

**Admin Staff to complete**

Waiting List Number	Date on waiting list	Waiting list fee receipt number	Date of diagnostic test	Diagnostic fee receipt number



**EMMANUEL PRIVATE SCHOOL  
PROVISIONAL APPLICATION AGREEMENT 2014/2015**

**PLEASE NOTE:**

- 1. This is to be considered as a provisional application agreement.**
- 2. EPS reserves the right to enrolment and re-enrolment. Once submitted, the school reserves the right to reject or accept the application for whatever reason. The school is not bound in any way to disclose any reason as to why an application is successful or unsuccessful.**
- 3. The applicant reserves the right to refuse to exercise any enrolment option offered without prejudice.**
- 4. Please note that all information must be completely filled in and be accompanied by all the requested documentation. Failure to do so may jeopardise your enrolment. A non-refundable enrolment fee of R1500 is payable to secure your child's enrolment after acceptance into EPS. This fee is payable within three school days to secure your child's placement.**
- 5. A non-refundable diagnostic test fee of R300 is payable prior to testing.**
- 6. This application will be processed according to procedures laid down in the Admissions Policy.**
- 7. Please note that applicants are to apply annually to be placed on the waiting list for the next enrolment cycle.**
- 8. A non-refundable waiting list fee of R100 must accompany this form upon submission to the school office.**
- 9. If you download this application agreement from the internet, ensure that you bring Appendix A to Emmanuel Private School when you return the completed application. The school will then issue you with a receipt and waiting list number to retain for your records.**

STUDENT PARTICULARS:

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

Male/ Female: \_\_\_\_\_

First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

ID Number: \_\_\_\_\_

Age:        Years \_\_\_\_\_

Months: \_\_\_\_\_

Present school: \_\_\_\_\_

Province, town, and country of present school: \_\_\_\_\_

Language of instruction in present school: \_\_\_\_\_

Is this school an ACE school? Yes / No

Current grade in 2014 \_\_\_\_\_ Grade to enter in 2015: \_\_\_\_\_

In the event of the learner enrolling into Grade 1, has the learner attended Grade R?

Yes / No

Please state reason if answer to the previous question was no:

Home language: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Are there any specific conditions that your child may have, and that we should take note of during diagnostic testing procedures; such as epilepsy, physical disabilities, recent emotional trauma etc?

(\*Please enclose copies of relevant reports)

Is this your first time applying at Emmanuel Private School?        Yes / No

If not please provide your previous waiting list number: \_\_\_\_\_

I have other children enrolled at EPS: Yes / No

Please state the name/s of siblings attending EPS:

I am also applying for a sibling or other child in my care: Yes / No

Please state the name/s of the sibling/s or other child/ren you are applying for:

### PARENT/ GUARDIAN PARTICULARS

Marital Status:

Child's official parent/Guardian: 

Father	Mother	Stepfather	Stepmother
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Other

Child lives with:	Father	Mother	Stepfather	Stepmother
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Other

**FATHER** – Name and Surname:

Contact numbers: (w) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email address:

[illegible]

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

**MOTHER** – Name and Surname:

Contact numbers: (w) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email address:

[illegible]

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

Indicate preferred number to be contacted on after diagnostic testing: \_\_\_\_\_

Residential address:

How did you hear about our school?

From Friends	Church	Brochures	Information evening	Open Day
ACE Head office	Another ACE school	Newspaper articles	Newspaper advertisements	Staff

Other (Please specify)

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Reason for selecting this school?

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Are you aware that we are a Christian school, and are you willing to submit to the Christian ethos of the school?

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Which church/ religious denomination do you belong to?

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***\* Please ensure that you receive Appendix A to this document as a reminder of the terms and conditions of this provisional application, as well as the current school fee structure for 2014.***

I hereby permit EPS to conduct academic diagnostic testing on my child for enrolment purposes and understand that EPS reserves the right to enrolment. I understand and respect the decision of the school as final.

FATHER SIGNATURE: \_\_\_\_\_

MOTHER SIGNATURE: \_\_\_\_\_

GUARDIAN (If child is legally in your care): \_\_\_\_\_

Please return this form and the following documentation to the **school office** or fax immediately to **086 6600411**

**(No application will be processed without these)**

- Copies of the two latest report/s from present school
- If the learner is an ACE transfer, a recent copy of his/her SPC must be submitted (No older than a week)
- The Confidential Report must be completed in full by the child's present school Principal/ Grade Teacher. The present school is to fax the Confidential Report directly to Emmanuel Private School.

**APPLICATIONS PROCEDURE**

1. Provisional application forms must be completed and submitted to school.
2. The child's present school must fax the Confidential Report directly to EPS.
3. The application will then be placed on the waiting list.

4. Parents will be contacted to bring the learner for a diagnostic test as space becomes available according to the school's macro plan.
5. Parents will be informed of the learner's admission status in writing and must collect and sign for this communication. Admission status may be "Provisionally Admitted" or "Not Admitted"
6. Parents of learners receiving "Provisionally Admitted" status will be scheduled for a parent interview with school management.
7. Parents will be informed of the learner's acceptance into EPS in writing.
8. Both parents will be required to attend Parent Orientation on a Saturday morning as part of the enrolment process and should ensure that they are scheduled to attend. Neglect to attend may result in the cancelation of your child's enrolment to EPS. (Single parent families may bring along a support partner who will assist the learner in academic/ school matters.)
9. An enrolment package will be handed to parents at the Parent Orientation and all documentation should be returned to the school before the specified cut-off date. Mid-year enrolments will receive this package at the parent interview with school management.
10. An enrolment fee is payable before the cut-off date to secure the learner's space.

#### **2014/2015 Enrolment Procedures**

1. Emmanuel Nursery School learners annually apply during re-enrolment to enter the ACE Grade R class.
2. Admittance into the Grade R-9 classes is subject to an internal diagnostic test as well as an emotional and social evaluation, overall educator learner ratio, future strategic planning of the school, financial history and parent involvement and commitment. Neglect of any contractual obligations may lead to the termination of the admission and enrolment of your child.
3. Preferential admittance of siblings and ACE transfers into Emmanuel Private School and Nursery School will be subject to the child's best interests as determined by the school, as well as the standard enrolment procedures and qualifying criteria.
4. **Enrolment into Grade 1 is not automatic after attending the ACE Grade R class, but subject to diagnostic testing and general school readiness**
5. ACE transfer learners would receive preferential placement on the waiting list, subject to a financial history check on school fees, SPC results, space availability and parent & learner interviews.
6. No F.E.T. learners other than ACE transfers will be admitted.
7. A Provisional Application form must be completed for all prospective learners.
8. An enrolment form will only be issued to parents once a learner has been accepted into the school.
9. The fees for diagnostic testing are due prior to testing and are non-refundable.
10. Enrolment fees are due within three days of acceptance into the school.
11. Learners on the waiting list must apply annually, during the year end enrolment cycle. A R100 non-refundable waiting list fee will be charged with every application.
12. The results communication process is as follows:
  - Parents will be notified in writing of application results.
  - These results will be collected and signed for at reception.

I have read, understand and agree to the application procedures of Emmanuel Private School.

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



## **APPENDIX A**

Dear Parent

This section serves as a reminder of the important matters contained in your provisional application agreement with **EMMANUEL PRIVATE SCHOOL** for **2014/2015** and may be kept as your personal record. Also included is the current fee structure for 2014. Please note that this structure is subject to increase for 2015 as determined by the Governing Body and fees may increase with a minimum of 10% per annum.

Waiting list number: \_\_\_\_\_

Receipt number: \_\_\_\_\_

### **PLEASE NOTE:**

1. Your application is to be considered as a provisional application agreement.
2. EPS reserves the right to enrolment and re-enrolment. Once submitted, the school reserves the right to reject or accept the application for whatever reason. The school is not bound in any way to disclose any reason as to why an application is successful or unsuccessful.
3. The applicant reserves the right to refuse to exercise any enrolment option offered without prejudice.
4. Please note that all information must be completely filled in and be accompanied by all the requested documentation. Failure to do so may jeopardise your enrolment.
5. A non-refundable enrolment fee of R1500 is payable to secure your child's enrolment after acceptance into EPS. This fee is payable within three school days to secure your child's placement.
6. A non-refundable diagnostic test fee of R300 is payable prior to testing.
7. This application will be processed according to procedures laid down in the Admissions Policy.
8. Please note that applicants are to apply annually to be placed on the waiting list for the next enrolment cycle.
9. A non-refundable waiting list fee of R100 must accompany this form upon submission to the school office.

### **Please ensure the following documentation was handed in at reception:**

***\*(No application will be processed without these)***

- Copies of the two latest report/s from present school
- If the learner is an ACE transfer, a recent copy of his/her SPC must be submitted (No older than a week)
- The Confidential Report must be completed in full by the child's present school Principal/ Grade Teacher. The present school is to fax the Confidential Report directly to Emmanuel Private School.

## **APPLICATIONS PROCEDURE**

1. Provisional application forms must be completed and submitted to school.
2. The application will then be placed on the waiting list.
3. Parents will be contacted to bring the learner for a diagnostic test as space becomes available according to the school's macro plan.
4. Parents will be informed of the learner's admission status in writing and must collect and sign for this communication. Admission status may be "Provisionally Admitted" or "Not Admitted"
5. Parents of learners receiving "Provisional Admittance" status will be scheduled for a parent interview with school management.
6. Parents will be informed of the learner's acceptance into EPS in writing.
7. Both parents will be required to attend Parent Orientation as part of the enrolment process and should ensure that they are scheduled to attend. Neglect to attend may result in the cancelation of your child's enrolment to EPS. (Single parent families may bring along a support partner who will assist the learner in academic/ school matters)
8. An enrolment package will be handed to parents at the Parent Orientation and all documentation should be returned to the school before the specified cut-off date. Mid-year enrolments will receive this package at the parent interview with school management.
9. An enrolment fee is payable before the cut-off date to secure the learner's space.

## **2014/2015 ENROLMENT PROCEDURES:**

1. Emmanuel Nursery School learners annually apply during re-enrolment to enter the ACE Grade R class.
2. Admittance into the Grade R-9 classes is subject to an internal diagnostic test as well as an emotional and social evaluation, overall educator learner ratio, future strategic planning of the school, financial history and parent involvement and commitment. Neglect of any contractual obligations may lead to the termination of the admission and enrolment of your child.
3. Preferential admittance of siblings and ACE transfers into Emmanuel Private School and Nursery School will be subject to the child's best interests as determined by the school, as well as the standard enrolment procedures and qualifying criteria.
4. **Enrolment into Grade 1 is not automatic after attending the ACE Grade R class, but subject to diagnostic testing and general school readiness.**
5. ACE transfer learners would receive preferential placement on the waiting list, subject to a financial history check on school fees, SPC results, space availability and parent & learner interviews.
6. No F.E.T. learners other than ACE transfers will be admitted.
7. All prospective learners must complete a Provisional Application form.
8. An enrolment form will only be issued to parents once a learner has been accepted into the school.
9. The fees for diagnostic testing are due prior to testing and are non-refundable.
10. Enrolment fees are due within three days of acceptance into the school.
11. Learners on the waiting list must apply annually, during the year end enrolment cycle. A R100 non- refundable waiting list fee will be charged with every application.
12. The results communication process during annual enrolment (yearend enrolments) is as follows:
  - Parents will be notified in writing of application results.
  - These results will be collected and signed for at reception.