

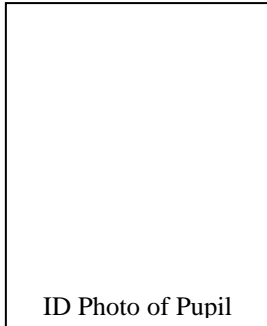


Kingfisher School Trust (t/a)

# KINGFISHER PRIVATE SCHOOL

Cnr Tambotie & Rooibos Sts  
PO Box 1048  
PHALABORWA  
1390

Tel/Fax: (015) 781 2410/7710  
reception@kingfisherschool.co.za



ID Photo of Pupil

## APPLICATION FOR ADMISSION

(to be completed by the parent / custodian)

Year: \_\_\_\_\_

Pupil's Name: \_\_\_\_\_  
Grade: \_\_\_\_\_

Pupil's Surname: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

### **BEFORE COMPLETING THIS FORM PLEASE NOTE THE FOLLOWING:**

#### 1. Financial Conditions of Admission

- 1.1. A non-refundable R250.00 Assessment Fee per pupil is payable for the testing of the pupil.
- 1.2. After acceptance of the pupil, a R300 non-refundable deposit has to be paid with the return of the Application of Admission Form to ensure placement of the pupil.
- 1.3. Payment method: School Fees
  - 1.3.1. A Debit Order payment, Stop Order payment, Direct Deposit or Bank Transfer into our banking account **are the only acceptable methods of payment to the School.**
  - 1.3.2. Where the Tuition & Registration Fees are paid for by an Employer, the parent/custodian is not absolved of responsibility of ensuring that the correct amounts are paid by the due date.
  - 1.3.3. PLEASE ENSURE that you read and sign at all applicable places on this form.

#### 2. Official Documents

The completed application form must be accompanied by:

- 2.1 Certified copy of Birth Certificate of pupil
- 2.2 Photocopy of Immunisation Certificate
- 2.3 Transfer card and latest school report of pupil
- 2.4 School readiness report from pre-school (where applicable)
- 2.5 Certified copies of Parents/Guardians ID documents
- 2.6 One recent ID photo of pupil
- 2.7 Certified copy of proof of Custodianship (if not biological parents)
- 2.8 Three months bank statements for parent/guardian responsible for the account.
- 2.9 Recent payslip from the parent/guardian responsible for the account.
- 2.10 Recent proof of residence of parent/guardian responsible for the account
- 2.11 Most recent account statement from the previous school


#### 3. Admission Testing & Admission age of pupil

Parent consent for admission testing and the successful completion thereof by the prospective pupil, is a prerequisite for admission. The pupil's age must also be grade appropriate.

#### 4. Parental Obligation

- 4.1 Application for admission to the school implies unconditional acceptance of the School Constitution and Education Tuition Agreement, by the parents / custodians of the pupil.

4.2 Kingfisher Private School was founded on a partnership between the school Teachers, Governing Body and Parents. Parental involvement in all school activities is expected, to ensure the success of the school's mission and vision.

**PART I – GENERAL INFORMATION**

**SECTION A - PUPIL:**

SURNAME: ..... PREFERRED NAME: .....

BIRTH NAME/S:.....

AGE: ..... DATE OF BIRTH:..... HOME LANGUAGE: .....

I.D. NO: .....

GENDER: (MARK WITH X): MALE  FEMALE

RACE: ..... RELIGIOUS DENOMINATION: .....

PHYSICAL ADDRESS: .....

POSTAL ADDRESS: .....

LAST SCHOOL ATTENDED: .....

TELEPHONE: (1) ..... (2) .....

EMERGENCY PHONE NUMBER: .....

PRESENT GRADE:..... ENROLMENT INTO KINGFISHER IN GRADE ..... YEAR: .....

HAS HE / SHE REPEATED A GRADE: ..... IF SO, WHICH GRADE: .....

HAS HE/SHE EVER BEEN DISMISSED FROM A SCHOOL OR REFUSED ADMISSION: .....

IF YES PLEASE SUPPLY A REASON: .....

WHO DOES THE CHILD/REN LIVE WITH: .....

POSITION IN FAMILY: ..... NUMBER OF CHILDREN IN FAMILY: .....

If applicant has/had brothers or sisters at this School, please state:

NAME/S:	GRADE:	YEAR:	HOUSE:
.....	.....	.....	.....
.....	.....	.....	.....

**SECTION B - PARENTS:**

FATHER / GUARDIAN		MOTHER / GUARDIAN
	Surname	
	Full Names	
	Preferred Name	
	Marital Status	
	I.D/Passport No	
	Current Postal Address	
	Current Residential Address	
	Occupation	
	Employer	
	Work Address	
	Work Tel No	
	Fax No	
	Home Tel No	
	Cell Phone	
	E-mail	

Local, alternate contact person/s  
(Other than parent / custodian, for use in case of emergency)

1	Name:	Telephone number:
	Relationship to Pupil:	
2	Name:	Telephone number:
	Relationship to Pupil:	

Name of person with whom the pupil is staying (if not with one of the parents)

1	Name:	Telephone number:
	Relationship to Pupil:	

**SECTION C - MEDICAL:**

Name of family doctor:	Doctor's Telephone numbers:
Name of Medical Aid:	Medical Aid Number:
Medical conditions of which the school should be aware of:	
Does the pupil have any physical disabilities? Please list:	

**PART II – FINANCIAL INFORMATION**

Please read and sign at all applicable blocks. No pupil will be accepted if this is not completed and signed in full by the parent / custodian responsible for the account.

**1. REGISTRATION FEES**

- a. A once-off, non refundable, Registration fee is payable per pupil, and has to be paid up when the child reaches GRADE 1. See the School Fee Structure for the split, if the child enrolls before Grade 1.

SIGNATURE

- b. A R300 non refundable deposit is payable **PRIOR TO ADMISSION** on the return of these documents. This R300 will be deducted from the Registration Fees as set out in 1.a as a deposit. Please ensure that your child did get a space, before paying it, as it is non refundable.

SIGNATURE

**2. OTHER FEES**

- a. An annual Development Fee per pupil will be payable in January of each year (see Fee Structure).

SIGNATURE

**3. MONTHLY SCHOOL FEES**

- a. Monthly school fees are payable in advance, for 12 months.
- b. Notice **may NOT** be given for the end of November, as the fees are payable over 12 months.

- c. December's fees are payable if the child attends school in November.

SIGNATURE

4. OTHER

- a. In respect of Grade 12 pupils, if fees are not fully paid by the time the matriculation entries are due for despatch to the Independent Examination Board, we accept that the School may withhold our child's entrance for the Matriculation Examination.

SIGNATURE

- b. We agree that a calendar month's written notice or the equivalent fee is required before the withdrawal of our child from the School.

SIGNATURE

- c. Any outstanding fees from the previous year must be settled before registering at the start of the next year.

SIGNATURE

- d. We accept that the School shall have the right to take action to recover any outstanding amount in a court of law, in which case we are liable for and consent to pay costs and interest to any attorney on the attorney / client scale, this sum including any collection commission and tracing fees.

SIGNATURE

- e. We accept that the School may refuse admission of a pupil if there are any School fees outstanding, unless a specific written agreement has been reached between the School and the parents, with regard to the settlement of the outstanding fees. **If the parent defaults on this agreement, the pupil will be asked to leave immediately.**

SIGNATURE

- e. If a cheque deposit is made into our account, and the cheque is rejected by the bank for any reason, an administrative fee of R200 will be levied.

SIGNATURE

- f. A 10 % administration fee will be deducted from any refunds.

SIGNATURE

**Undertaking and declaration by parent / custodian on payment of fees.**

<b>PERSON RESPONSIBLE FOR PAYMENT OF TUITION FEES</b>	
<b>Name</b>	
<b>Relationship to pupil</b>	
<b>Address</b>	
<b>Cell Number</b>	
<b>Email address Please write CLEARLY:</b>	
<b>Should the monthly statement be:</b>	Emailed                      or                      Given to pupil

PLEASE NOTE THE SCHOOL FEES AND TICK YOUR PREFERRED METHOD OF PAYMENT:

<input type="checkbox"/> ANNUALLY	<input type="checkbox"/> MONTHLY
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I undertake to pay the tuition fees as prescribed by the school. If I fail to pay the tuition fees on demand, I shall become liable for the legal costs of collecting such fees.

**Undertaking and declaration by parent/custodian on provision of pupil support material (stationery / books) and other resources**

I undertake to be responsible for the proper keeping of pupil support material provided by the school. I shall personally ensure that such material is returned to the school in proper condition, or pupil support material not returned in the condition in which it was received. In case of losses, I am liable for the cost of replacing of such material and will be invoiced accordingly.

<b>SIGNATURE</b>
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**Code of Conduct**

I have read and understood the terms of the Code of Conduct of Kingfisher Private School. I understand the terms and conditions as set out in the abovementioned document.

<b>SIGNATURE</b>
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**Benchmarking & other tests**

Pupils write various benchmarking, core skills and other tests throughout various grades at Kingfisher Private School. By your child's participation in these tests, you consent to disclosure, use and storage of your child's personal information and results for this purpose. The purpose of this data storage is for academic purposes only and will be disclosed to the institution, Kingfisher Private School teachers, administrative staff, the parents, and the pupils only. You will receive correspondence before tests to inform you of tests taking place.

**Updated information**

I / we agree that it is our responsibility to update the school of any change in any of our personal details.

**Acceptance of Documentation**

Having received and read all relevant documentation, I hereby accept all conditions as set out above.

**Personal information**

The personal information shared by you, the parent, in this form will be stored electronically and in hardcopy for various purposes. This will be accessed by all teaching, management and administration staff. Kingfisher Private School is required to share some of the information with the Department of Education and cannot be held liable for loss of information, when in the hands of the Department of Education. All information will be used as needed, and if the child leaves Kingfisher Private School, and the next school requires information it will be shared with the school. All account information shared on this and other forms will be handled confidentially, but it will be used to do a credit check as well as the payment record at the previous school. If the child leaves Kingfisher Private School and the next school requires a credit check, certain information will be provided to the new school. If the account is handed over for collection, all the information will be shared with the external debt collector for collecting and blacklisting purposes.

.....  
**Signature Parent / Custodian**

.....  
**Print name in full**

.....  
**ID Number**

.....  
**Date**

Witness 1: .....

Witness 2: .....