Academy for Christian Education
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Brits, North West, 0250
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Successful in Jesus's Hands

PRE-APPLICATION FOR ENROLMENT 2027 (PART 1)

Dear Parent / Guardian.
Welcome to the Academy for Christian Education.
We are delighted that you consider enrolling your child at our Institution.

PLEASE TAKE NOTE: BY COMPLETING OR/AND SUBMITTING THE FOLLOWING DOCUMENTS DOES NOT MEAN AUTOMATIC PRE-APPROVAL. YOU CHILD WILL BE REQUIRED TO DO A DIAGNOSTIC ASSESSMENT AND YOU MIGHT BE REQUESTED TO *SUBMIT SUPPORTING DOCUMENTS BEFORE THE APPLICATION CONSIDERATION PROCESS CAN CONTINUE.*

STEP 1:

Complete & Sign the Pre-application (PART 1) form and submit the following required documentation at the office.

REQUIRED DOCUMENTATON - Please make sure you submit COPIES OF:	
FROM PARENTS Completed Pre-Application form (Part 1) **COPY OF** Student Birth Certificate / Passport **COPY OF** BOTH Parents/Legal Guardian ID's **COPY OF** Latest 3 month's Pay slips of Account Holder. **COPY OF** Latest 3 month's Bank Statements of Account Holder **COPY OF** Proof of Residence of Account Holder ID Photo of the Student	**FROM PREVIOUS SCHOOL** Current School Status Report (Page 4) **COPY OF** Discipline Report/Statement **COPY OF** School Fee Statement **COPY OF** Latest Report Transfer Letter (If available) **IF FOREIGNER** (Should NOT Expire within 12 months) **COPY OF** Study Permit **COPY OF** Work Permit **COPY OF** Passport

STEP 2:

LEARNERS WILL BE REQUESTED TO DO A DIAGNOSTIC ASSESSMENT TEST, WHICH WILL FORM PART OF THE APPLICATION CONSIDERATION PROCESS.
Please book a space for the Diagnostic Assessment. The booking file is available in the Administration office.
Only Specific time slots and a certain number of spaces are available.
It remains the responsibility of the parent to make sure that the learner's space is booked, and the learner attend this time slot.
If your child did not pitch up for the booked space, you will be required to re-book.

STEP 3:

AFTER successful submission of documents and completion of the Diagnostic Assessment, you will receive a whatsapp message stating whether your application was successful or not.
If your application was successful and you wish to proceed with the enrolment, you will have **3 working days** to complete step 3 & 4.
Complete, sign and initial the Documents attached in the Whatsapp, stating: Application (PART 2).
Submit the following Required documentation at the office.

Signed Contract - Initialled all pages (Attached in Application Part 2)
Signed Policy of "Payment of School Fees" - Initialled all pages (Attached in Application Part 2)
Signed Learner Code of Conduct (Attached in Application Part 2)
Signed POPI ACT Notice (Attached in Application Part 2)
Transfer Letter (from previous school - If available)

STEP 4:

The Enrolment Fee **(consisting of the REGISTRATION & 1ST MONTH FEE)** must be made on the day of **submitting the APLICATION (PART 2).**
This payment **CAN ONLY be made in person, AT THE OFFICE, NO EFT**:
ONLY AFTER all documents were submitted and the payment was made successfully, your child's space is secured. We prefer card payments for the safety of parents, learners and staff.

STEP 5:

Pay the compulsory Stationery/Book Package. Must be paid AT THE OFFICE (NO EFT).

STEP 6:

Obtain the School Uniform from Estetica School Uniform & Embroidery Shop
Address: 97 Pienaar Street, Brits, 0250. Contact Number: 012 252 1810

AGE REQUIREMENTS for 2027

Grade	Born	Age Group
RR	2022 / 2023	Turning 4 years DURING JAN - JUN 2027 Turning 5 years DURING JUL – DEC 2027
R	Jan 2022 - Jun 2022 Jul 2021 – Dec 2021 OR	Turning 5 years DURING JAN - JUN 2027 Turning 6 years DURING JUL – DEC 2027
1	Jan 2021 - Jun 2021 Jul 2020 – Dec 2020 OR	Turning 6 years DURING JAN - JUN 2027 Turning 7 years DURING JUL – DEC 2027
6	Not turning older than 13 in 2027	
9	Not turning older than 16 in 2027	
10	Not turning older than 18 in 2027	

2027 SCHOOL FEE STRUCTURE

- Enrolment Fee **CAN ONLY be made in person, AT THE OFFICE, NO EFT**.
- Enrolment Fee **MUST BE PAID on the submission of all documentation to secure a space for your child.**
- Registration is billed yearly and payable for NEW learners and CURRENT learners.
- School Fees are paid upfront, before the 3rd of the current month
- School Fees must be kept strictly up to date to avoid termination of Contract
- We prefer card payments for the safety of parents, learners and staff.

REGISTRATION FEE: R 600 (Non-Refundable)					
MONTHLY FEE: (Payable upfront, before the 3rd of the month)					
Grade RR	Grade R	Grade 1 - 6	Grade 7 - 9	Grade 10 - 11	Grade 12
R 1 700 pm	R 2 200 pm	R 2 800 pm	R 3 200 pm	R 3 500 pm	R 3 700 pm
x 11 months					
R 18 700 p/year	R 24 200 p/year	R 30 800 p/year	R 35 200 p/year	R 38 500 p/year	R 40 700 p/year

2 Children (on Same Account)	3 children (on Same Account)	4 children (on Same Account)
2nd child full payment (youngest)	2nd + 3rd Child full payment	10% Discount on the Monthly Fee
1st Child 5% discount (except Gr 12) on the Monthly Fee	1st Child 10% discount (except Gr 12) on the Monthly Fee	

STATIONERY / BOOK PACKAGES (COMPULSORY FOR ALL GRADES)

Must be paid **AT THE OFFICE ONLY (NO EFT OR BANK DEPOSITS) on/before the 1st day of school, for the new Academic year.**
We prefer card payments for the safety of parents, learners and staff.
Stationery/Textbooks packages include the basic books and stationery for the year as well as the hiring fee for the textbooks for the year (where applicable).

Grade 0-3	Grade 4-6	Grade 7-9	Grade 10	Grade 11	Grade 12
R 1 500	R 1 600	R 1 600	R 2 000	R 2 000	R 2 000

SCHOOL UNIFORM

School Uniform are sold at

ESTETICA SCHOOL UNIFORM & EMBROIDERY SHOP

Address: 97 Pienaar Street, Brits, 0250. Contact Number: 012 252 1810

The school uniform has an important role to play in the development of the school tradition, tone and reputation - but only if it is faithfully worn by all members of the school. Parents are earnestly requested to provide only the correct items as set out in the clothing list and to ensure that the correct uniform is always worn to school. We will NOT tolerate any foreign pieces of clothes as it does not contribute to what we stand for and in what we are trying to teach the children.

BOYS SUMMER WEAR	
R	School golf shirt, black PT short, grey socks and black school shoes or tackies.
1-3	Grey shorts, white short sleeved shirt, school pull-over, long grey socks and black school shoes.
4-6	Grey shorts, white short sleeved shirt, school tie, school pull-over, long grey socks and black school shoes.
7-11	Grey long trousers**, NO SKINNY TROUSERS**, white short- or long-sleeved shirt, school tie, school pull-over, grey socks and black school shoes.
12	Black long trousers **NO SKINNY TROUSERS**, white short- or long-sleeved shirt, school tie, school pull-over, grey socks and black school shoes.

BOYS WINTER WEAR	
R	School golf shirt, school jersey or/and school drimac, school track pants, grey socks and black school shoes or tackies. (Optional: school beanie and school scarf)
1-3	Grey long trousers OR school track pants, **NO SKINNY TROUSERS**, white short- or long-sleeved shirt, school jersey or/and school drimac, grey socks and black school shoes, (Optional: school beanie and school scarf)
4-11	Grey long trousers, **NO SKINNY TROUSERS**, white short- or long-sleeved shirt, school tie, school jersey or/and school drimac, grey socks and black school shoes, (Optional: school beanie and school scarf)
12	Black long trousers, **NO SKINNY TROUSERS**, white short- or long-sleeved shirt, school tie, school jersey or/and school drimac, black socks and black school shoes. (Optional: school beanie and school scarf)

GIRLS SUMMER WEAR	
R	School golf shirt, black PT short, white socks and black school shoes or tackies.
1-3	Prescribed school skirt, white short sleeved shirt, school pull-over, short white socks and black school shoes.
4-11	Prescribed school skirt, white short- or long-sleeved shirt, school tie, school pull-over, short white socks and black school shoes.
12	Black skirt, white short- or long-sleeved shirt, school tie, school pull-over, black stockings **(NO TIGHTS, NO WHITE SOCKS)** and black school shoes.

GIRLS WINTER WEAR	
R	School golf shirt, school jersey or/and school drimac, school track pants, grey socks and black school shoes or tackies. (Optional: school beanie and school scarf)
1-3	Grey long pants or track pants **OR** Prescribed school skirt with black stockings **(NO TIGHTS, NO WHITE SOCKS).** white short- or long-sleeved shirt, school tie, school jersey or/and school drimac, black school shoes, (Optional: school beanie and school scarf.)
4-11	Grey long pants with grey socks **OR** Prescribed school skirt with black stockings **(NO TIGHTS, NO WHITE SOCKS)**, white short- or long-sleeved shirt, school tie, school jersey or/and school drimac, black school shoes,. (Optional: school beanie and school scarf.)
12	Black long pants with black socks **OR** black skirt with black stockings **(NO TIGHTS, NO WHITE SOCKS)**, white short- or long-sleeved shirt, school tie, school jersey or/and school drimac, black school shoes (Optional: school beanie and school scarf.)

BOYS / GIRLS PT UNIFORMS: Golf shirt, black PT shorts, white socks and white running shoes
SPORT ATTIRE: Sold at Estetica

BOYS AND GIRLS
ONLY ANLOGUE WATCHES ARE ALLOWED, NO DIGITAL WATCHES OR SMARTWATCHES ARE ALLOWED!

HAIR

GIRLS

Hair must be kept in a style that will always represent neatly.
Long hair must be fastened (when it touches the collar).
Hair accessories must be either Red or Black.
No other colors are allowed.
Unnatural coloring of hair are not allowed.

BOYS

Only short and neat styles are allowed.
Hair must be one length shaved
(No Steps or lines or shapes).
Unnatural coloring of hair are not allowed.

JEWELLERY

GIRLS

Seal-Rings Are Allowed.
Only one set of gold or silver stud-earrings are allowed.
No arm bands or ankle bands are allowed, except for medical aid bands.
No nose- or tongue ring/stud.

BOYS

Watches are allowed.
No chains, armbands or other jewellery and necklaces are allowed, except for medical aid bands.
No nose- or tongue ring/stud.

WHAT WE STAND FOR:

" My people perish because of lack of knowledge." Hosea 4:6

As a Christian School our utmost goal and priority is to make sure that every learner and teacher are taught on Biblical values.

Morning Devotions are being held every day to enhance their knowledge on the Word of God.
Standards, norms and values are very important to us, as a school, especially from a Biblical point of view.

"Successful In Jesus' Hands!"

VISION STATEMENT:

A school of ***"Excellence and Finesse***",
which through Hope and Love
shines forth the Light of God for every learner
to achieve his/her ultimate goal in their scholastic career.

SCHOOL HOURS & ATTENDANCE:

PRIMARY SCHOOL : 7:20 – 13:45 ; HIGH SCHOOL : 7:20 – 14:00

Register are kept every day and Students who come late in the mornings must first report to their register educator.

Should a student miss an assessment, a doctor's letter is also required, otherwise the student will receive a 0 (zero) mark for the assessment.

Students will only be allowed to leave the school premises during school hours in the presence of their parent/guardian or with a signed letter from their parent/guardian.

The student must be signed, by their parents, at the Office.

Students that fell ill during school hours are not allowed to phone their parents themselves, but must report to their Head of Phase, which will arrange for their parents to be phoned.

Students are not allowed to leave the school premises during break times by themselves.

DISCIPLINARY SYSTEM:

The Academy for Christian Education commits to put into place and uphold a fair and reasonable Discipline policy. The policy aims to encourage learners to be more productive in their studies and develop the learners in a positive way. The system will ensure that an environment is created that is conducive for teaching and learning.
The learners will know what is expected of them and the consequences involved with not complying with the discipline policy.
The policy will also allow parents to be more involved in the educational development of their child and assist the learner to reach his/her full potential.

Academy for Christian Education

Family Code	
Trust	

Receipt Nr: _____

PRE-APPLICATION FOR 2027 (PART 1)

Complete with a Black Pen Mark with an "X" where applicable

COMPLETING THIS FORM DOES NOT MEAN AUTOMATIC APPROVAL/ADMISSION

Must be completed by the BIOLOGICAL PARENT OR LEGAL GUARDIAN

* Please make sure ALL Cell phone numbers are correct as the school make use of the D6+ and Whatsapp platform for communication

LEARNER INFORMATION

Surname:	Grade Applying for:
Full Names:	Gender: Male ☐ Female ☐
Preferred Name:	*** Learner Cell Number**
Date of Birth: Y Y Y Y – M M – D D Nationality:	
ID/Passport Nr:	Race:
Physical Address:	Home Language:
	Religion:
Town: Postal Code:	Denomination:

FAMILY INFORMATION

Family status:	Both Parents:	
	Single:	
	Foster Care:	
Parents deceased?	Both Parents:	
	Mother:	
	Father:	

Who is the student Staying with?

_____

ONLY learners with the same parents AND Accountholder may be enrolled on the SAME account

Any other Children in our school? Yes ☐ No ☐

If **YES**, please complete the block underneath

	Name & Surname of other Children in our school	Grade
1.		
2.		
3.		
4.		

FOR ACE OFFICE USE ONLY

Baseline Assessment Completion and Outcome

Outcome: Approved / Not Approved / Pending

Signature	Date:

Head of Phase Pre-Approval

Outcome: Approved / Not Approved / Pending

Signature	Date:

Administrator Final Approval

Outcome: Approved / Not Approved / Pending

Signature	Date:

MEDICAL / HEALTH INFORMATION

Medical Aid Name:	Main Member:
Medical Aid Contact Nr:	Membership number:
Doctor:	Telephone number:

Does your child have any medical conditions / allergies (such as asthma, diabetes, epilepsy, etc)?: If YES Please specify:
Does your child have physical impairment or disability (hearing, visual, speech, etc)? If YES Please specify:
Have your child ever been referred to a Paediatrician / Neurologist / Psychologist / Psychiatrist? If YES Please specify (It is beneficial to attach Medical reports to this document):
Have your child ever been referred to a Occupational Therapist / Educational Therapist / etc.? If YES Please specify (It is beneficial to attach Medical reports to this document):

MODE OF TRANSPORT

Private Transport ☐ Bus ☐ Taxi ☐ Walking ☐ Other ☐

Driver's Name: Contact Number:

NEXT OF KIN

(NOT THE PARENT OR LEGAL GUARDIAN STATED PREVIOUSLY)

Relative or friend who can be contacted **IN CASE OF EMERGENCY**, if parents are unavailable:

	Name and Surname	Relation to Learner	Contact Number
NEXT OF KIN 1			
NEXT OF KIN 2			

PARENT INFORMATION 1 / LEGAL GUARDIAN 1		
	Parent 1 / Legal Guardian 1 Accountable for School Fees Also to sign contract.	Parent 2 – Legal Guardian 2
Title:		
Initials:		
First Name:		
Surname:		
ID/Passport Number:		
Nationality:		
Race:		
Physical Address:	Flat/ Complex:	Flat/ Complex:
	Street:	Street:
	Town:	Town
	Province:	Province
	Postal Code:	Postal Code:
Occupation:		
Employer:		
Work Address:	Building:	Building:
	Street:	Street:
	Town:	Town:
	Province:	Province:
	Postal Code:	Postal Code:

Contact Information. Please make sure your contact details are correct as the result of your application & all school information will be communicated through WHATSAPP.

Cell Number:		
Whatsapp Number:		
Work Number:		
Email Address:		

- **I hereby declare that, to the best of my knowledge, all the information in this form are true and correct.**
- **I also understand that it remains our responsibility to keep the school up to date if any information stated in this pre-application forms have change.**

Parent 1 / Legal Guardian (Accountable for School Fees)		**Parent 2 / Legal Guardian 2**	
Name:		**Name:**	
Sign:		**Sign:**	
Date:		**Date:**	

CURRENT SCHOOL STATUS REPORT
TO BE COMPLETED BY THE CURRENT SCHOOL

SCHOOL INFORMATION

Name of current school:	
Address of the school:	
Province:	School Contact number:
Postal Code:	School Email address:

LEARNER INFORMATION

Learner Name and Surname:	
ID / Passport Number:	
Current Grade of Learner:	Is the Learner repeating the Grade?

STUDENT ACADEMIC PERFORMANCE STATUS

Please answer the following questions according to a scale of 1 – 4 (1=Below average and 4=Excellent)

	Below average		Average		Good		Excellent	
Overall academic ability	1	☐	2	☐	3	☐	4	☐
Does the student achieve his/her full potential?	1	☐	2	☐	3	☐	4	☐
Does the student show self-discipline by regularly doing class/homework?	1	☐	2	☐	3	☐	4	☐
Does the student's work portraits a standard of high quality?	1	☐	2	☐	3	☐	4	☐

STUDENT CONDUCT STATUS - ATTACH A COPY OF THE STUDENT'S DISCIPLINE RECORD / CODE OF CONDUCT / DEMERIT RECORD. (If available)

Discipline record / Code of Conduct / Demerit Record available? YES/NO)_____

Please answer the following questions according to a scale of 1 – 4 (1=Below average and 4=Excellent)

	Below average		Average		Good		Excellent	
Over-all behaviour / General discipline (punctuality, behaviour, etc)	1	☐	2	☐	3	☐	4	☐
Reaction to Discipline and corrective action	1	☐	2	☐	3	☐	4	☐

Does the student have any critical violations against him/her? YES ☐ NO ☐

If YES,
please specify. _____

FINANCIAL STATUS REPORT - ATTACH A COPY OF LEARNER'S SCHOOL FEE STATEMENT.

All fees paid up to date? YES ☐ NO ☐ Fees paid by trust? YES ☐ NO ☐

Slow payer? YES ☐ NO ☐

School Fees (Instalment) Per Month: R _____ Annual Fees for the year: R _____

Fees (Amount) currently outstanding **ONLY UP TO THE CURRENT MONTH**: R _____

Comment Regarding Financial status of this account: _____

_____

- **THIS IS TO CERTIFY THE INFORMATION IS CORRECT AND TRUE AS INDICATED REGARDING THE MENTIONED LEARNER'S ACADEMIC, DISCIPLINE & FINANCIAL STATUS.**

AUTHORISED SIGNATURES FROM CURRENT SCHOOL

Educator Name:	SCHOOL STAMP
Educator Signature:	
Principal Name:	
Principal Signature:	

FOR ACE OFFICE USE ONLY

FROM PARENTS	**✓ / X**	**COMMENT**
Completed Pre-Application form (Part 1)		
Baseline Assessment Completion Form		
Copy of Student Birth Certificate / Passport		
Copy of BOTH Parents/Legal Guardian ID's		
Copy of latest 3 month's Pay slips of Account Holder.		
Copy of latest 3 month's Bank Statements of Account Holder.		
Copy of Proof of Residence of Account Holder.		
ID Photo of the Student		

FROM THE PREVIOUS SCHOOL:	**✓ / X**	**COMMENT**
Current School Status Report Document		
Completed & Stamped Discipline Report/Statement		
School Fee Statement		
Copy of latest Report.		
Transfer Letter (If available)		

IF FOREIGNER:	**✓ / X**	**COMMENT**
Copy of *Study Permit, (NOT Expired)*		
Copy of *Work Permit, (NOT Expired)*		
Copy of *Passport, (NOT Expired)*		

AGE REQUIREMENT

BORN IN	AGE GROUP	GRADE APPLYING FOR	COMMENT

PREVIOUS SCHOOL CHECK

Discipline Check	
Marks Checked	
Subjects checked	
Financial Status checked	