



# 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](mailto:eca008@telkomsa.net) for Grades 1-6, and to [eca007@telkomsa.net](mailto: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.

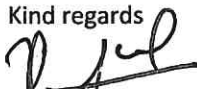
**C. INTERVIEW**

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](mailto:eca008@telkomsa.net)
- b. Grades 7-12 : Mrs Liz Taylor – [eca007@telkomsa.net](mailto:eca007@telkomsa.net)

Kind regards

  
Nic Young  
Principal



# 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

## APPLICATION FOR LEARNER ENROLMENT

YEAR: 2021

**Please complete ALL sections in clear, block letters to avoid a delay in processing your application**

### **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(1<sup>st</sup>, 2<sup>nd</sup>, 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: \_\_\_\_\_

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
-------------------	---------	----------------	-------------	-------

\*(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
-------------------	---------	----------------	-------------	-------

\*(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: \_\_\_\_\_

Cell: \_\_\_\_\_

Initial: \_\_\_\_\_

**C. OTHER DETAILS:**

Marital Status (Please tick):

Single	Married	Divorced	Widow/Widower	Other
--------	---------	----------	---------------	-------

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.

**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:** R28 800.00 per year, payable as per below options.

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

Initial: \_\_\_\_\_

**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 400.00 (Grade 10 – 11) 1 January to 1 December 2021  
7 x R4 115.00 (Grade 12) 1 January – 1 July 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 R7 200.00 (Grades 10 – 11)  
3 x R9 600.00 (Grade 12) – 1 January, 1 April & 1 July

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 : R27 360.00

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

- 1<sup>st</sup> Learner: Full price of tuition fees
- 2<sup>nd</sup> Learner: 5% discount off tuition fees
- 3<sup>rd</sup> 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 2<sup>nd</sup> hand books are available these can be purchased from 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 7<sup>th</sup> 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: \_\_\_\_\_



# 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 Grade 10 Parents/Guardians

16 February 2021

## SUBJECT CHOICE FOR 2021

There has been some confusion with the subject choices for 2021. Subject choice is made on career choice and ability. The following will clarify it:

There are four compulsory subjects:

1. English Home Language
2. Afrikaans First Additional Language
3. Mathematics or Mathematical Literacy
4. Life Orientation

An additional three subjects must be selected. We have three different directions you can choose:

1. Humanities. This is Geography and History, taken with an extra subject from Business Studies or Life Science.
2. Commerce. This is Accounting and Business Studies, taken with an extra subject History. Accounting can be taken with Mathematics or Mathematical Literacy.
3. Sciences. This is Physical Science and Life Science and may only be taken with Geography (Geography is also a Science). Mathematics is compulsory and learners must have an average of over 50% at the end of Grade 9 and pass a baseline test to be able to take Mathematics.

Learners must first select the direction they choose and then the subjects involved. Select from the following:

Learner Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Direction	Tick	Compulsory Subjects	Math Choice	Tick	Choice subjects	Tick
Humanities		History Geography	Mathematics or Math Lit		Business Studies or Life Science	
Commerce		Accounting Business Studies	Mathematics or Math Lit		History	
Sciences		Physical Science Life Science	Mathematics Only		Geography	

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immigrant learners, i.e. learners who entered into the country in Grade 7 and later, who do not take Afrikaans, must take an extra subject from the choice above. These learners will be advised, depending on subject choice.

Please ensure that the correct subject choice is made and returned by Friday 19 February 2021

Regards,

Nic Young  
PRINCIPAL



# 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

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

<b>WORK SKILLS</b>		<b>SOCIAL SKILLS</b>	
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	
-------	--	-----------------	--	---------------	--

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.*