



Emmanuel Christian Academy

Principal: Nic Young B Mil (Stell) PGCE LLB LLM (Unisa)
Umalusi Accreditation no. 17 SCH01 00440

7 Dingle Road
Goodwood 7460

P O Box 13564
N1 City 7463

WCED Reg no.:
0102007204
NPO 231-089

Telephone : (021) 592-2349
Fax : (021) 592-1140
Email : ny007@telkomsa.net
Website : www.emmanuelca.co.za

Dear Prospective Parent / Guardian

Thank you for considering our School as a place of education for your child / children.

The Application procedure is as follows:

A. COMPLETE THE FOLLOWING DOCUMENTATION:

- Learner Enrolment Form
- Aftercare Application Form (if applicable)

i. TO BE COMPLETED BY CURRENT SCHOOL:

- Confidential Learner Reference Request form – This must be completed in ink by the learner's current school and the original, stamped copy must be placed in a sealed envelope by the school and submitted with the Application for Learner Enrolment. Parents must not remove the form from the envelope. Alternatively the school may e-mail it to eca008@telkomsa.net for Grades 1-6, and to eca007@telkomsa.net for Grades 7-12.

IMPORTANT : The above forms must be thoroughly completed and submitted with copies of:

- i. Certified copies of Parent / Guardian Identification documents
- ii. Certified copies of Learner's Birth Certificate and Identification document
- iii. Valid Study permit if not a South African resident
- iv. 2 x Passport size photographs of learner
- v. Certified copy of learner's inoculation card
- vi. Copy of learner's last report
- vii. Proof of income and residence

B. SUBMIT THE APPLICATION FOR ADMISSION

- The fully completed Application form with all the relevant documentation must be hand delivered to our school during school hours. An Application fee of R100.00 must accompany this application.

PLEASE NOTE THAT WE WILL NOT PROCESS ANY INCOMPLETE APPLICATION FORMS UNTIL SUCH TIME THAT WE ARE IN RECEIPT OF ALL THE REQUIRED DOCUMENTATION.

C. INTERVIEW

The Application for Admission will be assessed and the school will contact the parents to arrange for an interview together with the learner. Should the learner be accepted, the learner will be entered onto our database and an invoice raised for the non-refundable Registration Fee. The learner will only be accepted upon receipt of the Registration fee.

Should you require any further information or assistance, our administrative staff will be happy to assist you:

- a. Grades 1-6 : Mrs Terry McEvoy – eca008@telkomsa.net
- b. Grades 7-12 : Mrs Liz Taylor – eca007@telkomsa.net

Kind regards

Nic Young
Principal



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APPLICATION FOR LEARNER ENROLMENT

YEAR: 2021

IMPORTANT: Please complete ALL sections in clear, block letters

A. PARTICULARS OF LEARNER :

Grade for which applying: * _____ Date of Application: _____

*Please ensure Addendum A is completed when applying for Grades 10-12

Full Names & Surname:

Address where learner resides:

Tel: _____ Fax: _____ Cell: _____

Gender: _____ Date of Birth: _____

Birth Certificate No. : _____ Race : Black Coloured Indian White Other
(Certified copy of Birth Certificate required) (As required for WCED / CEMIS registration details)

Age next Birthday: _____

No. of children in the family : _____ Position in family(1st, 2nd, etc.): _____

Study Permit No. / Residence Permit No. (Attach certified copy): _____

Language mostly spoken at home: _____

Current School Details:

Name of School: _____

Address of School: _____

Postal Code: _____

Contact telephone number of School: _____

Initial: _____

E-mail address: _____

Name of School Principal: _____

Name of Class Teacher: _____

Last Grade successfully completed: _____ (**Attach last school report**)

Year of Completion: _____

Language of Tuition: _____

Reason for Leaving: _____

Previous School's details:

Name of School / Pre-School / Nursery School:

Name of School Principal: _____

Telephone no. : _____

E-mail address: _____

Reason for Leaving: _____

Medical Information:

Diagnosed Allergies: _____

Diagnosed Disabilities: _____

Prescription Medication: _____

ANY OTHER CONDITION/S THE SCHOOL NEEDS TO BE AWARE OF:

Refugee Status:

Date of Immigration: _____

Country of Origin : _____

Valid from : _____ Expiry Date: _____

Have you applied for enrolment at other schools? YES / NO (Please circle)

If yes, please list schools:

a. _____

b. _____

Initial: _____

c. _____

B. PARTICULARS OF PARENTS / GUARDIANS :

Father / Male Guardian:

Mr (Full names and surname) _____

I.D / Passport No. (Attach Copy) _____

Physical Address: _____

Postal Code: _____

Postal Address: _____

Postal Code: _____

Contact Numbers:

Home: _____

Work: _____

Cell: _____

E-mail address: _____

*Please indicate:

Biological Parent	Adopted	Legal Guardian	Foster Care	Other
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*(Required by WCED for Learner Profile)

Employment Particulars:

Name of Employer: _____

Address of Employer: _____

Position Held: _____

Duration of current employment: _____

Relationship to Child: _____

Initial: _____

Mother / Female Guardian :

Miss / Mrs / Ms. (Full Names & Surname): _____

I.D / Passport No. (Attach Copy) _____

Physical Address: _____

Postal Code: _____

Postal Address: _____

Postal Code: _____

Contact Numbers:

Home: _____

Work: _____

Cell: _____

E-mail address: _____

*Please indicate:

Biological Parent	Adopted	Legal Guardian	Foster Care	Other
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*(Required by WCED for Learner Profile)

Employment Particulars:

Name of Employer: _____

Address of Employer: _____

Position Held: _____

Duration of current employment: _____

Relationship to Child: _____

Alternative contact details if parents / guardians cannot be reached:

Name : _____

Relationship to learner: _____

Home: _____ Work: _____

Initial: _____

Cell: _____

C. OTHER DETAILS:

Marital Status (Please tick):

Single	Married	Divorced	Widow/Widower	Other
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Religion: _____

Family Doctor: _____

Tel no: _____

FEE STRUCTURE

- a. **Application fee:** An Application fee of R100.00 needs to accompany this application.
- b. **Registration fees:** **A once-off, non-refundable Registration fee** of R3500.00 is payable upon acceptance of a learner in order to secure placement. A learner's place cannot be guaranteed until the registration fee has been paid.

Please note that no portion of the Registration Fee will be refunded should a parent / guardian decide not to enrol his / her child, for whatever reason, once the learner has been accepted and the registration process completed.

c. School fees:

School Fees for Grade 1 – 3: (Please mark option with a X and initial next to choice)

Option A: R21 600.00 per year, payable as per below options

08:00 – 13:30 from Mondays – Thursdays, Fridays from 08:-00 – 12:35
Learners to be collected from school strictly by 13:45 from Mondays – Thursdays, and by 12:50 on Fridays.

Option B: R25 200.00 per year, payable as per below options

08:00 – 14:50 from Mondays to Thursdays, Fridays from 08:00 - 12:35
Learners will be under supervision of the Aftercare from the end of the school day until 14:50 from Mondays – Thursdays. No lunch is provided and parents are encouraged to supply a snack for this time. Homework will be supervised during this time, however it is the parent's responsibility to ensure that it has been completed.

Initial: _____

School Fees for Grade 4 - 6: R23 400.00 per year, payable as per below options.

School Fees for Grade 7 - 9: R25 200.00 per year, payable as per below options.

School Fees for Grade 10 – 12: R26 400.00 per year, payable as per below options.

Fees paid in full by 28 February 2021 qualify for a 5% discount.

PLEASE MARK PAYMENT OPTION BY INDICATING WITH A X AND INITIAL NEXT TO RELEVANT OPTION:

Monthly in advance: 12 x R1 800.00 (Grades 1 – 3 – Option A) 1 January to 1 December 2021
12 x R2 100.00 (Grades 1 – 3 – Option B) 1 January to 1 December 2021
12 x R1 950.00 (Grade 4 – 6) 1 January to 1 December 2021
12 x R2 100.00 (Grade 7 - 9) 1 January to 1 December 2021
12 x R2 200.00 (Grade 10 – 12) 1 January to 1 December 2021

Quarterly in advance: 1 January, 1 April, 1 July & 1 October 2021:
4 x R5 400.00 (Grades 1 – 3 – Option A)
4 x R6 300.00 (Grades 1 – 3 – Option B)
4 x R5 850.00 (Grades 4 – 6)
4 x R6 300.00 (Grades 7 – 9)
4 x R6 600.00 (Grades 10 – 12)

Annually in advance by 28 February 2021: Grades 1-3 Option A : R20 520.00
Grades 1-3 Option B : R24 120.00
Grades 4-6 : R22 230.00
Grades 7 – 9 : R23 940.00
Grades 10 – 12 : R25 080.00

Where there is more than one learner per family attending our school, the discount will be as follows:

- 1st Learner: Full price of tuition fees
- 2nd Learner: 5% discount off tuition fees
- 3rd and subsequent learners: 10% discount off tuition fees

d. Other fees payable:

- i. Admin & Printing fee Gr.1 – 12: R1000.00 per year payable by 28 February 2021;
- ii. Text Books & Stationery: All text books and stationery from Gr. 1 – 12 must be purchased by the parent as per list supplied by School. Text book and Stationery lists for the 2021 academic year will be available on our Website as from August 2020. Text books can be ordered through the school by 15 November 2020, or purchased at any bookstore that stocks these books. Where 2nd hand books are available these can be purchased from

Initial: _____

Updated 07/02/2020

the school at a reduced rate. Stationery can be purchased from any retail store that stocks these items, with the exception of Grade 1-3 learners.

It is compulsory for all new Grade 1-3 learners to purchase stationery packs from the school. Grade 2 & 3 learners also need to order their workbooks from the school if they are purchasing 2nd hand text books from another source.

- iii. Uniform as per the School Dress Code Policy – orders to be submitted to school with proof of payment by **15 October 2020** to ensure delivery before the end of the school year.
- iv. School outings / Camps
- v. Late Payment fee: A late payment fee of R100.00 per learner per month will be charged to a learner's account if school fees are not received by the 3rd of each month.

No discount is given for any other fees, books, outings, etc.

All school fees are payable **MONTHLY IN ADVANCE**, irrespective of whether the school is open or closed for school holidays. Where fees have not been paid by the 7th of the month, the School reserves the right to suspend a learner from school until payment has been received. As per the Contract of Tuition, interest is payable on all overdue fees. As a last resort, unpaid fees will be handed over for collection and fees relating to this will be paid by the parents / guardians.

For security reasons, payment must be made directly into the school's bank account **via Electronic payment (EFT) or Stop Order** which must be completed at your Bank. Our banking details are as follows:

Name : Emmanuel Christian Academy
Bank : Nedbank, Goodwood Branch
Bank Code : 10441000
Account No. : 1044004223
Acc. Type : Cheque
Reference : Learner name & Surname, e.g. John Adam – School fees, uniform, books, etc.

All cash payments / cash deposits will be subject to cash deposit fees being charged to learners' accounts in line with fees charged by our Bank.

Person/s responsible for payment of Fees:

Full names & surname: _____

ID no.: _____

Contact no. : _____

E-mail address: _____

Full names & surname: _____

ID no.: _____

Contact no. : _____

E-mail address: _____

Initial: _____

I / We confirm that we have acquainted myself / ourselves with the School Fees and agree to the Financial Commitment and Payment Plan of the School. I / we will show myself / ourselves faithful in all its requests.

I / We hereby submit application for enrolment for the 2021 academic year. In line with good spirit of support, it is my / our intention to abide by the policies and discipline as determined by the administration and Governing Body of the School. All information is included in our Contract of Tuition which will be signed upon acceptance of my child to Emmanuel Christian Academy.

I / We hereby declare that the information which I have provided in this application is true and correct, and that any information found to be false will have a negative effect on my application and admission of my child / children.

Father / Male Guardian:

Signature: _____

Date: _____

Mother / Female Guardian:

Signature: _____

Date: _____

Witness signature: 1. _____ 2. _____

Witness name: 1. _____ 2. _____

For Office Use:

Application fee paid: YES / NO Date Paid: _____ Received by: _____

Initial: _____

ONLY COMPLETE AND SUBMIT IF YOU ARE APPLYING FOR GRADE 10-12

Grade 10 - 12 Subject Choice for 2021 – Emmanuel Christian Academy

Grade 9 learners applying for Grade 10 must please complete the attached form to select their subject choices for 2021. It is important to select the correct subjects from the start as it is very difficult to change subjects in Grade 11 and 12. Take note that the FET phase is from Grade 10 – 12 and subjects have to be taken for the duration of the phase. If subjects are subsequently changed, the outstanding assessments and work must still be completed.

Learners must ensure that they have an idea of the career path they would like to follow once they have completed their school career. A booklet with career choices will be handed out to Grade 9 learners to assist with this. The subject choices will be discussed with the Principal during the interview.

Take note of the following subject combinations (no exceptions will be allowed):

1. English, Afrikaans, Mathematics or Mathematical Literacy and Life Orientation are compulsory.
2. If the learner takes Physical Science, they must take Life Science and Geography. (Mathematics is compulsory with Physical Science)
3. If the learner takes Accounting, they must take Business Studies. Physical Science and Life Science may not be taken in combination with these subjects.
4. Mathematical Literacy can be taken with Accounting as from this year.
5. Mathematical Literacy can be taken with any three of Geography, History, Business Studies or Life Science.

IMMIGRANT LEARNERS

If a Grade 10 - 12 learner entered into the country in Grade 7 or later, they do not have to take Afrikaans or a second language, but must take an extra subject, for example History or Geography, as long as they take six subjects (excluding Life Orientation). They must take English as Home Language. Take note that an immigrant learner also includes a South African citizen who left the country for longer than two years and returned after Grade 7.

A Grade 7 – 9 learner will get a concession for Afrikaans, but may not fail any other subject.

Please submit this form together with your Application for Learner Enrolment.

Initial: _____

Name of learner: _____

Grade in 2021: _____

Please mark with X

Compulsory subjects:

English Home Language	X
Afrikaans First Additional Language	X
Life Orientation	X
Mathematic Literacy	—
Mathematics	—

Choice Subjects:

Geography	—
History	—
Business Studies	—
Accounting	—
Life Science (Biology)	—
Physical Science	—

Learner Signature

Date: _____

Parent /Guardian Signature

Date: _____

Initial: _____



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Email : ny007@telkomsa.net
Website : www.emmanuelca.co.za

Date: _____

Dear Principal

Confidential Learner Reference Request

We have received an application for enrolment from a learner currently at your school. Kindly complete the below information as soon as possible, as it forms part of the Application and is required for the interview.

Please hand this form to the learner in a sealed envelope which has the school stamp on the back. The completed form must be in original handwriting and also have the school's stamp on where indicated.

Alternatively the completed and stamped form can be e-mailed from the current school's e-mail address.

Thank you for your assistance in this regard.

SECTION A:

Name of Learner : _____
Current School : _____
Current Grade : _____
Contact Numbers of present school: Tel: (____) _____ Fax: (____) _____
Contact Numbers of parent / guardian: Tel: (____) _____ Cell: _____

SECTION B: - For completion by the School Principal.

- Does the learner's academic performance reflect his/her capability? YES [] NO []
- This learner's academic results fall into the [TOP] [MIDDLE] [BOTTOM] third of his/her Grade.
- The learner's attitude is classified as [ABOVE AVERAGE] [AVERAGE] [BELOW AVERAGE]
- Were the learner's parents involved in and or supportive of the school? YES [] NO []
- Would the learner be a [GREAT] [DEFINITE] [INDIFFERENT] asset to Emmanuel Christian Academy.

1. SKILLS

Please rate the above-mentioned learner on the following scale:
5= Excellent 4= Good 3= Average 2=Weak 1=Very Weak

WORK SKILLS	SOCIAL SKILLS
Concentration	Self-control
Independence	Acceptance of Responsibility
Listening Skills	Interaction with peers
Following Instructions	Group participation
Task completion	Courtesy
Presentation of work	Behaviour
Meeting deadlines	Respect for superiors
Proficiency in English	Appearance
Proficiency in Afrikaans	Reliability
Proficiency in Mathematics	Problem solving ability
Study Habits	Adherence to Code of Conduct
Reading ability	Leadership skills

2. INTERVENTION

Has the learner had any of the following: Indicate YES (Y) or NO (N).

OT Assessment		ADD medication		Academic support	
Speech Assessment		Facilitator		Concessions	
Educational Assessment		Other			

3. INVOLVEMENT IN SCHOOL LIFE

Please rate the above-mentioned learner on the following scale:

5= Excellent 4= Good 3= Average 2=Weak 1=Very Weak

Sport		Societies/Clubs		Culture & Art	
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Any special achievements: _____

4. DISCIPLINE

Has any disciplinary action been taken against the learner for the following offences? Indicate YES (Y) or NO (N).

Disruptive in class		Books left at home		Swearing	
Insolence		Stealing		Smoking	
Work not done		Dealing/Taking drugs		Bullying/Fighting	
Gang related activities		Vandalism		Truancy	

- Has the learner ever been suspended? YES [] NO []
- Has the learner been expelled? YES [] NO []

5. SCHOOL FEES

Current School Fees per annum R _____

Are the school fees paid to date? YES [] NO []

Have you experienced difficulties with School Fee Collection? YES [] NO []

Current Balance R _____

Is there **ANYTHING ELSE** you feel we should know about the learner?

PRINCIPAL'S NAME: _____

SIGNATURE: _____

DATE: _____ SCHOOL STAMP: _____

Please hand this form to the learner in a sealed envelope which has the school stamp on the back. The completed form must be in original handwriting and also have the school's stamp on where indicated.

Alternatively the completed and stamped form can be e-mailed from the current school's e-mail address.