

# ASSUMPTION CONVENT SCHOOL



ESTABLISHED 1946  
*"Fully Alive" John 10:10*

## APPLICATION FORM



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## ASSUMPTION CONVENT SCHOOL APPLICATION FORM

Date of Application: \_\_\_\_\_

### 1. PUPILS PARTICULARS

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Religion: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Identity Number: \_\_\_\_\_

Home Language: \_\_\_\_\_ Nationality: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Address: \_\_\_\_\_ Code: \_\_\_\_\_

Name of Current School: \_\_\_\_\_

Telephone Number of School: (        ) \_\_\_\_\_

Extra Murals: \_\_\_\_\_

Grade At Date of Application: \_\_\_\_\_ Awards Received: \_\_\_\_\_

Grade Applied For: \_\_\_\_\_ Year: \_\_\_\_\_

### 2. SIBLINGS

Do you currently have a sister attending Assumption Convent? Yes/No: \_\_\_\_\_

Siblings Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Present School: \_\_\_\_\_ Age: \_\_\_\_\_

### 3. MEDICAL AID DETAILS

Medical Aid: \_\_\_\_\_ Number: \_\_\_\_\_

Please state any medical problems your daughter has that we need to be aware of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



#### 4. PARENTS' PARTICULARS

##### *Parent responsible for school fees:*

Title: \_\_\_\_\_ First Names: \_\_\_\_\_

Surname : \_\_\_\_\_

Identity Number: \_\_\_\_\_

Home Address (domicilium citandi et executandi): \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Home Telephone: (            ) \_\_\_\_\_ Fax: (            ) \_\_\_\_\_

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

Postal Address: \_\_\_\_\_ Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Business Tel. Number: (            ) \_\_\_\_\_

Business Postal Address: \_\_\_\_\_

#### 5. OTHER PARENT

Title: \_\_\_\_\_ First Names: \_\_\_\_\_

Surname: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Home Address (domicilium citandi et executandi): \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Home Telephone: (            ) \_\_\_\_\_ Fax: (            ) \_\_\_\_\_

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

Postal Address: \_\_\_\_\_ Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Business Tel. Number: (            ) \_\_\_\_\_

Business Postal Address: \_\_\_\_\_



***To be completed if school account will be paid by person other than father or mother:***

Title: \_\_\_\_\_ First Names: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Surname : \_\_\_\_\_

Home Address (domicilium citandi et executandi): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Home Telephone: (            ) \_\_\_\_\_ Fax: (            ) \_\_\_\_\_

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

Postal Address: \_\_\_\_\_ Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Business Telephone Number: (            ) \_\_\_\_\_

Business Postal Address: \_\_\_\_\_

***To be completed if school account will be paid by a company:***

Company Name: \_\_\_\_\_

For the attention of: \_\_\_\_\_

Postal Address (domicilium citandi et executandi): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Telephone Number: (            ) \_\_\_\_\_

***Please notify the school office immediately of any changes in address or contact details:***

**6. DETAILS OF NEXT OF KIN OF APPLICANT (OTHER THAN IMMEDIATE FAMILY)**

(i) Surname: \_\_\_\_\_ Name: \_\_\_\_\_

Telephone No: (W) \_\_\_\_\_ (H) \_\_\_\_\_

Cell No: \_\_\_\_\_

(ii) Surname: \_\_\_\_\_ Name: \_\_\_\_\_

Telephone No: (W) \_\_\_\_\_ (H) \_\_\_\_\_

Cell No: \_\_\_\_\_



## 7. THE FOLLOWING DOCUMENTS WILL BE REQUIRED IF YOUR APPLICATION IS SUCCESSFUL

- Certified copy of birth certificate
- Copy of latest school report
- Copy of baptism certificate (Catholics only)
- Character reference in respect of the applicant
- Immunization card (grade 00 - 7)

## 8. TO BE COMPLETED BY APPLICANT'S PARENT OR LEGAL GUARDIAN

- 8.1 I agree that the applicant will be bound by the school's code of conduct should this application be successful.
- 8.2 If this application should be successful, a non-refundable application fee of R3000 will be payable within one calendar month of acceptance in order to secure the application. R2500 of this fee will be set off against school fees.
- 8.3 The non-refundable application fee may be amended from time to time.
- 8.4 I understand that should I withdraw my daughter from Assumption Convent School, one term's notice or four calendar months' notice must be given in writing. Failure to give notice in time will result in the aforesaid fees and levies being payable to the school.
- 8.5 The person responsible for the payment of school fees and levies will be bound by the school's fee structure which is attached hereto.
- 8.6 Should I fail to comply with the fee structure, I agree to the jurisdiction of the Magistrate's Court and that I will be responsible for the school's legal costs for the recovery of the outstanding school fees on an attorney-own client scale.

Date: \_\_\_\_\_ Parent/Legal Guardian Name: \_\_\_\_\_

Surname: \_\_\_\_\_ Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY

Application accepted / rejected \_\_\_\_\_

Applicant placed on waiting list. \_\_\_\_\_

Date : \_\_\_\_\_



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Associate Member of the Catholic Board



## SCHOOL FEE STRUCTURE 2012

### SCHOOL FEES AND LEVIES

GRADES	FEES PER MONTH	FEES PER YEAR	CAPITAL & TRUST LEVY	ELECTRICITY & SECURITY LEVY	EDUCATION LEVY	TOTAL FEES FOR THE YEAR INCLUDING LEVIES
Grade 00	3 170	31 700	1 850	670	895	R 35 115
Grade 0	3 170	31 700	1 850	670	900	R 35 120
Grade 1	3 640	36 400	1 850	670	1385	R 40 305
Grade 2	3 740	37 400	1 850	670	1410	R 41 330
Grade 3	3 840	38 400	1 850	670	1180	R 42 100
Grade 4	3 940	39 400	1 850	670	995	R 42 915
Grade 5	4 040	40 400	1 850	670	975	R 43 895
Grade 6	4 140	41 400	1 850	670	995	R 44 915
Grade 7	4 240	42 400	1 850	670	965	R 45 885
Grade 8	4 360	43 600	1 850	670	845	R 46 965
Grade 9	4 470	44 700	1 850	670	1270	R 48 490
Grade 10	4 580	45 800	1 850	670	965	R 49 285
Grade 11	4 690	46 900	1 850	670	940	R 50 360
Grade 12	4 800	48 000	1 850	670	550	R 51 070

#### Methods of payments

- Fees are payable in advance over ten months - January to October
- Fees are payable via EFT, debit order, credit card, debit card and cheques.

#### Annual levy payments (Per family)

- Capital levy - Payable by end of March 2012
- Electricity & Security levy - payable by end of April 2012
- Primary School Education Levy - includes stationery, book loans, technology and outings - payable by end of November each year
- High School Education Levy - includes ICDL, excursions, retreats and transport, printing fees and mathematics - payable by end of January each year

#### Siblings discount

- 10% for the 2nd Child
- 50% for the 3rd Child

#### Discount for early payment

- 5% discount on fees if paid in full by the end of January 2012
- 7.5% discount on fees if paid in full by end of December of the current year for the following year
- PLEASE NOTE - The discount for early payment refers to the school fees and not to the levies



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# Admissions Policy

The Assumption Convent School (The School) is an independent school established in terms of Section 45 of the South African School Act 84 of 1996 read together with Section 29 (3) of the Constitution.

Assumption Convent School is a girls only school based on the Catholic ethos and value(s). The School welcomes all female students regardless of race, colour, national or ethnic origin, to all rights, privileges, programmes and activities generally accorded students at The School subject to the various criteria set herein.

While The School does not discriminate on religious grounds in terms of admission, it is expected that those students who are enrolled for admission, attend various religious activities specific to the Catholic faith that are practised by The School such as assembly, mass, religious classes and the celebration of the various feast days. However non-Catholic students will not be expected to worship during these activities.

Education provided for by The School is holistic and does not only focus on academics.

## CRITERIA FOR ADMISSION

The Governing Body has adopted the following selection criteria:

1. Only female students will be accepted.
2. Admission is based on availability. Students already attending our Primary School will be placed first, provided that they meet the minimum criteria for admission.
3. Thereafter, the applicants that meet the minimum criteria, will be placed on a first come first served basis. Those applications which are received first will be processed first. Those applications which cannot be accepted due only to lack of availability, will be placed on a waiting list in order of date of application.
4. Admission is conditional on ability to pay the prescribed school fees and levies. Those parents who apply for admission of their children will be subject to a fees check. The applicants school fees from their previous school must be paid up in full before any application for admission will be considered.
5. While The School does not have a policy of only retaining students with high academic potential only those applicants who meet minimum Academic criteria will be considered for admission. As per the application procedure listed below, applications may be subjected to an entrance examination or in the case of Primary school candidates, a school readiness exam.  
The purpose of such exams is not to rank candidates academically but to ensure that The School is in a position to educate students to matric level. Whilst The School will endeavour to accommodate students with physical disabilities, it does not have the capacity to educate students with mental disabilities.
6. As noted above, successful applicants must undertake to attend morning assemblies, religious education classes, mass and special feast days.
7. Successful applicants must also agree to submit to The Schools Code of Conduct.
8. Only applications for Grade 00 to 10 will be considered.
9. Only those applicants (other than for Grade 0) who are six years and older at the time of application or who will be six years old by 30 June of the year of admission, will normally be considered. However, applicants who do not meet this criterion may be considered under special circumstances (This is in accordance with Section 45A of the South African Schools Act of 1996 as amended)

## ADMISSION PROCEDURE

Applicants for admission must comply with the following procedure:

1. A parent/guardian shall complete the Application for Admission form, which shall be made available with the Admission policy, a schedule of fees and levies and the Code of Conduct.
2. When a parent applies for admission of a student to a school, the parent must present an official birth certificate of the student to the principal. If the parent is unable to submit the birth certificate, the student may be admitted conditionally until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs. The School will advise parents that it is an offence to make a false statement about the age of a child. (See Births and Deaths Registration Act, 1992 No 51 of 1992). The parent must ensure that the admission of the student is finalised within three months of conditional admission.  
On application for admission in a primary school, a parent must show proof that the student has been immunized against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. If a parent is unable to show proof of immunization, the school must advise the parent on having the student immunized as part of the free primary health care programme.
3. When a student transfers from one school to another, the principal must complete a transfer card and hand it to the parent, or forward it to the principal of the receiving school. The students transfer card must be attached to the application form for admission to the receiving school. If the transfer card is not available, the principal of the receiving school may admit and place the learner in a grade on the basis of the following documentation:
  - a. the last report card issued by the previous school
  - b. other equivalent documentation from the previous school or
  - c. a written affidavit of the parent stating the reason for not having the transfer card and the grade the student attended at the previous school.
4. The applicant may be requested to attend an interview and submit a character reference from her current principal.
5. High school applicants may be subjected to an entrance examination and Primary school applicants to a school readiness exam.
6. Applicants who are not South African citizens must also provide a relevant study permit of proof of permanent residence.

## ADMISSION MAY BE WITHDRAWN

A successful applicant for admission may be suspended or withdrawn by The School at any time after the applicant has been placed, under the following conditions:

1. Where the student is in breach of The Schools Code of Conduct and a suspension or expulsion is warranted.
2. Where the person(s) responsible for the payment of school fees and levies are in breach of the fees agreement.
3. Where a continued relationship between The School and the parent(s)/guardian(s) is not possible.

  
Cathleen Peter Swart  
CHAIRPERSON OF BOARD OF GOVERNORS



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