



# Emmanuel Christian Academy

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

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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 e-mail the completed and stamped document to the school's e-mail address as stated at the end of this questionnaire..**

Thank you for your assistance in this regard.

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### **SECTION A:**

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

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### **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 e-mail the completed and stamped form to :*  
[eca007@telkomsa.net](mailto:eca007@telkomsa.net) for High School learners.  
[eca008@telkomsa.net](mailto:eca008@telkomsa.net) for Primary School learners.

*Alternatively the completed and stamped form can be faxed to 021 592 1140.*