ASSUMPTION CONVENT SCHOOL



ESTABLISHED 1946

"Fully Alive" John 10:10

APPLICATION FOR ADMISSION

marketing@assumptionconvent.co.za

www.assumptionconvent.co.za

011 616 5053

ASSUMPTION CONVENT SCHOOL



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APPLICATION FOR ADMISSIO	ON - STRICTLY CONFIDENTIAL
Year applied for Grade applied for	Date of application
IMPORTANT This Application for Admission will only be processed if ALL fields are com-	apleted legibly, are signed and ALL documents are attached.
REQUIRED SUPPORTING DOCUMENTS	
Copy of Student's Birth Certificate or ID Document	
Copy of Student's latest Report or Academic Progress	
Copy of Student's Vaccination Records (applicable for grades 1-7)	
Copy of both Parents' / Legal Guardians' ID Documents	
Copy of Student's Residence / Study Permit, if Foreign	
Up-to-date fees statement from current school	
Baptism certificate if Catholic.	
Transfer Card (to be supplied by current school)	
FOR OFFICE USE	
Interview Date	
Comments	
Approved	Siblings at Assumption Convent School
	Siblings at Assumption Convent School 1.
Date Commencement Date	2.
Commencement Date	
	3

Surname_ Full names as on Birth Certificate / ID Document _____ Preferred Name _ Identity Number Date of Birth Gender F Age _____ Residing with **Parents** Guardians Address ___ _____ Code____ **SECTION 2: STUDENT'S EDUCATIONAL DETAILS** Current School _____ Principal _____ _____Code_____ School Tel no Last grade passed Year Grade/s repeated Has admission to any other school/s ever been refused? If yes, please state reason. Νo Reason Academic Achievements Extracurricular Achievements Other Achievements **SECTION 3: STUDENT'S MEDICAL DETAILS** Family Doctor Name _____ Tel No Medical Aid Name_____ _____ Number _ _____ Identity Number Has the student received all the necessary immunisations? If No, please state Yes Νo Reason ___

SECTION 1: STUDENT'S PERSONAL DETAILS

Has the student suffered from an	ny of the following illnesses? Plea	ase indicate with an X.		
Covid-19	Diphtheria	Measles	Scarlet Fever	
Asthma	German Measles	Mumps	Tickbite Fever	
Chicken Pox	Hepatitis	Polio	Typhoid Fever	
Diabetes	Malaria	Rheumatic Fever	Whooping Cough	
Does the student suffer from any	y allergies? Yes No			
If yes, please give details				
Does the student have any speci	cial medical needs? Yes	No		
If yes, please give details				
Does or has the student suffered	d from any other illnesses or disab	oilities? Yes No		
If yes, please give detail				
Is the student receiving medical	treatment for any condition?	/es No		
If yes, please give details				
Is or has the student suffered from	om or received treatment for any p	psychological or emotional disc	orders? Yes No	
If yes, please give details				
Has the student had any operati	tions? Yes No			
If yes, please give details				
Please specify any other relevan	nt medical details that we should	be aware of		
SECTION 4: STUDEN	NT'S MEDICAL DETAIL:	S - CONSENT		
We request your consent to be a	able to obtain, store and process	or share your child's informatio	on in the event of an emergency. (Note: By processin	ng we refer
to only relevant personnel and e	emergency medical resources). D	Due to the processing of a mino	or's information, we require your explicit consent.	
Please note that all information p	provided will be kept secure, priv	vate and will be stored in an ac	ccess-controlled platform.	
I hereby consent to Assumption	n Convent School obtaining, stor	ing and processing my child's	medical information. I acknowledge being inform	ed that the
school will do what is reasonabl	oly required by the law to protect	information provided by me to	the school.	
In a critical medical emergency, to utilise the closest medical serv		h time to refer the child to the po	arent's preferred doctor. The school therefore reserv	es its rights
To office the closest medical serv	vices available.			
We / I consent to my child recei	eiving blood transfusions and resu	uscitation in case of a medical (emergency Yes No	
If there are any medical pro	ocedures beyond the above,	that your child can not ha	ive due to religious reasons, please indicate	what they
l,	being	the parent / legal guardian of	·	
hereby agree that a medical pro	actitioner may provide emergenc	cy treatment as may be necesso	агу.	

Signature of Pare	ent / Legal Guardian	Date		
SECTION	5: DETAILS OF FATH	HER/STEPFATHER/LEG/	AL GUARDIAN	
Surname				
Full names as on	ID Document			
Title: Mr	Dr Rev Prof	Other		
Identity Number				
Relationship to st	tudent		Marital Status	
Occupation			Employer	
Residential Addr	ess			
Work Address _				
Tel (H)		_Tel (W)	Cell	
Email Address (p	olease write legibly)			
Parental Status	Student living with parents	Student's legal Guardian	Student resides with other parent	
SECTION	6: DETAILS OF MO	THER/STEPMOTHER/LE	GAL GUARDIAN	
Title: Miss	Mrs Ms Dr	Rev Prof Other]	
Identity Number			AAit-al Charter	
·				
kesiderilidi Addi	ess			
Work Address				
YYOR Address _				
Tel (H)		Tel (W)	Cell	
	olease write legibly)			
Parental Status	Student living	Student's legal	Student resides with	
	with parents	Guardian	other parent	

Surname_ Full names as on ID Document _____ _____Tel (W) ______ Cell _____ Email Address (please write legibly) **SECTION 8: DETAILS OF ACCOUNT HOLDER** Surname_ Full names as on ID Document ___ Title: Mr Mrs Ms Rev Prof Other Identity Number __Marital Status _____ Relationship to student ___ Occupation ___ ____ Employer ___ Residential Address ___ Work Address ___ Tel (H) ______ Cell _____ Email Address (please write legibly) ___ Student living Student's legal Student resides with Parental Status with parents Guardian other parent Details of children in your care who are currently at this school 1 Name Grade _____ Grade 4 Name ___ **SECTION 9: DECLARATION OF ACCOUNT HOLDER** _____, hereby certify that the information given by the Account holder in this Application for I the undersigned, __ Admission is complete and accurate. I accept liability to Assumption Convent School for the due and punctual payment of school fees, and any other amounts which may become due and payable to the School or in respect of participation in or attendance of any extracurricular activity. Signature of Account holder Date:

SECTION 7: DETAILS OF ANOTHER CONTACT IN THE CASE OF AN EMERGENCY

SECTION 10: PERMISSION TO USE PHOTOGRAPHS AND VIDEOS

A suitable photograph/s or video footage of your child might be taken at some stage which Assumption Convent School can successfully use for marketing or historical purposes. With your permission, this photograph / these photographs and or/video footage will be used on various electronic and print media. These could include the Assumption Convent School website, newspaper advertisements, magazine advertisements, brochures, flyers, posters, billboards, LED boards, banners, videos, flippers and signage on buildings and vehicles. All marketing material and photographs will be used in good taste. In accordance with the POPI Act of 2013, we require your explicit consent in the use of your child's images. The Parents are hereby informed that they may withdraw their consent for the school to use such photos or videos at any stage in writing to the school. The parents understand however that such withdraw will be from that time going forward and will not act retrospectively. Although the school will try its utmost to retract any previous material of the child that it may not be possible to retract all material which has been already disseminated via social media and print format. This section of the agreement will continue after the termination of this agreement regardless of the reason for such termination.

I,being the parent/ legal guardian ofagree for photos and /or video footage to be used of the student for marketing and historical purposes.								agree / do no
Signature of Parent/Legal Guardian								
Full Names:	Da	te:						

SECTION 11: ADMISSIONS POLICY

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.

The School is based on the Catholic ethos and value(s). The School welcomes all students regardless of race, colour, nationality or ethnic origin, to all rights, privileges, programmes and activities generally accorded with 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 and the celebration of the various feast days. Non-Catholic students will not be expected to worship at these activities BUT will be expected to show respect and tolerance while attending these functions. All students are expected to attend and participate in Religious Classes.

The purpose of such classes is not to indoctrinate students into the Catholic faith but to educate them about the Catholic faith so that they have a better understanding of it's basis, ethos and values.

Education provided 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. Boys will be accepted into Grade 1 to 3 only from our internal Pre-Primary School.
- 2. Only female students will be accepted from Grade 4 to 12.
- 3. Admission is based on space available in The School.
- 4. Students already attending our Primary School will be placed first at our senior school, provided that they meet the minimum criteria for admission.
- 5. Preference will be shown to applicants who have siblings in the school provided that they meet the minimum criteria.
- 6. 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 to lack of availability only, will be placed on a waiting list in the order of the date of application being submitted.
- 7. 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 financial means test and a credit check, which by signing the application for admission they consent to. The applicant's school fees from their previous school must be paid in full before any application for admission will be considered by The School.
- 8. Only those applicants who meet minimum Academic criteria will be considered for admission. Applications may be subjected to an entrance examination or in the case of Primary school candidates, a school readiness exam. The purpose of such examinations is not to rank candidates academically but to ensure that The School is in a position to educate students to matric level.
- 9. The School will endeavour to accommodate students with physical disabilities, it does not however have the capacity to educate students with mental disabilities.
- 10. As stated above, successful applicants must attend morning assemblies, mass, special feast days, religious education classes and participate in such classes
- 11. Successful applicants and their parents must also agree to be bound by The Schools Code of Conduct in place and any amendments thereto.
- 2. Only applications for Grade 1 to 11 will be considered.
- 13. Applicants who are turning 7 in the year they start Grade 1 will be accepted. 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 hereby informs 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, if not the student's admission will be withdrawn and the Non-refundable Enrolment fee paid forfeited.
- 3. 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, before admission to The School.
- 4. When a student transfers from one school to another, the principal from the previous school, must complete a transfer card and hand it to the parent, or forward it to the principal of the new school. The student transfer card must be attached to the application form for admission to The School. If the transfer card is not available, the principal of The School may admit and place the student 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.
- 5. The applicant may be requested to attend an interview and submit a character reference from her current principal.
- Applicants who are not South African citizens must also provide a relevant study permit or 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 any of The Schools Codes of Conduct and a suspension or expulsion is warranted, (after due process has been followed).
- 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, (after due process has been followed).
- 4. Subject to the applicable law, the School may cancel this Contract immediately if the Parents are in Material Breach of any of the Parents' obligations and have not (in the case of a breach which is capable of remedy) remedied the Material Breach within 10 (ten) business days of a notice from the School requiring the Parents to remedy the breach. The School may, in addition, claim payment of all moneys then owing and damages equal to one term's Fees, which the parents agree is a reasonable estimate of the damages the school may suffer.
- 5. This Application for Admission will be reconsidered in the case where important relevant information, which should be brought to the School's attention, is withheld. We have read the parent's charter, various codes of conduct and will accept an offer of placement for our child at the School according to the conditions laid down therein.

Sharon Mileder Chairperson of the Board of Governors						
Parent/Legal Guardian 1 Signature						
Full Names:	_ Date:					
Identity Number						
Parent/Legal Guardian 2 Signature						
Full Names:	_ Date:					
Identity Number						
We the undersigned,	condition			at the	e info	rmation

SECTION 12: ACCEPTANCE OF CONDITIONS AND LIABILITY BY PARENTS/LEGAL GUARDIANS

- 1. I/ We are the applicants, who have both read the school's code of conduct, agree to be bound by the school's code of conduct and any amendment thereto, should this application be successful.
- 2. I/ We further consent to the school performing a credit check and/ or a financial means test for the purposes of considering this application and at any stage during the continuation of this agreement or in any circumstances where the school has to sue for outstanding fees.
- 3. Should this application be successful, a non-refundable Enrolment Fee of R8 500.00 will be payable within 14 calendar days from the date of acceptance subject to clause 5 below.
- 4. The Applicant/s understand that the enrolment fee referred to above, is used not only to secure a place at the school, but also for, including but not limited to, the following, administrative costs of processing the application, ordering readers based on the number of students enrolled, paying for various software licences per child, the payment of technique seminars based on the number of students enrolled, the payment of the schools affiliation fees to the IEB based on the number of students enrolled, booking excursions and the payment of deposits based on the number of students enrolled, to purchase certain stationary items based on the number of students enrolled, handbooks are ordered in advance based on number of students enrolled and therefore will not be refunded when the child leaves the school, the fee having been utilised to the benefit of the student during the course of their enrolment
- 5. If, after entering into this Contract, the student does not take up a place at the school (save for by reason of death or long-term hospitalization) the Applicant/s will not be refunded the entire Enrolment Fee, if any. A portion of the Enrolment Fee or all of the Enrollment Fee will be kept by the School as a reasonable cancellation fee for the Student's withdrawal taking into consideration the factors listed above in paragraph 4 and those contained in the Consumer Protection Act, unless the School, acting reasonably, is able fill the vacancy created by the Student's withdrawal on or before the first day of the first full term for which the Student was to have been enrolled in which case the Applicant/s will be refunded the Enrolment Fee, less the School's costs in administering, processing and handling the Learner's enrolment (or a reasonable estimate of these costs). Each case will be dealt with on its individual merits. Any interest earned on such enrolment fee if any will be for the benefit of the School.
- 6. The Non-refundable Enrolment fee may be amended from time to time.
- 7. I/We understand and agree that should I/we withdraw our child from the School, that (1)one term or four calendar months written notice must be furnished to the School. I further understand and agree that should I fail to give such notification within the specified time period, that I will be liable for both the school fees and levies for that term.
- 8. School fees can be paid in one of three ways
 - 8.1 If the school fees for the following year are paid in full by the end of December of the current year, then a 7.5% discount on fees will be granted.
 - 8.2 If the school fees for the current year are paid in full by the end of January of the current year, then a 5% discount on fees will be granted.
 - 8.3 The yearly school fees can be paid off in ten monthly instalments (January to October). Such instalments are to be paid by no later than the last day of each month.
 - 8.4 Should no payments be made in terms of clause 12.8.1 and 12.8.2, it will be deemed that the parties agree that the parents/guardians have elected to pay the school fees monthly.
- 9. Should the monthly instalments not be paid on time the School reserves its rights to charge interest at the rate prescribed in the National Credit Act 34 of 2005, or as amended from time to time.
- 10. The person responsible for the payment of school fees and levies and whose signature appears on this document agrees to be bound by the fees schedule of the applicable year and any amendments thereto.
- 11. The parents by their signatories hereto acknowledge that in terms of the common law as well as the Constitution they are both equally responsible to provide for their child's / children's education and the School hereby reserves its rights to institute legal action against both parents should this agreement be breached due to non-payment, regardless of which parent undertakes to pay the account.
- 12. The Signatories hereto consents to the physical address and email address provided as being the physical address and email address at which he/she will receive all notices or documents in connection with this agreement. (the signatory's domicillium address and email address). A delivery repost to such email address will constitute prima facie proof of delivery.
- 13. The Signatories hereto consents to the jurisdiction of the magistrates court should they fail to comply with this agreement and agrees to be liable for legal costs of recovery including letters of demand, collection commission on an attorney client scale, should the School have to institute legal action to recover its fees
- 14. NB: The signatures of both parents and / or legal guardians are required where applicable.

Parent/Legal Guardian 1 Signature					
Full Names:	Date:				
dentity Number					
Parent/Legal Guardian 2 Signature					
Full Names:	Date:				
dentity Number					

SECTION 13: PARENT'S CHARTER

As parents/guardians of a student/s at Assumption Convent School, we accept and acknowledge our responsibilities regarding the educational, sporting and spiritual objectives of the school. We undertake to support the Principal, staff and coaches in their efforts to create and develop an educational institute of academic, sporting, cultural and religious excellence, and to assist in every way to ensure our child is loyal and proud to be part of Assumption Convent School.

- We accept and understand that Assumption Convent School is a Catholic school.
- · We adhere to the Catholic ethos and support and encourage the Gospel values which underpin and guide its principles and processes.
- We undertake to ensure that our child understands the role in helping to create a climate of respect for others, as well as for the equipment and belongings of everyone at Assumption Convent School.
- We undertake to support the school in its efforts to develop in our child a sense of responsibility and respect for others, teachers, staff and the environment.
- We undertake to utilise the correct channels in an appropriate and reasonable manner when there is any conflict, difficulty or disagreement with any staff member.
- · We understand and accept that we have no direct management or administrative authority within the school.
- We undertake to work in partnership with the staff in order to assist each other.
- We undertake that our child attends all religious school events such as class Masses, School Masses, Assumption Day etc.
- · We undertake that our child attends all sporting and cultural events, where it is indicated that attendance is required.
- All members of the Assumption Convent community have the right to dignity and to be treated in a manner consistent with providing an environment
 conducive to effective education and learning. Assumption Convent promotes an environment of trust in which criticism may be both made and received
 constructively. The school shall take the appropriate action necessary to ensure that this environment is maintained and fostered and to prevent harm that
 may be caused by behaviour adverse to this aim.

The playing of School sport is primarily of an educational nature.	
Signature of Parent/Legal Guardian	
Full Names:	Date:
SECTION 14: PROTECTION OF PERSONAL INFO	RMATION (POPI ACT)
information will be processed lawfully in the confines of the school admir not be shared with unauthorized persons. Furthermore, to complete and for	on shared with us. We hereby inform the parent/guardian of any applicants that inistration and faculty. All information shared with the convent is secured and will fulfill our contractual obligations as entered by both parties (Assumption Conven further processed with the necessary security standards in ensuring that the data/ad by the Protection of Personal Information Act of 2013.
	e any personal information externally / unless (1) required by law enforcemen Assumption will not request information that is excessive but is necessary to fulfil out
By applying for admission to Assumption Convent, a requisite of explicit coinformation may flow to includes, but is not limited to, teaching staff, admin	onsent to process the child's information internally is required. Areas that the data/ histration, and financial administration teams.
	relating to the applicant where applicable. By signing this document, you provide with all payment history associated with the application. Failure to do so will resultensuring that the application process is affected.
data/information generated and provided will be retained for the course Retention and Destruction Policy that governs the manner in which we store to keep the information. (Should your child's application prove to be unsuc	can collect, process and store the information provided to us and accept that the of the child's enrolment and attendance at the school and will follow the relevante, archive, and destroy data as well as the periods for which we are legally bound because of the collected within 14 days. Alternatively, the parent/guardian shall collect the
I,	(Parent/Guardian 1 name and surname), and
plicit consent to process information as requested on the Assumption Conrequested as well as the processing that will take place should my child's a	(Parent/Guardian 2 name and surname), hereby give my exvent Application form, understanding the full context as to why the information is application be successful.

You are also hereby informed that you have the right to call for any information provided by you at any time to ensure that same is correct and call for the rectification of any error that there may be in accordance with the procedures as set out by the POPI act and the Promotion of Access to Information Act 2 of 2000, (PAIA). Such forms can be collected from the office at request.

Parent/Legal Guardian 1 Signature				
Full Names:			Date:	
Parent/Legal Guardian 2 Signature				
Full Names:			Date:	
SECTION 15: SURVEY - MARI	KETING			
Where did you hear about us? Please indicate	e with an X.			
Billboard Newspaper	Magazine	Radio		
Presentation Brochure	Flyer	Exhibition		
Friend	Other / specify			
Please indicate how satisfied you were with th	e service received pre-e	enrolment.		
Very satisfied Satisfied	Unsatisfied			
Was the information received pre-enrolment:				
Relevant Informative	Sufficient			
If not, please provide further details				



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Member of Independent Schools Association of Southern Africa Associate Member of the Catholic Schools Board







Tel: 011 616 5053
Cnr Pandora & Mullins Road, Germiston marketing@assumptionconvent.co.za
www.assumptionconvent.co.za