS WITH REGARD TO ILLEGAL DRUGS AND TESTING

WHY DOES TANGLIN TRUST SCHOOL HAVE A DRUG TESTING PROGRAMME?

As our Senior School has grown we have become more aware of teenage issues. Learning from other schools in Singapore and their experience with teenagers, especially in drug testing, has been an invaluable source of knowledge. We are aware that other large international schools in Singapore test for drugs. Schools for expatriates in Singapore are in an exceptional position because of the Singapore laws in relation to drug use. The ramifications of a positive drug test and a teenager being convicted of a drug offence in Singapore are wide, with the possibility that a family may lose its source of income, home and would need to be relocated. In addition, we feel that teenagers go through many changes in their development and although they need to explore new experiences, they also need the safety of boundaries. The peer pressure in the nightclub scene is great and drug dealers will know that Tanglin Trust School tests for drugs. So, our main reason for having drug testing is to support our teenagers so that they can assertively say, *'No. Our school tests for drugs'*.

HOW DOES DRUG TESTING FIT INTO OUR SCHOOL COMMUNITY?

Over recent years Singapore has become an increasingly vigilant society following the SARS outbreak and terrorist attacks in the region. Our school has had to adapt to these threats, and has managed these processes with care and respect for the individual. We see drug testing in the same context. So, yes, we see drug-testing as a natural part of our school community because our reasons for implementation are to do with caring for our students.

WHAT ARE THE DRUG LAWS IN SINGAPORE?

Singapore has severe drug laws. The Misuse of Drugs Act (Cap 185) creates various offences for drug trafficking, consumption and possession. For people caught dealing (trafficking) in illegal (controlled and specified) drugs there is a mandatory death sentence. For people caught consuming and/or possession of illegal drugs (controlled and specified drugs), the sentence is also harsh: prison, caning or fines, or all three penalties. In the West there are categories of soft and hard drugs whereas in Singapore there is no differentiation. All illegal drugs are dealt with severely. For a list of the controlled drugs and specified drugs, please refer to the Misuse of Drugs Act. [• A list of controlled and specified drugs can also be obtained from the Senior School Office upon request. This list is accurate as at 30 April 2004 – please refer to the Misuse of Drugs Act for an updated list, if applicable.]

If a controlled drug is smoked, administered or otherwise consumed outside Singapore by a non-Singapore citizen or non Singapore permanent resident arriving in Singapore by land, sea or air, and such consumption is proven as a result of urine tests conducted by the relevant authorities (including any immigration officer), such person may be prohibited from entering or remaining in Singapore.

It is also an offence for a person to have in his possession any pipe, syringe, utensil, apparatus or other article intended for the smoking, administration or consumption of a controlled drug.

The authorities are authorised to conduct a search of the School premises should they suspect that there is to be found any controlled drug, controlled substance or article liable to seizure or a person who is suspected to have committed any drug offence.

IS THERE A DRUG PROBLEM IN SINGAPORE?

Singapore Anti Narcotics Association has many years of experience in working with drug trafficking. Being close to the golden triangle, this country has developed a cooperative network with other countries within the region, to fight drug trafficking. It is our opinion that Singapore does not have a

drug problem that is out of control. However, we are surrounded by countries with drug issues and despite the penalties, a supply of illegal drugs does reach Singapore.

DOES TANGLIN TRUST SCHOOL HAVE A DRUG PROBLEM?

Drugs have not yet become an issue at Tanglin Trust School. The testing programme is aimed to assist in preventing such an issue arising.

DO OTHER SCHOOLS IN SINGAPORE TEST FOR DRUGS?

Yes, most of the other large international schools in Singapore test for drugs.

SCHOOLS SEND THE URINE OR HAIR SAMPLE OUT OF SINGAPORE, WHY IS THAT?

If a sample is tested in Singapore and is found to be positive, the laboratory is duty bound to inform the relevant Singapore authorities. By sending the samples out of the country the results are kept confidential within the school.

WHAT ARE THE MAIN ADVANTAGES AND DISADVANTAGES OF URINE AND HAIR TESTING?

Urine testing can test for a wide range of drugs and is relatively cheap to administer. However, the collection of samples is time consuming and intrusive, and there are drugs on the 'market' that can mask drug use, and samples can be adulterated unless the sample giver is observed.

Hair testing can also test for a wide range of drugs. Although it is a more expensive procedure, the collection of samples is quick and non intrusive. Samples cannot be adulterated. Drug use over several months can be detected.

WHO IS TESTED AND HOW ARE THOSE TO BE TESTED IDENTIFIED?

Selection for testing takes two forms: (1) Senior School students selected at random by computer programme, the selection being witnessed by an independent observer; (2) Students about whom we have concerns are selected. Parents of students selected at random are notified by letter that they have been selected. Parents of students selected because of concerns are invited to meet with the Head of Senior School. Because of the good communication between parents and school this is a cooperative process. In the event of parents living in different locations, both will be informed simultaneously.

WHO MANAGES THE TESTING AND WHO TAKES THE TEST SAMPLES?

Testing of students is overseen by the Head of Senior School. The School's Nurses and Health Officers undertake the testing.

IF MY CHILD TAKES A DRUG AVAILABLE FROM PHARMACIES FOR MEDICAL REASONS, WILL THE TEST BE ABLE TO DIFFERENTIATE BETWEEN CONTROLLED DRUGS AND OTHERS?

The testing will identify a range of controlled drugs only. Drugs taken for medical reasons should be declared at the time of testing.

IF I HAD ATTENDED A PARTY WHERE OTHERS WERE SMOKING DRUGS, WOULD THE TEST PICK UP SMOKE RESIDUE IN MY HAIR?

Passive smoking and smoke residue will not produce a positive result. Drugs have to be fully ingested to produce a positive hair test.

WILL I HAVE TO CONSENT TO BEING DRUG TESTED AND WHAT IF I OBJECT?

Consent is obtained from parents, and such consent acknowledged by their children at the point where a student place in the Senior School is conditionally offered. Consent is therefore given on entry to the school.

HOW MANY STUDENTS WILL BE TESTED AND HOW OFTEN?

The number of students tested, and the frequency of testing will depend on circumstances and is at the sole discretion of the School.

HOW LONG DO THE TEST RESULTS TAKE TO COME BACK TO SCHOOL?

Normally two weeks, barring any unforeseen circumstances

WAITING FOR TEST RESULTS MAY CAUSE STRESS - WILL THE SCHOOL TAKE THIS INTO CONSIDERATION?

Yes, students are monitored and supported throughout the process.

WHICH DRUGS WILL BE TESTED FOR?

The testing programme looks for a series of drugs which may include cannabis, amphetamines, methamphetamines, ketamine, opiates, cocaine, methadone, benzodiazepines, barbiturates and buprenorphine. This is a broad spectrum and ensures that all designer, nightclub type drugs are included.

WHAT IS THE POLICY IF A STUDENT IS TESTED POSITIVE?

If a student is tested positive, appropriate steps are taken. These may include immediate permanent exclusion from school, as provided by our Code of Conduct.



Application Checklist

Name of Applicant _____

I would like to enrol my child for the term commencing: _____

Completed applications **must** include the following. Applications will not be considered until the school receives all of the documents

		For official use only
Fully completed Student Application Form		
The last two Reports to Parents from the previous school (Applications to Reception year can show any records of nursery settings if available. Applications to Year 1 should supply reports from previous Reception education)		
2 Passport sized photos		
Passport identification of student and both parents		
Any reports and/or evaluations indicating the nature of special educational needs		
Application fee (please indicate if this is being paid by telegraphic transfer or by someone other than yourself eg your employer or relocation agent)		
Copy of birth certificate (if born in Singapore)		
Signed drugs testing consent form (applicants to Senior School only)		
Please indicate by a tick if the Education Report Form has been passed to your child's previous school		
For official use only Education Report Form Received		
For official use only Date application received		