PROCEDURES FOR APPLICATION:

KINDLY HAVE THE FOLLOWING FORMS COMPLETED AS **NO** EMAILED APPLICATION FORMS WILL BE ACCEPTED

STEP: 1

HAND DELIVER ORIGINAL FORMS TO THE OFFICE PLEASE.

- ✓ APPLICATION FORM
- ✓ REGISTRATION AGREEMENT
- ✓ ENROLMENT FORMS
- ✓ ADMISSION CONTRACT
- ✓ PARENT CODE OF CONDUCT
- ✓ PUPIL CODE OF CONDUCT
- ✓ CONSENT TO PERFORM DRUG TEST
- ✓ INDEMNITY – EXCURSION FORM
- ✓ POPI ACT – AUTHORISATION & RELEASE FORM (PHOTO) WAIVER
- ✓ POPI ACT- CONSENT
- ✓ FINANCIAL CLEARANCE FORM – (**TO BE GIVEN TO CURRENT SCHOOL**)
- ✓ CONFIDENTIAL FORMS – (**TO BE GIVEN TO CURRENT SCHOOL**)

ADDITIONAL FORMS TO BE COMPLETED <u>ONLY</u> BY IMMIGRANT STUDENTS:
- ✓ SCHOOL ATTENDANCE FORM: For students transferring INTO our School.

STEP: 2

KINDLY ATTACH THE FOLLOWING COPIES:
- ✓ PARENTS / GUARDIANS I.D OR PASSPORT
- ✓ PUPILS BIRTH CERTIFICATE
- ✓ PUPILS IMMUNISATION CARD (applicable only to Gr 00 to 3)
- ✓ MEDICAL AID CARD
- ✓ PROOF OF RESIDANCE
- ✓ COPY OF LATEST SCHOOL REPORT
- ✓ VALID VISA/STUDY PERMIT

PAYMENT OF R1000 (non-refundable) APPLICATION FEE TO BE PAID WHEN HANDING IN THE APPLICATION FORMS (EFT most welcome).

STEP: 3

ONCE FINANCIAL AND CONFIDENTIAL FORMS ARE RECEIVED FROM CURRENT SCHOOL, ONLY THEN WILL THE APPLICATION PROCESS BE FINALISED

PROCESS:
- ✓ **Once ALL Application Forms are handed in, the Deputy Principal will go through it.**

YOU WILL RECEIVE THE FOLLOWING FEEDBACK:
- ✓ Date of Assessment/ Sit-In or Placement Test. (Not for Gr 00)
- ✓ Grade 1 only: School Readiness Assessment **MUST** be done by an Educational Psychologist
- ✓ Interview Date: Both parents and child to attend, when requested to (With Principal and Deputy Principal).

ON ACCEPTANCE, R7000 (R2000 REGISTRATION FEE (NON-REFUNDABLE) & once off R5000 SCHOOL DEVELOPMENT FEE) WILL BE PAYABLE WITHIN 10 WORKING DAYS.

OTHER: FOR INTERNATIONAL STUDENTS:
- ✓ FULL SCHOOL FEES TO BE PAID UP FRONT FOR THE FIRST YEAR
- ✓ LANGUAGE DEVELOPMENT FEE – R5000 (Immigrant students only)
- ✓ SCHOOL DEVELOPMENT FEE – R5000 (Once off per Family)
- ✓ REGISTRATION FEE – R2000 (NON-REFUNDABLE)