

# ASSUMPTION CONVENT SCHOOL



ESTABLISHED 1946

"Fully Alive" John 10:10

## APPLICATION FORM

PRE-PRIMARY • PRIMARY • HIGH





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## CONFIDENTIAL: MEDICAL FORM

PUPIL'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ YEAR: \_\_\_\_\_

### HEALTH STATUS:

Please read the list below and indicate if your daughter has any of the listed conditions:

- |   |  |
|---|--|
| <input type="checkbox"/> Allergic to bee stings     | <input type="checkbox"/> Serious food allergies                              |
| <input type="checkbox"/> Allergic to Penicillin     | <input type="checkbox"/> On medication (specify)                             |
| <input type="checkbox"/> Allergic to Sulfa Drugs    | <input type="checkbox"/> Problems with eyes                                  |
| <input type="checkbox"/> Asthmatic                  | <input type="checkbox"/> Hearing Aid   |
| <input type="checkbox"/> Bone problems              | <input type="checkbox"/> Heart condition                                     |
| <input type="checkbox"/> Migraine                   | <input type="checkbox"/> Epilepsy  |
| <input type="checkbox"/> Spinal problems            | <input type="checkbox"/> Sinusitis   |
| <input type="checkbox"/> Diabetic                   | <input type="checkbox"/> Ulcers  |
| <input type="checkbox"/> Auditory conditions (ears) | <input type="checkbox"/> Other health concerns/conditions<br>(specify below) |

Please provide specific details or information the school should be aware of regarding the medical condition/s indicated above:

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### IN CASE OF EMERGENCY PLEASE CONTACT:

Parent/Guardian name and telephone number: (Cell) \_\_\_\_\_

Alternative contact and telephone number: \_\_\_\_\_

MEDICAL AID NAME: \_\_\_\_\_

MEDICAL AID NUMBER: \_\_\_\_\_

FAMILY DOCTOR NAME: \_\_\_\_\_

FAMILY DOCTOR TELEPHONE NUMBER: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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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: \_\_\_\_\_

How did you hear about us? ☐ Friends/relatives ☐ Website ☐ Advert ☐ Other

### 2. SIBLINGS

Do you currently have a sister attending Assumption Convent? \_\_\_\_\_

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

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

### 3. MEDICAL AID DETAILS

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

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

Doctor's Name: \_\_\_\_\_ Tel Number: \_\_\_\_\_



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#### 4. PARENTS' PARTICULARS

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

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

Surname: \_\_\_\_\_ Relationship to Pupil: \_\_\_\_\_

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 Physical Address: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

#### 5. OTHER PARENT

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

Surname: \_\_\_\_\_ Relationship to Pupil: \_\_\_\_\_

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 Physical Address: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_



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**5a. 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 Tel Number: ( ) \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

**5b. To be completed if school account will be paid by a company:**

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

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

Company Registration Number: \_\_\_\_\_

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

\_\_\_\_\_

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

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

**PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY OF ANY CHANGES IN ADDRESS OR CONTACT DETAILS:**

The signatory acknowledges that should the company not pay, they remain liable for the school fees and levies and are bound by the terms and conditions of the agreement.

**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: \_\_\_\_\_



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## 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
- Transfer card from current school
- Up-to-date fees statement from current school
- Immunization card (grade 00 - 7)
- Copy of both Parents/Guardians Identity documents

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

- 8.1. I agree that I and the Applicant, who have both read the school's code of conduct will be bound by the school's code of conduct, and any amendment thereto should this application be successful.
- 8.2. I further consent to the School performing a credit check and or a financial means test for the purposes of considering this application.
- 8.3. Should this application be successful, a non refundable application fee of R8000 will be payable within 14 calendar days from the date of acceptance in order to secure the application.
- 8.4. The non refundable application fee may be amended from time to time.
- 8.5. I understand and agree that should I withdraw my daughter from the School, that 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.
- 8.6. School fees can be paid in one of three ways
  - 8.6.1. 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.
  - 8.6.2. 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.
  - 8.6.3. The yearly school fees can be paid off in monthly instalments. Such instalments are to be paid by no later than the 7th day of each month.
  - 8.6.4. Should no payments be made in terms of clause 8.6.1 and 8.6.2, it will be presumed that the parent/ guardian have elected to pay the school fees monthly.
- 8.7. 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.
- 8.8. 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 attached hereto and any amendments thereto, provided; they have received timeous notification of any amendments.
- 8.9. The signatory 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 document 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.
- 8.10. The signatory 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 collection commission on an attorney client scale, should the School have to institute legal action to recover its fees.

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

PARENT/LEGAL GUARDIAN 1

Parent/Legal Guardian First Name: \_\_\_\_\_ Parent/Legal Guardian Surname: \_\_\_\_\_

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

PARENT/LEGAL GUARDIAN 2

Parent/Legal Guardian First Name: \_\_\_\_\_ Parent/Legal Guardian Surname: \_\_\_\_\_

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





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# 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 a girls only school based on the Catholic ethos and value(s). The School welcomes all female pupils regardless of race, colour, nationality or ethnic origin, to all rights, privileges, programmes and activities generally accorded with pupils 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 pupils 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. Non-Catholic pupils will not be expected to worship at these activities BUT will be expected to show respect and tolerance while attending these functions.

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 pupils will be accepted.
2. Admission is based on space available in The School.
3. Pupils already attending our Primary School will be placed first at our senior school, provided that they meet the minimum criteria for admission.
4. Preference will be shown to applicants who have siblings in the school provided that they meet the minimum criteria.
5. 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.
6. 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.
7. 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 pupils to matric level.
8. The School will endeavor to accommodate pupils with physical disabilities, it does not however have the capacity to educate pupils with mental disabilities.
9. As noted above, successful applicants must undertake to attend morning assemblies, religious education classes, mass and special feast days.
10. Successful applicants and their parents must also agree to be bound by The Schools Code of Conduct in place and any amendments thereto.
11. Only applications for Grade 00 to 10 will be considered.
12. 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 pupil to a school, the parent must present an official birth certificate of the pupil to the principal. If the parent is unable to submit the birth certificate, the pupil 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 pupil is finalised within three months of conditional admission. If not the pupil's admission will be withdrawn and the non refundable application fee paid forfeited.
3. On application for admission in a primary school, a parent must show proof that the pupil 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 pupil immunized as part of the free primary health care programme, before admission to The School.
4. When a pupil 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 pupil 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 pupil 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 pupil attended at the previous school.
5. The applicant may be requested to attend an interview and submit a character reference from her current principal.
6. 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 pupil 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.

Sharon Mileder  
Chairperson of the Board of Governors

Parent/guardians full names: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_



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**ISASA**  
Independent Schools Association of Southern Africa  
Quality Values Diversity

Catholic  
Education



Member of Independent Schools Association of Southern Africa  
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