



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
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:

- Application for Learner Enrolment Form & Addendums – complete all pages and initial every page
- Application for Aftercare Application Form (if applicable)

B. TO BE COMPLETED BY CURRENT / LAST SCHOOL: Confidential Learner Reference Request form. The original, stamped copy must be placed in a sealed envelope by the school and submitted with your Application; alternatively the school may e-mail it to eca008@telkomsa.net for Grades 1-6, and to eca007@telkomsa.net for Grades 7-12.

C. CONFIRM THAT THE FOLLOWING DOCUMENTATION IS INCLUDED IN YOUR APPLICATION:

Tick next to each item:

✓

For Office Use Only

i.	Certified copies of Parent / Guardian ID /Passport		
ii.	Certified copies of Learner's Birth Certificate & 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 Vaccination Card		
vi.	Certified copy of learner's last report		
vii.	Certified proof of income (submit latest salary slip / bank statement if self employed)		
viii.	Certified proof of residential address		
ix.	Completed Application for Learner Enrolment (& Aftercare application where applicable)		
x.	Completed Learner Reference form from current school		

D. SUBMIT THE APPLICATION: Hand deliver the above to our school during school hours. An Application fee of R100.00 must accompany this application.

E. INTERVIEW

Once we have received all the required documentation and assessed the application, the school will contact the parents to arrange for an interview together with the learner. Should the learner's application be successful, the Registration fee will become payable. Upon receipt of the Registration fee the learner will be entered onto our system and issued with a learner / family code, and an appointment scheduled for a uniform fitting.

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.

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

Grades 1-6 : Mrs Terry McEvoy – eca008@telkomsa.net

Grades 7-12 : Mrs Liz Taylor – eca007@telkomsa.net


Nic Young

Principal

Review date: 15/11/23



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APPLICATION FOR LEARNER ENROLMENT

YEAR: 2024

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: _____ Dexterity: ☐ Left handed / ☐ Right handed

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: _____

Does the learner belong to a Medical Aid? ☐ YES / ☐ NO If yes, please circle:

Main member is: Mother / Female Guardian / Father / Male Guardian / Other: _____

Medical Aid Name: _____ Medical Aid No. _____

Family Doctor: _____ Contact number: _____

ANY OTHER MEDICAL /HEALTH 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. _____

B. PARTICULARS OF PARENTS / GUARDIANS:

Father / Male Guardian (please circle):

Mr (Full names and surname) _____

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

*Relationship to Child: (Please circle)

Biological Parent	Adopted	Legal Guardian	Foster Care	Other
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*(Above information is required by WCED for the Learner Profile)

Marital Status: (please circle):

Single	Married	Divorced	Widowed	Other
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If "Married", are you married to learner's mother / female guardian? YES / NO

Physical Address: _____

Postal Code: _____

Postal Address: _____

Postal Code: _____

Contact Numbers:

Home: _____

Work: _____

Cell: _____

E-mail address: _____
(Please ensure that this is written in clear letters / numbers)

Employment Particulars:

Name of Employer: _____

Address of Employer: _____

Position Held: _____

Duration of current employment: _____

Mother / Female Guardian (please circle):

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

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

*Relationship to Child: (Please circle):

Biological Parent	Adopted	Legal Guardian	Foster Care	Other
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*(Above information is required by WCED for the Learner Profile)

Marital Status: (Please circle)

Single	Married	Divorced	Widowed	Other
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If "Married", are you married to learner's father / male guardian? YES / NO

Physical Address: _____

Postal Code: _____

Postal Address: _____

Postal Code: _____

Contact Numbers:

Home: _____

Work: _____

Cell: _____

E-mail address: _____

(Please ensure that this is written in clear letters / numbers)

Employment Particulars:

Name of Employer: _____

Address of Employer: _____

Telephone No.: _____

Position Held: _____

Duration of current employment: _____

C. OTHER DETAILS:

Alternative contact details if parents / guardians cannot be reached:

Name & Surname: _____

Relationship to learner: _____

Home Tel No: _____ Cell no.: _____

E-mail: _____
(Please ensure that this is written in clear letters / numbers)

Religion: _____

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 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.

c. School fees & School Times:

Annual fees for 2024:

Grade 1: R26 400.00

School times Grade 1: Monday - Thursday: 08:00 – 13:30
: Friday: 08:00 – 12:35

All learners to be collected from school strictly by 13:45 from Mondays – Thursdays, and by 12:50 on Fridays. If a learner needs to stay later, an *Application for Aftercare enrolment* must be submitted with your application.

Grades 2 – 3: R27 600.00

School times Grades 2 - 3: Monday - Thursday: 08:00 – 14:00
: Friday: 08:00 – 12:35

All learners to be collected from school strictly by 14:15 from Mondays – Thursdays, and by 12:50 on Fridays. If a learner needs to stay later, an *Application for Aftercare enrolment* must be submitted with your application.

Grades 4 - 6: R28 800.00 per year, payable as per below options.

Grades 7 - 9: R31 200.00 per year, payable as per below options.

Grades 10 – 12: R34 800.00 per year, payable as per below options.

School times Grades 4 - 12: Monday – Thursday: 08:00 – 14:50
: Friday: 08:00 – 12:35

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

Monthly in advance: 12 x R2 200.00 (Grade 1) 1 January to 1 December 2024
12 x R2 300.00 (Grades 2 - 3) 1 January to 1 December 2024
12 x R2 400.00 (Grades 4 – 6) 1 January to 1 December 2024
12 x R2 600.00 (Grades 7 - 9) 1 January to 1 December 2024
12 x R2 900.00 (Grades 10 – 11) 1 January to 1 December 2024
8 x R4 350.00 (Grade 12) 1 January – 1 August 2024

Quarterly in advance: Payments due on 1 January, 1 April, 1 July & 1 October 2024:
4 x R6 600.00 (Grades 1)
4 x R6 900.00 (Grades 2 – 3)
4 x R7 200.00 (Grades 4 – 6)
4 x R7 800.00 (Grades 7 – 9)
4 x R8 700.00 (Grades 10 – 11)
3 x R11 600.00 (Grade 12) – 1 January, 1 April & 1 July 2024

Annually in advance by 28 February 2024: Grade 1: R25 080.00
Grade 2 – 3: R26 220.00
Grades 4 - 6: R27 360.00
Grades 7 – 9: R29 640.00
Grades 10 – 12: R33 060.00

Where there is more than one learner per family attending our school, the following discounts will apply:

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

Fees paid in full by 28 February 2024 qualify for a 5% discount.

d. Other fees payable:

- i. Annual Print & Admin Fee: Grades .1 – 12: R1000.00 - payable by 28 February 2024;
- ii. Text Books & Stationery: All text books and stationery for Grades 1 – 12 must be purchased by the parent as per lists supplied by School. Text Book and Stationery lists for the 2024 academic year will be available on our website as from August 2023.

It is compulsory for all new Grade 1 learners to purchase the required text books and stationery packs through the school, as well as Grade 2 & 3 stationery packs to ensure uniformity.

Grade 2 – 12 learners can purchase their books through the school or at any supplier that stocks the books.

Where 2nd hand books become available, these can be purchased from the school at a reduced rate. Learners have an annual book sale once their year-end results have been released, where they can also buy 2nd hand text books from other learners for the following year. Please note that all work books where learners write in, cannot be bought second hand.

The cut-off date for all text book and stationery orders accepted at school is 30 November 2023.

The ECA diary is **compulsory** for all learners from Grades 4-12.

iii. Uniform

The school uniform guidelines are set out in the School's Dress Code Policy which is available on the school's website.

Uniform fittings will only be done once the Registration Fee has been paid. A confirmation e-mail will be sent to parents and a time scheduled for the fitting.

All orders must be submitted to the school with proof of payment by **15 October 2023** 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 per the interest rate determined by Nedbank.

As a last resort, unpaid fees will be handed over for collection and fees resulting from this action will be paid by the parents / guardians. This action can result in a parent being asked to remove his / her child from the school due to Breach of Contract.

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, Century City

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 if different to parent / guardian)

Contact no. : _____

E-mail address: _____
(Please ensure that this is written in clear letters / numbers)

Full names & surname: _____

ID no.: _____ (please attach certified copy of ID / Passport if different to parent / guardian)

Contact no. : _____

E-mail address: _____
(Please ensure that this is written in clear letters / numbers)

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

Consent Clause: The Applicant / debtor consents to and authorises Emmanuel Christian Academy to:

- a. Contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the applicant/ debtor; &
- b. Provide information about the the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of the parent / debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's / debtor's dealings with the supplier, service and / or credit provider.

I / We hereby submit application for enrolment for the 2024 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 my / our Contract of Tuition, which will be signed upon acceptance of my / our child to Emmanuel Christian Academy.

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

Father / Male Guardian:

Mother / Female Guardian:

Signature: _____

Signature: _____

Date: _____

Date: _____

Witness 1 signature: _____

Witness 1 Name & Surname: _____

Witness 2 signature: _____

Witness 2 Name & Surname:

For Office Use:

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

Initial: _____

ONLY COMPLETE THIS SECTION AND SUBMIT WITH YOUR APPLICATION IF YOU ARE APPLYING FOR GRADE 10-12
SUBJECT CHOICE FOR 2024

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 Literacy		Business Studies or Life Science	
Commerce		Accounting* Business Studies	Mathematics** or Math Literacy		History	
Sciences		Physical Science** Life Science	Mathematics** Only		Geography	

*To be phased out in 2024

** Learners need to have achieved a minimum of 55% in their last exam in order to take these subjects

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.

Regards,


 Nic Young
 PRINCIPAL

UNDERTAKING BY SCHOOL AND PARENT – PROTECTION OF PERSONAL INFORMATION ACT (POPI)**

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; our School is affiliated to TPN Credit Bureau, a registered credit bureau, where all account payment profiles, patterns and behaviours are recorded monthly for the purposes as per the National Credit Act.
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____.

Full name of Father / Guardian:

Father / Guardian signature

Full name of Mother / Guardian :

Mother / Guardian signature

**** Also refers to prospective learner / parent**



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WCED Reg no.:
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NPO 231-089

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

Date: _____

Dear Principal

Confidential Learner Reference Request

We have received an Application for Enrolment for the below learner currently at your school. Kindly complete the below information as soon as possible, as it forms part of the Application process. The applicant has provided us with a signed document i.r.o. the POPI Act, giving their permission for the relevant information to be provided to us.

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

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 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 086 656 9254