



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 & Addendums
- Aftercare Application Form (if applicable)

i. TO BE COMPLETED BY CURRENT / LAST SCHOOL:

- Confidential Learner Reference Request form – This must be completed in ink by the learner's current / last 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 completed by filling in all sections, 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 INFORMATION & 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: 2023

IMPORTANT: Please complete ALL sections in clear, block letters and initial every page

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 of Learner:

Address where learner resides:

Telephone: _____ Learner Cell: _____

Learner e-mail address: _____ (High School learners)

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)

Learner ID no.: _____ Nationality: _____

Age next Birthday: _____

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

Where applicable, does the learner have a valid study permit? YES / NO (Please tick)

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: _____

Initial: _____

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. _____

c. _____

Initial: _____

B. PARTICULARS OF PARENTS / GUARDIANS :

Father / Male Guardian (please circle):

Mr (Full names and surname) _____

I.D / Passport No. (Attach Certified 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 (please circle):

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

I.D / Passport No. (Attach Certified 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: _____ E-mail: _____

Initial: _____

C. OTHER DETAILS:

Marital Status (Please tick):

i. Father / Male Guardian:

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

Religion: _____

Family Doctor: _____

Tel no: _____

ii. Mother / Female Guardian:

| | | | | |
|--------|---------|----------|---------------|-------|
| 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: R26 400.00 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: R31 800.00 per year, payable as per below options

08:00 – 14:50 from Mondays to Thursdays, Fridays from 08:00 - 12:35

Initial: _____

Learners will be under supervision of the Aftercare from the end of their school day until 14:50, from Mondays – Thursdays only. A light snack is provided and parents are encouraged to supply lunch for this time if their child needs a meal. Homework will be supervised during this time, however due to time constraints it is the parent's responsibility to ensure that it has been completed. *Please complete an Application form for Part-time Aftercare enrolment.*

School Fees for Grade 4 - 6: R27 600.00 per year, payable as per below options.

School Fees for Grade 7 - 9: R30 000.00 per year, payable as per below options.

School Fees for Grade 10 – 12: R33 600.00 per year, payable as per below options.

Fees paid in full by 28 February 2023 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 R2 200.00 (Grades 1 – 3 – Option A) 1 January to 1 December 2023
- 12 x R2 650.00 (Grades 1 – 3 – Option B) 1 January to 1 December 2023
- 12 x R2 300.00 (Grade 4 – 6) 1 January to 1 December 2023
- 12 x R2 500.00 (Grade 7 - 9) 1 January to 1 December 2023
- 12 x R2 800.00 (Grade 10 – 11) 1 January to 1 December 2023
- 8 x R4 200.00 (Grade 12) 1 January – 1 August 2023

Quarterly in advance: 1 January, 1 April, 1 July & 1 October 2023:

- 4 x R6 600.00 (Grades 1 – 3 – Option A)
- 4 x R7 950.00 (Grades 1 – 3 – Option B)
- 4 x R6 900.00 (Grades 4 – 6)
- 4 x R7 500.00 (Grades 7 – 9)
- 4 x R8 400.00 (Grades 10 – 11)
- 3 x R12 600.00 (Grade 12) – 1 January, 1 April & 1 July 2023

Annually in advance by 28 February 2022:

- Grades 1 - 3 Option A: R25 080.00
- Grades 1 - 3 Option B: R30 210.00
- Grades 4 - 6: R26 220.00
- Grades 7 – 9: R28 500.00
- Grades 10 – 12: R31 920.00

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 2023;

Initial: _____

Updated 02/03/2022

- 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 2023 academic year will be available on our Website as from August 2022. Text books can be ordered through the school by 15 November 2022, or purchased at any bookstore that stocks these books. Where 2nd 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 who need to order through the school. NO LATE ORDERS FOR TEXT BOOKS WILL BE ACCEPTED AFTER 1 DECEMBER 2022.

It is compulsory for all new Grade 1-3 learners to purchase stationery packs from the school to ensure uniformity. 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 2022** 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**. Stop Orders must be completed at your Bank. Our banking details are as follows:

Name : Emmanuel Christian Academy

Bank : Nedbank, Sea Point

Bank Code : 198765 (Universal code)

Account No. : 1044004223

Acc. Type : Cheque

Beneficiary 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.: _____ (please attach certified copy of ID / Passport)

Contact no. : _____

Initial: _____

E-mail address: _____

Full names & surname: _____

ID no.: _____ (please attach certified copy of ID / Passport)

Contact no. : _____

E-mail address: _____

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 2023 academic year. I / We hereby undertake to abide by the policies and disciplines as determined by the administration and Governing Body of the School. The relevant 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 WITH YOUR APPLICATION IF YOU ARE APPLYING FOR GRADE 10-12

SUBJECT CHOICE FOR 2023

Subject choice is made based on a learner's career path choice and their strengths / abilities.

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 that you can choose from:

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:

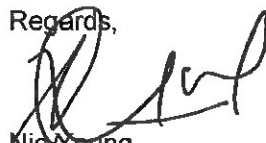
Learner Name & Surname: _____ Grade: _____

| 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 | |

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.

The final subject choice is made after the Mid year assessments and mathematics bench marking testing (will be due 1 September).

Regards,



Nic Young
PRINCIPAL

Initial: _____

UNDERTAKING BY SCHOOL AND PARENT DECLARATION – PROTECTION OF PERSONAL INFORMATION**

In the course of the School's business relationship between the School and you as the parent** / guardian**, the processing of personal information is necessary and often a legal obligation that forms part of our school's operations. We would like to reassure our parents that we are committed to process the personal information in accordance with the conditions of lawful processing as specified in the Protection of Personal Information Act (4) 2013 ("POPI").

As such, we undertake that:

1. we will only collect, process and store personal information for the intended purpose for which you provide such personal information to us in order to be able to provide the service as per our Contract of Tuition & Enrolment / Re-enrolment forms;
2. we will not disclose the personal information other than for legitimate business purposes or where we are legally or contractually required to do so; and
3. we will take all reasonable organizational and technological measures to protect the personal information in our possession, or any information processed on our behalf.

By signing this form you acknowledge and consent to:

1. the processing of your personal information by our School for any purpose relating to the effective administration and any other legal purpose as required, as well as any other purpose required for the effective management of our School's legitimate business purposes or legal obligations, or anyone acting on behalf of the School;
2. the School transferring personal information (where necessary) to a company contracted to the School for processing, for the intended purpose to ensure the management and effecting running of our School's legitimate business purposes, i.e. D6 Communication.

You acknowledge that it is your obligation to ensure that all personal information supplied to our School is accurate and up to date at all times.

Learner Name & Surname : _____ Current Grade: _____

Signed at _____ on _____ of _____ 20____.

Name & surname of Father / Guardian: _____

Father / Guardian signature

Name & Surname of Mother / Guardian : _____

Mother / Guardian signature

** Also refers to prospective learner / parent

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 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.

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 | |
|-------|--|-----------------|--|---------------|--|

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 for High School learners.

eca008@telkomsa.net for Primary School learners.

Alternatively the completed and stamped form can be faxed to 021 592 1140 / 086 656 9254