

ST FUTURE



PRIVATE ACADEMY

WE ARE DEDICATED TO EXCELLENCE

•• 2022 ••

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•• 5055 ••

WE ARE DEDICATED TO EXCELLENCE

PRIVATE ACADEMY

2024

APPLICATION FORMS

NORTHERN CAPE EDUCATION DEPARTMENT

LEARNERS ADMISSION TO PRIVATE SCHOOL

APPLICATION FOR ADMISSION YEAR _____ NUMBER _____

NAME OF SCHOOL: ST FUTURE PRIVATE ACADEMY

This form must be completed in full. All changes must be initialized or signed by the parent/guardian. Note that the completion of a form does not necessarily mean that the learners has been accepted at the school. The following documentation must be attached to this form.

1. Certified Copy of birth Certificate
2. Progress Report
3. Full body photo of a learner
4. Transfer letter from Previous School

A. LEARNERS INFORMATION

GRADE APPLIED FOR: _____ HIGHEST GRADE PASSED: _____ YEAR PASSED: _____ BOARDER: YES/NO

HOME LANGUAGE: _____ PREFERRED LANGUAGE OF INSTRUCTION _____

SURNAME: _____ DETAILS: _____

FIRST NAME: _____ OTHER NAME: _____

ID NUMBER: _____ DATE OF BIRTH: _____

GENDER: M-MALE/ F- FEMALE: _____ RACE: A- AFRICAN C- CALOURED I- INDIAN W-WHITE _____

NUMBER OF OTHER CHILDREN AT THIS SCHOOL: _____ GRADES: _____

CITIZENSHIP: _____ RELIGION: _____

B. LEARNER MEDICAL INFORMATION

MEDICAL AID MAIN MEMBER: _____

NAME OF MEDICAL AID: _____ MEDICAL AID NUMBER: _____

MEDICAL CONDITION: _____

NAME OF FAMILY DOCTOR: _____ TEL: _____

C. PREVIOUS SCHOOL INFORMATION

NAME OF PREVIOUS SCHOOL: _____

PHYSICAL ADDRESS: _____

CODE: _____

POSTAL ADDRESS: _____

CODE: _____

TEL: _____ FAX NO: _____

EMAIL ADDRESS: _____

D. PARENT/ GUARDIAN INFORMATION

WHO IS DECEASED: MOTHER _____ FATHER: _____ BOTH: _____ NONE: _____

PARENT/GUARDIAN 1

SURNAME: _____ INITIALS: _____ TITLE: _____

FIRST NAME: _____ OTHER NAME: _____

GENDER: M- MALE F- FEMALE: _____ RACE: A- AFRICAN C- CALOURED I- INDIAN W-WHITE: _____

ID NUMBER: _____ HOME LANGUAGE: _____

PHYSICAL ADDRESS: _____

CODE: _____

POSTAL ADDRESS: _____

CODE: _____

HOME TEL: _____ CEL NO: _____

WORK TEL: _____ EMERGENCY TEL: _____

EMAIL ADDRESS: _____

PROVINCE: _____ COUNTRY: _____

EMPLOYER: _____ OCCUPATION: _____

WORK ADDRESS: _____

CODE: _____

RELATIONSHIP TO THE LEARNER: _____ RESPONSIBLE FOR ACCOUNT: YES NO

E. PARENT/ GUARDIAN 2

SURNAME: _____ INITIALS: _____ TITLE: _____

FIRST NAME: _____ OTHER NAME: _____

GENDER: M- MALE F- FEMALE: _____ RACE: A- AFRICAN C- CALOURED I- INDIAN W-WHITE: _____

ID NUMBER: _____ HOME LANGUAGE: _____

PHYSICAL ADDRESS: _____

CODE: _____

POSTAL ADDRESS: _____

CODE: _____

HOME TEL: _____ CEL NO: _____

WORK TEL: _____ EMERGENCY TEL: _____

EMAIL ADDRESS: _____

PROVINCE: _____ COUNTRY: _____

EMPLOYER: _____ OCCUPATION: _____

WORK ADDRESS: _____

CODE: _____

RELATIONSHIP TO THE LEARNER: _____ RESPONSIBLE FOR ACCOUNT: YES NO

F. DECLARATION BY PARENT? GUARDIAN

Ideclare that the information furnished is true, correct, and complete in every respect. I understand that the furnishing of **false or misleading information will render my application invalid.**

SIGNATURE OF PARENT/GUARDIAN **DATE**

G. FOR OFFICE USE ONLY

DOCUMENTATION RECEIVED:

- | | |
|--|--|
| 1. COPY OF BIRTH CERTIFICATE: YES ___ NO ___ | 3. IMMUNISATION RECORD/CLINIC CARD: YES ___ NO ___ |
| 2. PROGRESS REPORT: YES ___ NO ___ | 4. TRANSFER LETTER FROM PREVIOUS SCHOOL: YES ___ NO ___ |

SIGNATURE AND INITIAL OF LEARNERS: _____

ACCEPTED: YES ___ NO ___ ADMISSION NUMBER: _____

DECLINED: YES ___ NO ___

REASONS FOR DECLINATION

DECLARATION BY PRINCIPAL

*I declare that I have not unfairly discrimination against the applicants in any way.

* I further declare that I have not tested the applicant, have not charged any fee at the time of this application, have not used academic performance, have not used sport or cultural achievements, have not interviewed the parent or learner, did not use the fact that the parent is unable to pay or has not paid the school fees, did not use the fact that the parent does not subscribe to the mission statement of the school or the parent refused to wave any claim against the school to decide on admission of this applicant.

*I understand that furnishing of false or misleading information will lead to charges of misconduct

NAME OF THE PRINCIPAL

SIGNATURE OF THE PRINCIPAL

DATE

TERMS AND CONDITIONS

GENERAL

To provide possible education, we prefer to work in partnership with the parent. To comply with legislation and to provide efficient level of education, it is necessary to impose certain operating parameters. We have endeavored to keep the following to the absolute minimum and to ensure they are fair to both parents and provider.

We must receive a signed and fully completed application form, the additional required documents as well as the necessary payments as stated before a place can be considered.

REGISTRATION, FEES, TERMINATION AND CANCELLATION (Application from Grade R-5)

To secure enrolment, a payment of non-refundable Registration Fee is payable on submission of fully completed enrolment contract accompanied with the additional CERTIFIED documentation.

- St Future Private Academy is an independent institution. No aid in the form of finances/ subsidies are received from the State and as such is wholly dependent on fees, possible donations or scholarships for its continued operation and existence.
- Formal quotation requested can be emailed to info@stfutureprivateacademy.co.za
- The registration fee is an annual monetary payment to St Future Private Academy and must be submitted along with the annual application for enrolment. This registration fee is non-refundable unless the application is rejected by St Future Private Academy. Learners' applications will not be processed by St Future Private Academy without the actual payment of the registration fee.
- All tuition fees are payable in advance before the 5th of the month for parents who are getting paid month end and for those who get paid on the 15th they have until the 20th after which the service will be suspended if the payment is not made.
- Parents are entitled to elect at enrolment whether they pay school fees bi-annually, yearly, or monthly.
- Methods of payment accepted are Cash at the office, EFT, and cash deposit. However, with Cash Deposits, a R30.00/ R1000.00 deposited bank charge will also be required.
- Tuition fee per month is payable as set out in the applicable "Fees Schedule" (See Annexure A). Tuition fees are revised annually. Management reserves the right to raise levies and fees from time to time to meet funding requirements.
- St Future Private Academy reserves the right to refuse access to you and your child/ children if the fees that are due have not been paid or are outstanding from the 6th day of the payment date . St Future Private Academy will stop rendering services in this regard.
- Discounts will be removed for bi-annual and yearly paying learners if payment is not made on the appropriate time. R10.00 Late Collection Fine will be charged per minute that the child is collected late (As per the hours stated) and a 15-minute grace period will only be granted to parents who have informed us on e-mail that they are running late.
- Three months' written notice (60 business days) is required to terminate/ cancel registration and this agreement, as well as the three month's school fees. Notice may only be submitted in writing via e-mail info@stfutureprivateacademy.co.za For clarity of this clause a term's (3 months) notice

shall mean from the first day of notice submitted, counting 60 business days, excluding weekends and public holidays.

- Parents will remain liable for the fees throughout the notice period. If a parent withdraws their child during the notice period, full fees shall remain payable.
- In all other circumstances will give you a one month's (20 business days) notice, in writing or e-mail should we wish to terminate your place/registration for any reason.
- IF NOTICE IS GIVEN IN THE NOVEMBER THE SCHOOL FEES FOR DECEMBER WILL STILL BE CHARGED AS A CANCELLATION FEE.

THIS CONTRACT WILL COMMENCE ON THE DATE OF SIGNATURE AND AUTOMATICALLY TERMINATE ON 31 DECEMBER OF EACH YEAR. YOU WILL BE REQUIRED TO RE-REGISTER YOUR CHILD BY NO LATER THAN 30 NOVEMBER FOR THE FOLLOWING YEAR. YOU WILL RECEIVE ALL THE NECESSARY DOCUMENTATION FROM THE SCHOOL'S ADMIN DEPARTMENT FOR THIS PURPOSE. SHOULD YOU NOT RETURN THESE DOCUMENTS BY THE DUE DATE YOUR CHILD WILL NOT BE PROCESSED INTO THE NEW ACADEMIC YEAR. THE SCHOOL WILL RE-ACCEPT YOUR CHILD IF ALL THE RELEVANT DOCUMENTS AND FEES HAVE BEEN RETURNED AND WAS PAID FOR IN FULL. NO VERBAL OR ANY OTHER FORM OF COMMUNICATION STATING THE INTENTION THAT YOUR CHILD WILL BE RETURNING TO THE SCHOOL WILL BE ENTERTAINED.

ANNEXURE A- FEE SCHEDULE FOR THE 2024 ACCADEMIC YEAR- GRADE R-6

- **REGISTRATION FEE-** Payable with submission of application form and NON-REFUNDABLE.

| | |
|-----------|--------|
| Grade R | R 1000 |
| Grade 1-6 | R 1000 |

SCHOOL FEE – (DEFINATION) school fees refer to the money payable by the parent/guardian to the school in connection with the student’s education, excluding the registration fee.

| | <u>SCHOOL FEES MONTHLY</u> | <u>SCHOOL FEES BI-ANNUALLY</u> | <u>SCHOOL FEES YEARLY</u> |
|------------------|--|---|---|
| | 1 instalment payable from the beginning of January until the beginning of November | 2 instalments payable by 31 December and 30 June 5% discount already allocated | Instalment paid on before 31 December 2023 6% discount already allocated |
| GRADE R | R1850.00 | R10545.00 | R19129.00 |
| GRADE 1-3 | R1950.00 | R11 115.00 | R20163.00 |
| GRADE 4-6 | R2050.00 | R11 685.00 | R21 197.00 |

SIBLING DISCOUNT FROM 3rd SIBLING

A sibling discount is only applicable to biological or adopted sibling, not relatives.

A 2rd Child Sibling discount will be allocated at 6%.

ADDITIONAL FEES

Outings and Excursions

If an outing or innings are organized by the school, the parent/guardian will be notified in advance of the required fees to attend. Failure to pay will result in the pupils not partaking in the organized event.

Other

Extra-curricular activities that are not core to the school’s offer (e.g Sport) will be communicated to the parents in advance and billed according to each independent coordinator.

BANKING DETAILS

| | |
|------------------------------|-------------------------------------|
| <u>Account Name</u> | St Future Private Academy (PTY) LTD |
| <u>Bank Name</u> | FNB |
| <u>Account Number</u> | 63018150811 |

| | |
|---------------------------------|----------------|
| <u>Branch Code</u> | 250655 |
| <u>Payment Reference</u> | Learner's name |

STATIONERY AND BOOK LIST

The parent will be responsible to buy the learner's stationery and curriculum books. The stationery and book list per grade will be given to the parent upon successful and complete registration at St Future Private Academy. ALL ITEMS MUST BE CLEARLY MARKED AND LABELLED. All writing and curriculum books must be covered before it is sent to school. Every learner must have all the curriculum books and stationery on the first day of school. There will be a 7-day grace period for bringing the items on the list (including properly papers and plastic covered books), whereas we will not be able to deliver service should the items not be provided. This rule will be strictly enforced to prevent learners borrowing from each other.

HOURS

This school will operate from Monday to Friday 08h00-13:h00 for Grade R, 08h00 – 13:30 for grade 1 and 08:00 – 14:00 for grade 2-5. St Future Private Academy follow public school calendar for 2024, however this may change as independent schools can follow their own term dates.

CONSENT & INDEMNITY FORM

| <u>CANDIDATE'S PERSONAL INFORMATION (Person responsible for the account)</u> | |
|---|--|
| Surname | |
| Full Names | |
| SA ID Number/passport | |
| Contact Number | |
| Email Address | |
| Physical Address | |

ABSENCE

Full fees are payable during any absence period of the learner including holidays and sickness.

PARENTS OBLIGATION TO INFORM

Parents are requested to inform St Future Private Academy of any food, medicine, activity, or any other circumstances that may cause the child to have an allergic reaction/allergy. Parents must provide details in writing, of the severity of the reaction and must continue to inform the school of any changes to the condition, in writing when they become aware. Parents are requested to inform St Future Private Academy of any changes.

INDEMNITY, ACCIDENTS, AND ILLNESS

Although every necessary precaution will be taken to prevent accidents, neither St Future Private Academy, the facilitators, all employees of the school, any agents, guests nor other persons associated with the school of said facilitators or teachers will be held responsible for any claims to child arising from accidents which may occur whilst the children are on the premises or at any outing by or on behalf of the school of any persons, unless the school or said persons, or its employee have acted with gross negligence.

This indemnity shall in addition be deemed operative as against any third person suffering damage consequent upon such injury, damage, or death.

We reserve the right to administer basic first aid treatment when necessary. Parents will be informed of all the incidents and will be required to sign an accident form. For accidents of more serious nature involving hospital treatment, all attempts will be made by St Future Private Academy to contact the parent but failing this, we are hereby authorized to act on behalf of the parents and authorize necessary treatment.

A NO medicine at school policy is strictly to be adhered to. We do not administer prescribed or Over-the-Counter medications to learners. You, as the parent, must make sure that your child gets the medication as needed. We may require the parents to withdraw the child from school, if, if they require special medical care or attention ask the parents to withdraw their child from school, if we have reasonable cause to believe that they may be suffering from or has suffered from any contagious disease/ infection. We accept no responsibility for children contracting contagious disease/ infections, parents are requested to inform the school if their child is suffering from illness, sickness, or allergies before attending the school. All Covid-19 policies at St Future Private Academy must be adhered to.

LANGUAGE OF INSTRUCTION

St Future Private Academy is an English Medium School. This means that ALL our subjects, classes and tuition take place in English except during Afrikaans and Setswana Lessons. We kindly ask the parents and learners to comply with this rule. English is the language of communication we use on the school grounds as to offer all pupils and staff the opportunity to always know what conversation is taking place.

STUDENT PHOTO RELEASE

This form allows St Future Private Academy to use and upload photo/image of the students on our website and or Facebook site. In granting this permission you understand that St Future Private Academy may use photo/image/videos of the learner for purposes such as celebrating achievement and publicizing education events, as deemed appropriate and that such may display in the school's website or on Facebook page. Although schools associated with photo/image/videos will be identified, and that adults appearing in photo/image/videos may be named, the student's name and other personally identifiable information will not be used with any photo/image/video.

I am signing this release form with the knowledge that any photo/image/videos posted on St Future Private Academy's website can be downloaded and reprinted by various other organization, and I, therefore release St Future Private Academy from any liability arising from the use of my child's photo/image/videos in St Future Private Academy. Additionally, I understand that there are potential dangers associated with the posting of personally identifiable information on a website, since global access to the internet does not allow for control of who may access such information. I further understand that if I wish to rescind this agreement, I may do so at any time by sending a letter on e-mail to the principal of my child/s school, namely St Future Private Academy, who will immediately remove all associated footage.

PESONAL BELONGINGS

St Future Private Academy cannot be held responsible for the loss or damage to children's property, while every reasonable effort will be made by St Future Private Academy's staff to ensure the children's belongings are not lost or damaged. It is the responsibility of parents to name and clearly label all items

of clothing and ensure that his/her child has collected all his/her belongings from the school when collected.

BEHAVIOURAL MANAGEMENT

We require the parents to withdraw or remove a pupil from St Future Private Academy if management considers the pupil to be disruptive or displaying inappropriate behavior towards teachers, workers, and other pupils in the school. Parents undertake to explain the school rules and consequences to their children and to make sure that the children understand it. We will not tolerate staff being spoken to in an abusive or threatening manner by parents, cares, or children. Such behavior may result in termination of a place/registration.

CODE OF CONDUCT

All parents will receive a copy of conduct of St Future Private Academy via e-mail and must sign the following statement of commitment.

STATEMENT OF COMMITMENT

By signing the statement of commitment below, I understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System
- Behave in a courteous and considerate manner and respect other learners, all members of staff and visitors to the school.
- Treat everyone with respect regardless of difference in culture, religion, ability, race, gender, age, sexual orientation, or social class
- Take responsibility for my learning by attending regularly and punctually and completing all my assignments/ tasks on time.
- Cooperate with my teachers and other school staff.
- Assist in making the school a safe place for all.
- Seek help if I need it.
- Let the school know if I feel my rights have been infringed or if I experience any other difficulty.

PARENT/ LEGAL GUARDIAN

DATE

AGREEMENT

These Terms and Conditions represent the entire agreement and understating between the parents and St Future Private Academy. Any other understandings, warranties, conditions, terms, or representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/ amend these Terms and Conditions. By Signing this contract, I acknowledge that I have received, read, understood, and agree with the content of the aforesaid document. I irrevocably bind myself to its content.

Parent or Guardian Signature_____

Date_____