

## APPLICATION FOR ADMISSION TO KING'S SCHOOL, GOODWOOD

Welcome to King's School!

It is our privilege to offer an education system based upon the Word of God, the Bible.

Christian education is essentially a partnership between the staff, pupils and their parents and, as such, has the potential to bear much fruit and a very satisfying harvest after +- 12 years of schooling.

This application form is rather lengthy, as it enables the staff to form an accurate picture of your child. Therefore, please take the necessary time when completing it.

We look forward to having you as part of the King's School family and commit ourselves to doing our very best for your child.

The following documents to accompany the completed Application Form:

- Copy of the child's Birth Certificate
- Copy of child's Identity Document / Study Permit in the case of a foreign resident.
- Copy of the child's Clinic Card
- ID size photo of pupil (ID size)
- Copy of child's latest School Report
- Copy of any professional reports. e.g. Occupational Therapy, IQ evaluation, Speech Therapy, etc.
- Copy of both parents' ID documents
- Bank Statements (3 months)
- Salary slips (nothing older than 3 months)
- Admin Fee

### ADMISSIONS PROCESS

- Please note that receipt of this form by King's School does not imply formal acceptance into the school.
- If applying for Gr 1 – 7, your child will be required to spend a day at the school where he/ she will undergo diagnostic academic testing [school readiness tests, literacy and numeracy tests]. As part of the admission process, both parents will also be interviewed.
- The school will notify you of its decision regarding acceptance/ rejection of your application within thirty days of receipt of the completed Application Form.

**Non-refundable Enrolment Fee is payable on acceptance.**

**SECTION A: PUPIL INFORMATION**

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

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

**MALE/FEMALE:** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_(Date) \_\_\_\_\_(Month) \_\_\_\_\_(Year)

**HOME LANGUAGE:** \_\_\_\_\_

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

\_\_\_\_\_

**PUPIL'S EDUCATIONAL DETAILS (if applicable)**

**CEMIS NO.:** \_\_\_\_\_

**PRESENT SCHOOL:** \_\_\_\_\_

**ATTENDED FROM:** \_\_\_\_\_ to \_\_\_\_\_

**NAME OF PRINCIPAL:** \_\_\_\_\_ **Tel No.:** \_\_\_\_\_

**PRESENT GRADE:** \_\_\_\_\_

**LAST GRADE PASSED:** \_\_\_\_\_

**GRADE(S) REPEATED:** \_\_\_\_\_

**DATE FOR ADMISSION:** \_\_\_\_\_

**GRADE FOR ADMISSION:** \_\_\_\_\_

**PUPIL'S SIBLINGS**

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

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

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

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

**MEDICAL HISTORY**

Name of Family Doctor: \_\_\_\_\_

Doctor's Phone Number: \_\_\_\_\_

Medical Aid: \_\_\_\_\_ Medical Aid No: \_\_\_\_\_

**ILLNESSES**

Does your child have a longstanding illness of which we need to be aware?

Yes  No  Please give details below.

\_\_\_\_\_

**ALLERGIES**

Indicate any **serious** allergy/allergies that your child has and which the School would have to treat in an emergency. Give full details i.e. epi pen

\_\_\_\_\_

**HOSPITALISATION (if applicable)**

**Date**

**Illness or operation**

\_\_\_\_\_

\_\_\_\_\_

**CURRENT MEDICATION**

List all medication your child takes, prescription or over the counter.

\_\_\_\_\_

**ADDITIONAL INFORMATION**

If a clinical psychologist/occupational therapist/speech therapist or physiotherapist have tested the pupil, please give details:

\_\_\_\_\_

If the pupil has ever been asked to leave, been suspended or expelled, or refused admission to any other educational institution, please give details.

\_\_\_\_\_

**SECTION B: POPIA CONSENT FORM**

**PROTECTION OF PERSONAL INFORMATION ACT  
PARENTAL CONSENT FORM**

**CHILD'S FULL NAME:** \_\_\_\_\_

By signing this form, and **unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:**

- collect, store and process credit information;
- collect, store and process names, contact details and information relating to yourself and your child, and to such information being made available to staff or responsible persons engaged or authorized by the school for school-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;
- include photographs, with or without name, of your child in School publications, on the School's website or in press releases to celebrate the School's or your child's activities, achievements or successes;
- supply information and a reference in respect of your child to any educational institution which you propose your child may attend. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his ability, aptitude and character is fair.
- The School cannot be liable for any loss you or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us including informing any other school or educational institution to which you propose to send your child of any outstanding fees.

The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

**Parent's Full Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

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

**SECTION C: FINANCIAL CONTRACT**

**FINANCIAL CONTRACT BETWEEN**

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**and**

**KING'S SCHOOL, GOODWOOD**  
**(Both parents are required to sign this form)**

**We, the undersigned hereby contract and agree that, should our child be accepted to King's School, the following shall apply:**

1. All school fees, as fixed by the School Board of King's School from time to time, are payable on the first day of every month for a total of **12 (twelve) calendar months (January – December)** per year and we jointly undertake to pay such fees via debit order payment. We understand that fees are paid by debit order and it is our responsibility to make sure the necessary funds are available in our account and we will inform the school timeously of any changes to our bank details.
2. We understand and accept that any fees in arrears will bear interest at the prime bank overdraft rate as charged by the bank from time to time, from the first day of the month until it is settled. As soon as any amount remains unpaid for longer than 60 days, we understand that we will have to make other arrangements for the education of our child and agree that the responsibility for educating our child will then no longer rest with King's School. We also understand that the school will hand the account over for collection and that this may result in us being blacklisted should an amount remain outstanding. All collection fees will be paid by us on an attorney and own client scale. In addition, we understand and accept that fees outstanding will still be payable to King's school and that the statement prepared by the Bursar showing the amount owing by us to the school will constitute sufficient and satisfactory proof of the amount due by us to the school. We agree that no set-off for any reason whatsoever will be allowed against money owed by us. We consent to King's School obtaining and utilizing credit bureau records and information as required for credit, risk and affordability assessments as well as tracing purposes and for any other purposes contemplated by the National Credit Act.
3. A **NON REFUNDABLE** Placement Fee is to be paid to King's School upon acceptance of your child.

4. Should you wish to remove your child from King's School, a **term's notice or three (3) calendar months' notice** is required. The official Notice Period Form which is available from the office, must be handed in on the first day of the term or by the first of a month. **Please note that verbal notice does not suffice.** The notice period is also applicable to new registrations and failure to attend school on the agreed upon date makes families liable for the payment of the three months' notice period. **After School Care** requires a **one month (1) notice** period. Notice period forms available from the office.



**PLEASE TAKE CAREFUL NOTE OF THE FOLLOWING:**

- a) Prompt payment of fees is essential for efficient administration and to keep fees as low as possible.
- b) School fees are payable over 12 months and must be paid **monthly in advance** on the **1<sup>st</sup> day of each month.**
- c) Statements are issued quarterly
- d) Accounts not paid within the 30 days, or an alternative period of time that the Finance Board may decide upon, will result in my child/ren automatically being placed on a probationary status at the school.
- e) Parents are expected to have made other arrangements for their children's education, if the account is unpaid after 60 days, or an alternative period of time that the Finance Board may decide upon.
- f) School fees do not include the cost of books, stationery, uniforms.
- g) The enrolling parent is responsible for paying the school fees.
- h) By signing the document below, I give my consent to the school to allow them to perform a detailed credit check on the enrolling parent. The findings by an outsourced company will be presented to the school in a fair and unbiased manner. The school reserves the right to accept or decline an application based upon the outcome of the credit check.
- i) The following documents must accompany this application form. These are private and confidential documents and must be handed in with the application in a sealed envelope for the Principal's attention.
  - 3 Months bank statement.
  - Salary slips (nothing older than 3 months).
  - Certified copy of parents Identity Document.

## **CONSENT CLAUSE**

KING'S SCHOOL is affiliated to TPN Credit Bureau, a registered credit bureau, where all account payment profiles, patterns and behaviour is recorded monthly with the credit bureau for the purposes as per the National Credit Act.

The consumer / debtor consents to and authorizes King's School, the supplier, service and/or credit provider, as the case may be, to:-

- a) contract, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and credit worthiness of the consumer / debtor; and
  
- b) provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of the consumer / debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's /debtor's dealings with the supplier, service and/or credit provider.

**CHILD'S NAME:** \_\_\_\_\_

**FATHER'S FULL NAME:** \_\_\_\_\_

**FATHER'S ID NUMBER:** \_\_\_\_\_

**FATHER'S SIGNATURE:** \_\_\_\_\_

**MOTHER'S NAME:** \_\_\_\_\_

**MOTHER'S ID NUMBER:** \_\_\_\_\_

**MOTHER'S SIGNATURE:** \_\_\_\_\_

**GUARDIAN'S NAME:** \_\_\_\_\_

**GUARDIAN'S ID NUMBER:** \_\_\_\_\_

**GUARDIAN'S SIGNATURE:** \_\_\_\_\_

**SECTION D: STATEMENT OF AGREEMENT**

I recognize that King's School has a highly qualified trained staff and I have confidence in their ability to perform the educational functions due my child at their discretion.

I realize that from time to time children take issue with actions that they do not agree with and that they are prone to criticize statements out of context. This being normal for children, I pledge that should this occur, I will not support the criticism; that I will correct my child, support the school staff and call in for full details if I have a question concerning an incident.

I, further realize that building strong relations with my child's teacher/s to aid in training of my child is as much my responsibility as it is the school's, and I will support and pray for the staff and programme, co-operate with them in discipline, accepting judgement in all such matters, lay a spiritual foundation through Godly example at home, supporting the spiritual training of the school, discipline etc., follow through with homework, assignments or slips to be signed, see that the child gets to school on time, send written excuse for absence or tardiness, co-operate in training the children to respect the school property and pay for irregular abuse [vandalism] of the same, attend all parent functions, and assist in publicizing the school and its programme among friends and family.

I realize that supporting the school is a privilege and not a right. It is my intention to abide by the decisions and support the discipline of administration.

**REGARDING DISCIPLINE**, I have taken careful note of the relevant sub-section in the Prospectus.

- We hereby agree that it is with our full understanding and consent that as a school with a Christian ethos, Bible teaching and prayer forms part of our school programme. All children participate in this programme.
- All pupils are subject to the system of discipline and the rules in force at King's School.
- The Principal has the power to expel any pupil at any time for reasons, which he or she, in his or her sole discretion, deems adequate, and in this event we shall remain responsible for all fees and disbursements for the relevant term. In the event of the expulsion of our child we acknowledge that the Placement Fee follows the same conditions as referred to in paragraph 3, with the exception that payment will be returned on the 31<sup>st</sup> day of December of that year.

**CHILD'S NAME:** \_\_\_\_\_

**FATHER'S NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**MOTHER'S NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_



## **SECTION E: INDEMNITY**

We hereby indemnify, hold harmless and absolve the Principal and the Staff of King's School, Goodwood, acting in good faith as agents of the Governing Body of King's School, Goodwood, against all claims whatsoever as may arise from accident or injury to, or any loss or damage to the property of, the above-named pupil, which may occur whilst on School premises or as part of an official School function, activity or visit away from the School or arising there from or in consequence thereof. The Principal and Staff of King's School, Goodwood will act *in loco parentis* and at all times will exercise such behaviour towards the above-named pupil and exercise such control as is consistent with that of a reasonable parent. No responsibility by the Principal and the Staff, acting as agents of the Governing Body of King's School, Goodwood, can be taken for injury and accident which occurs as a result of a breach of School guidelines, rules and regulations as and where perpetrated by the above-named pupil.

I/we, the undersigned, agree that in the event of the above-named pupil requiring emergency medical attention which may or may not involve the transportation to a doctor or hospital, the administration of an anaesthetic and an operation by a suitably qualified medical practitioner/specialist, due permission and authorization may, in such instances, be given by the Principal or any other member of the Staff authorized to do so. Such a decision will be made on the clear understanding that the person providing the necessary consent is acting *in loco parentis* and acting as a responsible parent in giving the approval. Notwithstanding the above provisions, approval of this Notification of Indemnity does not in any way remove or deny the student or parent(s)/guarding(s) those safeguards which are afforded according to the laws of South Africa, under whose jurisdiction, to the exclusion of all others, this Indemnity pertains.

We hereby agree that while the said pupil is enrolled at King's School and is conveyed or transported at any time to whatever location and for any purpose whatsoever, then it shall be at ours or the pupil's own risk. We understand this to mean that we agree to allow the pupil to be transported or conveyed on the understanding that the school, parents who are acting for the school, or individual members of staff or employees of the school, shall not be liable in law to the said pupil or his or her parents or guardians for any damages arising out of the bodily injury to the pupil. Likewise, should we become liable to pay medical or other expenses to any third party as a result of bodily injuries suffered by the said pupil as aforesaid, we understand that we will have no claim against King's School, or any staff member or employee of the school or parents who are acting for the school for the recovery of such expenses.

The school shall not be liable for the loss or damage to the clothing or other personal property of the pupil.

It will be required of us to communicate with the staff and governing body of King's School with respect and dignity and should we be found to have contravened this

rule we may be summonsed to appear before the school board and the school board may expel our child from King's School.

**INDEMNITY FORM**

**Pupil's Full Name:** \_\_\_\_\_

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

**AGREEMENT:**

I do hereby give permission for my son/ daughter to participate in excursion and/or tours organized by Kings' School, Goodwood for as long as he/ she is a pupil at the school. I understand and accept that all such tours or excursions will be undertaken at my child's own risk. I will not hold King's School, Goodwood, The Western Cape Education Department, The School Board, the Principal or the staff members responsible for any claims in connection with any causality, loss or damage of property or injury to the person of my child that may occur during such a tour or excursion.

I accept that the Principal and the staff members will at all times do their utmost to ensure the safety and welfare of my child and will do what is reasonable within the given circumstances.

**FATHER'S NAME:** \_\_\_\_\_

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

**MOTHER'S NAME:** \_\_\_\_\_

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

**GUARDIAN'S NAME:** \_\_\_\_\_

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

**SECTION F: CONFIDENTIAL QUESTIONNAIRE**

<b>FAMILY</b>			
CHILD'S NAME & SURNAME:			Age:
Family placement 1 <sup>st</sup> , 2 <sup>nd</sup> child		Siblings	
General Family History (Weakness of sight, hearing, heart or learning difficulties?)			
<b>HISTORY OF BIRTH</b>			
Pregnancy(Number of weeks)			
Delivery (Natural / C-section)			
Was baby distressed at birth?			
How was your child fed:	Breastfed	Bottle	Weaned:
Did you child have any feeding difficulties:			
<b>LANGUAGE</b>			
Age your child started talking:	Words	Sentences	
Does your child have any speech difficulties?			
<b>MEDICAL HISTORY</b>			
Has your child any physical defects?			
Has your child any hearing or sight problems?			
Has your child had their eyes tested?			
Has your child had their hearing tested?			
Has your child had all the relevant immunizations?			
Does your child develop excessively high fevers with convulsions? If so, how is it treated?			

Does your child have a history of illness? If so, please give details			
Has your child had any infectious diseases?			
Is your child on any chronic medication? Please give details			
Does your child have any allergies?			
<b>GENERAL</b>			
Does your child have any nervous habits?			
What is your child's concentration like?			
<b>DEVELOPMENT</b> <b>This section need only be completed for ECD applications (Gr RRRR – Gr R)</b>			
Age your child:	Sat:	Crawled:	Walked
How would you describe your child? e.g. happy, content, shy, often teary, active, nervous, fearful			
Does your child sleep in the afternoon?			
Does your child go to the toilet on his/her own?			
Is your child able to amuse himself or herself or is he/she dependent on adult attention?			
Do you read books to your child? When and how often?			
How does your child respond to being disciplined?			
Does your child throw temper tantrums? If so, how do you handle the situation?			

## **SECTION G: LANGUAGE INTERVENTION**

### **UNDERTAKING FOR LANGUAGE INTERVENTION**

To be completed by parents / guardians of children whose home language is not predominantly English.

I, \_\_\_\_\_ parent / guardian of \_\_\_\_\_

fully understand that:

- I am enrolling my child at King's School and that the medium of instruction is English.
- The Language Policy of the School has been explained to me and that because my child does not have English as his / her mother tongue; he / she may experience difficulties in a school with English as the medium of instruction.
- Should my child experience barriers to learning in this context, King's School will give guidance and assistance on how best to help my child. I will be responsible for any additional costs incurred for additional intervention such as remedial therapy, scholastic assessment, additional language support classes, speech therapy, etc.
- In order for my child to reach his / her potential and to achieve academic success, I will need to provide these additional interventions at my own expense should the need arise.

**FATHER'S NAME:** \_\_\_\_\_

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

**MOTHER'S NAME:** \_\_\_\_\_

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

**GUARDIAN'S NAME:** \_\_\_\_\_

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

**SECTION D: PARENT INFORMATION**

<b>CHILD'S NAME:</b>	<b>GRADE:</b>	
	<b>FATHER</b>	<b>MOTHER</b>
<b>TITLE</b>		
<b>SURNAME</b>		
<b>FIRST NAME</b>		
<b>MARITAL STATUS</b>		
<b>POSTAL ADDRESS</b>		
<b>TELEPHONE:</b>	<b>HOME</b>	
	<b>WORK</b>	
	<b>CELL</b>	
<b>EMAIL ADDRESSES</b>		
<b>NATIONALITY</b>		
<b>HOME LANGUAGE</b>		
<b>PROFESSION/ OCCUPATION</b>		
<b>EMPLOYER/COMPANY</b>		
<b>RELIGION/DENOMINATION</b>		
<b>NAME OF PASTOR:</b>		
<b>CHURCH INVOLVEMENT:</b>		

*If a pupil becomes ill or has had an accident at school, every attempt will be made to notify the parents or the alternate contact person. If they cannot be located the child will be referred to the family doctor.*

**ALTERNATE CONTACT PERSON FOR EMERGENCIES (not parents)**

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

**RELATIONSHIP TO CHILD** \_\_\_\_\_ **CONTACT NOS.:** \_\_\_\_\_

**How did you find out about our school?** \_\_\_\_\_

*I hereby acknowledge receipt of the King's School Prospectus / Admission Policy & Procedure and have taken cognizance of the contents thereof.*

**PARENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_