



## KERSTEN COLLEGE ENROLMENT

### KERSTEN COLLEGE ENROLMENT APPLICATION FORM

#### ADMISSION POLICY

The school is an Ordinary Private school and will be unable to accommodate learners with special education needs. However, the school will NOT place more than 26 learners in any class unless in an extreme emergency, for example, the class is full but a child in another class may have to move up or down a grade. In this case, we would have no option but to increase the class number by one or at the most, two learners. The Kersten College Director and staff will at all times be honest with parents in terms of the child's progress/behaviour, or otherwise.

ALL ordinary learners who are of the appropriate age group (decided by Kersten College) and who have progressed to the Grade requested, will be admitted subject to the payment of the school fees as per our financial contract, as well as availability of class numbers and there will be NO unfair discrimination against any learner in respect of race, gender, nor religious affiliation. However, we reserve the right of admission should we receive unfavourable comments from a previous school, which we reserve the right to contact, and no child will be admitted without a clear transfer form from the previous school as well as the latest school report.

The school will strive for the recognition, protection and respect of freedom of belief, religion and speech.

The school **motto** is 'Knowledge, Friendship, Integrity', which are depicted in the School Coat of Arms as 3 Gold Stars, and these principles will be adhered to at all times, as well as the five core values, namely Truth, Love, Peace, Right Action and Non violence.

**YOUR CHILD’S INFORMATION**

Full name plus surname.....Nick Name.....  
Date of Birth (evidence to be provided).....  
SA Birth certificate number or Passport no. if foreigner.....  
Grade applied for.....  
Previous School Name.....  
Previous schools full details, address and phone number.....

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**DOCUMENTS TO BE PROVIDED BEFORE ENROLMENT MAY BE SECURED**

- 1. Transfer Form to be provided before enrolment.
- 2. Last School Report to be provided
- 3. Last 3x months’ previous school fees statement to be provided
- 4. Last 3x months’ bank statements

**Clinic card to be provided for all grade 1 learners**  
**I/D size or similar size photo of child to be provided for individual portfolio**

Home Language.....  
Race.....  
Nationality.....  
Religion.....  
No. of children in family.....  
Position in family, e.g.: 2<sup>nd</sup> child.....  
Deceased Parent...Mother.....Father.....Both.....

Nb. Info from Home Language onwards only required for statistic purposes for Dept of Education annual survey, no other reason whatsoever.

**MOTHER’S DETAILS /GUARDIAN’S DETAILS**

Full Name .....

ID Number .....  
(Copy required ) ( can be copied on school premises)

Occupation .....  
Company Name .....  
Company Address .....  
Work Phone .....

Home Phone .....  
 Fax .....  
 Email Address .....  
 Cellular Number .....  
 Marital Status .....  
 Home Address .....  
 Postal Address .....

**FATHER'S DETAILS**

Full Name .....

ID Number .....

(Copy required) ( can be copied on school premises

Occupation .....

Company Name .....

Company Address .....

Work Phone .....

Home Phone .....

Fax .....

Email Address .....

Cellular Number .....

Marital Status .....

Home Address .....

Postal Address .....

/We hereby acknowledge that the onus is on me/us, \_\_\_\_\_ and \_\_\_\_\_ the parent/s/guardian/s of my/our child to keep the school informed of any changes to any details or information provided in this document, in writing, knowing that this is of benefit to my/our child.

**Initials Mother/Guardian Initials Father/Guardian**

1. The school day starts at 7.45AM, although gate will be opened at approximately 7.00AM, and closes at 13h15 for children in grades R-2, and at 14h00 for grades 3-7. On Fridays, school closes for all grades at 1PM. You, the parent/s / guardian/s are entirely responsible for the prompt and safe collection of your minor child from the school's premises by no later than 2.30PM Mondays to Thursdays and 2.00PM on Fridays..

2. Should you fail to collect your child by these times, you will be charged a fee for after care. Please pay this amount when paying the following instalment of the Annual Fees. (currently this charge is R40 per day).

3. The Aftercare service ends promptly at 18h00. All children must please be collected by 18h00, failing which, a late fetching charge of R50 per 15 minutes or part thereof will be payable when paying the following instalment of the annual fees.

4. Enrolment is subject to full recognition of, and compliance with, the standard terms and conditions outlined in the **ENROLMENT APPLICATION FORM**, the **KERSTEN COLLEGE FEES CONTRACT** and in the **CONTRACT OF ENROLMENT**, as well as any policies, as and when they are implemented by the school.

5. It is understood that enrolment shall continue seamlessly from date of enrolment until such time as due notice (1 calendar term) is given as outlined and provided for in the **CONTRACT OF ENROLMENT**, irrespective of year ends, holidays, sickness, relocation, transfers, etc..

6. **It is understood that right of admission to Kersten College’s premises remains strictly reserved at all times, irrespective of whether or not your child is enrolled here, and your right of admission is a privilege which may, at the school’s sole discretion, be revoked.**

7. You agree that the school may record any conversation or meeting without further notice.

**MEDICAL PARTICULARS**

**Doctor’s Name**.....**Telephone number**.....

Medical Aid Scheme.....

Medical Aid Number .....

Special Instructions .....

Allergies.....

Treatment Required .....

In case of an emergency, as determined by the school, Kersten College will take the child to a Clinic or Doctor for treatment. All related transport and medical expenses of whatever nature, howsoever incurred, will be for the parents’ account.

**Please also read our prospectus as well as the contract of enrolment wherein the sick policy is explained**

**DATE**.....

**SIGNATURE (S) OF PARENT(S)**.....

**Please note, the school shall contact the relevant parent/parents within one (1) week of the written application received by the school to advise whether the application to be educated at Kersten College, is accepted, unless received during a school holiday in which case this acceptance or otherwise will take place within 1 (One) week after the previous school re-opens to their learners.**

**Office use:**

Child/Children accepted/ not accepted .....

Parent/(s) contacted..... Date.....

Comments from Previous School.....