



For Office Use:

Family Code:
 Student Code:
 Principal:

Date: Received ____ Replied ____ Captured__

Dear Parents/Guardians

Thank you for choosing Oakmeade Prep and Academy as your partner in providing a quality education for your child. This is one of the most important decisions that we as parents can make for our children, and we appreciate your application. We will endeavour to make the application process as quick and easy as possible. Once you have handed in this form, and the relevant documents (see page 2), you will receive an email confirming that we have received the application, and it will be forwarded to the Principal for consideration. Your child may be required to write an entrance exam, and/or join us for an interview, and Grade 1 applicants will need to undergo a school readiness test.

Learner Information

STUDENT NAME:		FOR OFFICE USE
STUDENT SURNAME:		
PREFERRED NAME (IF ANY):		
HOME LANGUAGE:		
ID NUMBER:		
IF NOT BORN IN SA, DATE OF ENTRY INTO SA: <i>(Proof of entry into SA and work/study permit to be attached for both learner and parents).</i>		
FOR GRADE:		IN YEAR:
STUDENT RELIGION:		
STUDENT RACE:	<i>(Required by GDE)</i>	

Contact Person

MOTHER	<input type="checkbox"/>	FATHER	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
NAME & SURNAME:					
ID NUMBER:					
CONTACT NUMBER:		EMAIL:			

NAME OF SIBLING ATTENDING OAKMEADE PREP AND ACADEMY *(if applicable)*:

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Initial/s: _____

Current School Details

NAME OF SCHOOL:		TELEPHONE NO:	
PRESENT GRADE:		YEARS AT PRESENT SCHOOL:	
REASONS FOR LEAVING:			
REASONS FOR SELECTING OAKMEADE:			
HOW DID YOU HEAR ABOUT OAKMEADE?			
ARE YOUR FEES AT YOUR CURRENT SCHOOL UP TO DATE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
LATEST ENGLISH MARK		LATEST MATHS MARK	
		LATEST AVERAGE	

Minimum Requirements

Grade RRRR	Turning 3 in the year applied for Grade RRRR, MUST BE potty-trained
Grades RRR and RR	Turning 4 in the year applied for Grade RRR, turning 5 in the year applied for Grade RR
Grade R:	A play date with a Grade R staff member, who will then advise on readiness. Turning 6 in the year applied for Grade R
Grade 1:	School readiness test. Turning 7 in the year applied for Grade 1
Foundation Phase:	Reports should average 4 or higher (on a 1-7 scale)
Intermediate, Senior & FET Phase:	60% for Maths, English and overall average

Documents required upon application

The following documents must be provided with the application form to avoid processing delays:

- A copy of the most recent report of current year (grade 1-12 applicants)
- A copy of the previous end-of-year report (grade 1-12 applicants)
- R300-00 non-refundable application fee (debit card facilities available)
- A copy of the applicant's birth certificate or ID card/book
- Copies of parents'/guardians' ID cards/books
- Recent proof of residence
- Financial clearance form from current school (Appendix A) only upon acceptance of your child to Oakmeade

Conditions of Application

In order to process the application, we need to ensure that you understand, and agree with, the following policies:

Initial/s: _____

CODE OF CONDUCT AND CONSTITUTION

All students are required to adhere to the Oakmeade Prep and Academy Code of Conduct and the school constitution, copies of which are available from the school office, and from our website at www.oakmeade.co.za

MUTUAL AGREEMENT

Enrolment at Oakmeade is subject to mutual agreement between the responsible person, and the Director of Oakmeade P&A. The responsible person may withdraw the student (**with a notice period of three months in writing**), and the Director of the school may terminate the enrolment should they deem it to be in the best interests of the school, and/or the students thereof.

RIGHT TO EDUCATION

The SA government has guaranteed every child access to education, and therefore has the responsibility of providing such education through public schools. By completing this application, the responsible person agrees that the Department of Education still bears the responsibility of providing education for the child in the event that the enrolment be terminated by either party, for any reason, and that by admitting a student, Oakmeade does not relieve the government of that responsibility.

FEES

This application constitutes acceptance of an offer to provide educational services to the student, in return for regular payment of school fees as set by the school. The school relies on school fees for income, and reserves the right to suspend or terminate attendance if fees are in arrears. In that case, the student will have to apply at public schools as per the RIGHT TO EDUCATION policy. Should Oakmeade P&A be required to make use of legal collection services and/or appoint an Attorney on collection of arrears school fees, the parent agrees to be held liable for the costs of such collection on a scale as between Attorney and Client, including collection commission. The parent also consents to the Jurisdiction of the District Magistrates Court in the event of legal proceedings being instituted.

RELIGIOUS AFFILIATION

Oakmeade P&A is a Christian School, with Christian teachers and staff who strive to maintain a Christian ethos and environment. The school is open to non-Christian students, provided that both student and parents agree to embrace and participate in the Christian activities of the school, which include religious instruction, assembly, religious worship and PE. Your child may also not wear any religious apparel when in school uniform or attending school events.

Initial/s: _____

Parent/Guardian Information

	FATHER / GUARDIAN	MOTHER / GUARDIAN
TITLE:		
SURNAME:		
FIRST NAMES:		
ID NUMBER:		
RESIDENTIAL ADDRESS:		
TELEPHONE (HOME):		
TELEPHONE (WORK):		
TELEPHONE (MOBILE):		
EMAIL ADDRESS:		
OCCUPATION:		
COMPANY NAME:		

(Please notify the school in writing should any of the above details change)

Person/s to whom any correspondence should be sent	FATHER	<input type="checkbox"/>	MOTHER	<input type="checkbox"/>
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Person responsible for account	FATHER	<input type="checkbox"/>	MOTHER	<input type="checkbox"/>
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(Please notify the bursar in writing if the accountable person changes)

If parents are divorced/separated, please indicate:

Person with whom the applicant lives	FATHER	<input type="checkbox"/>	MOTHER	<input type="checkbox"/>
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Initial/s: _____

General Information

Sports: (ability/ participation/ sportsmanship/ team membership)

Cultural and creative activities - music, dance and drama (participation in clubs and societies)

Leadership potential (awards/ positions held such as sports captain, and head boy/girl)

Special requirements we may need to be aware of should your child be accepted e.g.: medical/behavioural/ability to adapt/disability/physical handicap/family/emotional?

NB: Should any information change before or during application or enrolment at Oakmeade, it is the parents' responsibility to update the school. Oakmeade reserves the right to terminate the contract should we not be able to meet the needs of the child.

Has your child ever experienced learning difficulties? If yes, please describe (*current intervention i.e. speech therapy, remediation, medication*):

Has your child ever experienced disciplinary difficulties, been suspended, expelled from or refused admission into another school? If yes, please explain:

Emergency and Medical Details

MEDICAL AID SCHEME:		MEDICAL AID NUMBER:	
EMERGENCY CONTACT (<i>not living with the family</i>):			
RELATION TO LEARNER:			
CONTACT NUMBER:			

Initial/s: _____

Fee Structure & Enrolment Fund

Please refer to the current fees schedule.

Enrolment Fund

A once-off, non-refundable fee of R3 000 is payable per child, from Grade RRRR – 12. This once-off, non-refundable fee is used to provide the best possible education for your child, and is payable within 30 days of a place being offered.

Additional Fees

Parents are responsible for the purchase of textbooks whether electronic or hard copy, workbooks and stationery (when required). There are generally no fees for extra murals, except where external trainers are used and these are not compulsory. Certain subjects such as Physical Science, Consumer Studies and Visual Art may require additional fees if taken in Grades 10-12, which will be advised in advance.

Financial Undertaking

I, the undersigned, undertake to pay the **SCHOOL FEES** in advance by the 1st day of each month as per the schedule published annually, or by one annual payment in advance, on the understanding that failure to do so will result in termination of enrolment and the account handed over for legal collection.

I would prefer to make the payment as follows (please tick applicable):

School Fees:

12 monthly payments in advance

One annual payment in advance

Playgroup/Aftercare:

12 monthly payments in advance

One annual payment in advance

Should Oakmeade be required to make use of legal collection services and/or appoint an Attorney on collection of arrears school fees, I agree to be held liable for the costs of such collection on a scale as between Attorney and Client, including collection commission. I also consent to the Jurisdiction of the District Magistrates Court in the event of legal proceedings being instituted.

Initial/s: _____

To be signed upon your child's acceptance to Oakmeade Prep and Academy:

PARENT 1

SIGNATURE: _____ DATE _____

FULL NAME: _____

PARENT 2

SIGNATURE: _____ DATE _____

FULL NAME: _____

PRINCIPAL

SIGNATURE: _____ DATE _____

FULL NAME: _____

BURSAR

SIGNATURE: _____ DATE _____

FULL NAME: _____

Initial/s: _____

ANNEXURE A**FINANCIAL CLEARANCE CERTIFICATE**

*Please hand this to the School Head or Bursar of your child's **current school** for completion and signature, and return it to Oakmeade Prep and Academy upon acceptance of enrolment.*

Name of student:

Name of person responsible for fee payment:

ID No. of person responsible for fee payment:

Name of school where learner is currently enrolled:

Annual fees for _____ (year) R_____

Fees paid to date R_____ Fees outstanding R_____

Comment:

This is to certify that the above-mentioned person has paid the school fees as indicated.

Signature of Head/Bursar

Date

School stamp:

Thank-you for assisting us.