

DANIEL ACADEMY

APPLICATION FORM

A: Student Personal Information

First Name of Student: _____

Middle Names of Student: _____

Surname of Student: _____

ID Number of Student: _____

Date of Birth: Year: _____ Month: _____ Day: _____

Gender: Male Female

Nationality: _____

Citizenship: _____

If not a citizen of South Africa, does the child have:

Permanent residency Temporary residency

Home Language: _____

Other languages spoken: _____

B: Student's Educational Data

Requested Date of Entry: Year: _____ Month: _____ Day: _____

Applying for Grade: _____

Currently in Grade: _____

Grades failed/repeated: _____

Name of current/last school: _____

Name of Principal: _____

Telephone Number: _____

Reason for leaving: _____

Permission to request details from Principal: Yes No

C: Special Educational Needs Information

Has your child required or currently undergoing any of the following? Please tick the appropriate box(es):

- A learning disability or disorder (please specify: _____)
- Speech Therapy
- Occupational Therapy/Educational Therapy/Psychotherapy
- Visual / Auditory difficulties (e.g. Physiovision Therapy, Speech Therapy)
- Behavioural or discipline problems at home or school
- Please provide details of nature and duration of any form of therapy

Please provide us, if possible, with a recent report regarding any of the above including nature and duration of therapy. **Failure to disclose relevant information could lead to review of final acceptance.**

D: Medical Information

Family Doctor: _____
 Telephone Number: _____
 Serious allergies/medical conditions _____
 Specific chronic medication your child is on: _____
 Name of alternate contact person for emergencies: _____
 Relationship to child: _____
 Work Telephone Number: _____
 Cellular Telephone Number: _____
 Home Telephone Number: _____

Has your child had any traumatic experiences (physical or emotional) which we should be made aware of (i.e. abuse, assault, family deaths, surgeries, serious illness, sibling illness, etc.)?

E: Family Details – Other siblings

Name	Position in family	Age

F: Personality

Describe your child’s interest. Which subjects tend to capture his/her interest? What does he/she enjoy doing most at home?

What are his strengths, both academically and socially?

What are his/her weaknesses, both academically and socially?

Would you describe your child as: Compliant Strong-willed

G: Parents'/Guardians' Information

Child resides with: (please check all that apply)

- Father Stepfather Mother Stepmother Other
 Father deceased Mother deceased

SMS's to be sent to one parent only: Mother Father

	Father / Guardian 1	Mother / Guardian 2
Title		
First name		
Surname		
Identity Number		
Nationality		
Marital Status		
If divorced, who has custody (Divorce agreement must be attached)		
Home Telephone		
Work Telephone		
Cellular Number		
Email address		
Physical Address		
Postal Code		
Postal Address		
Postal Code		
Occupation		
Employer's Name		

Employer's Address		
Post Code		

H: Religion

Religious Affiliation:

I: Payment of Fees

Please note that Parents are responsible for all monies to be paid to the School, regardless of whether a child is sponsored by another person.

Person responsible for paying fees:

Address:

Postal code:

Email where account to be sent to:

All accounts will be emailed and no copies will be sent home unless you stipulate below:

Place my account in my oldest child's message book as I cannot be emailed (please tick if yes):

I intend paying: Annually Quarterly Monthly

J: Market Research

How did you hear about our school:

Word of mouth (please specify):

Advertising (please specify):

Website

Other (please specify):

K: Declaration

I/We hereby acknowledge that the information I/we have provided on this application for admission is accurate and complete. I/we agree to the conditions set out above. Should I/we fail to pay school fees, I/we accept that summary judgement can be instituted against me/us.

I/we hereby have authority to give my/our consent for my/our child's name, photo, and/or work to be reproduced in newsletters, newspapers and Internet sites and other such publicity media. Furthermore, I/we will not hold Ambleside School staff and their agents liable for any possible actions resulting from privacy and/or copyright issues.

Father/Guardian 1 Signature:

Mother/Guardian 2 Signature:

Date:

Agreement

1. You agree that you have read the prospectus and agree that your child will submit to the academic programme, code of conduct, philosophy, and all other requirements instituted by us.
2. There will be a three month probationary period from when your child enters the School. We reserve the right to give you notice that your child must be removed from the School at any time during the probationary period.
3. Likewise, should we fail to meet your expectations or requirements, you may remove your child at any time during the probationary period.
4. Thereafter, should you wish to remove your child you will need to give us at least three months' notice in writing.
5. Should your child persistently fail to comply with our Code of Conduct, we reserve the right to ask you to remove your child.
6. We will strive to provide a safe environment and adequate care for your child while he or she is under the staff's jurisdiction.
7. You agree to indemnify The Daniel Academy (Pty) LTD of Gordons Bay, an Ambleside School in respect of any accident or injury of whatsoever nature sustained by your child.
8. You agree to the Terms and Conditions set out on the reverse.

Father/Guardian 1 Name:

Father/Guardian 1 Signature:

Mother/Guardian 2 Name:

Mother/Guardian 2 Signature:

Date:

TERMS AND CONDITIONS

Definitions

1. in this Agreement

"Application Form" means the form provided by the School for parents to complete when accepting a place for their child at the School;

"child" means a child of whatever age admitted by the School to be educated and includes any pupil aged 18 and over;

"Code of Conduct" means the rules of the School, a copy of the current version of which is provided to each child on entry and is sent to parents with the letter offering a place at the School, as those rules may be amended from time to time for legal, safety or other substantive reasons or in order to assist the proper administration of the School;

"deposit" means the sum paid during the application process by way of deposit for a place of the School;

"fees" means the fees set out in the Fee Structure as amended from time to time;

"Principal" means the person appointed by the Trustees to be responsible for the day-to-day management of the School, including anyone to whom such duties have been duly delegated;

"Probationary period" means the period of three months commencing from the first day that the child attends School;

"Prospectus" means the document setting out the philosophy, history and values of the School;

"School" means Daniel Academy Pty (LTD), an Ambleside School of 959 Sir Lowrys Pass, Gordons Bay;

"terms and conditions" means these terms and conditions as amended from time to time;

"Directors" means the directors of Daniel Academy Pty (LTD);

"we", "us" or "the School" means Daniel Academy, or its duly authorised representative, as the context requires;

"you" or the "parents" means each person who has signed the Acceptance Form as parent or guardian of a child or who with the School's written consent replaces a person who has signed the Acceptance Form;

2. The Application Form, the Fee Structure, the Prospectus, the Code of Conduct and this Agreement constitute the terms of a contract between you and the School. It is not intended that the contract shall be enforceable by your child or by any other third party.

Acceptance

3. An offer of a place for your child at the School is accepted by your completing the Application Form and paying the application fee, registration fee and deposit in full and by the School sending you a Letter of Acceptance.

4. Both the application fee and the registration fee are non-refundable.

5. The deposit is refundable if you (or your child) choose not to take up a place at the School. If the child however has taken up a place at the school and decides to leave, the deposit will be non-refundable.

School Fees

6. All the costs incurred in the usual course of the education by the School of your child shall be met by the fees unless otherwise notified by the School.

7. Any extra-curricular activities such as private music lessons, trips and visits in which you agree your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, all public examination charges and any additional charges incurred by the School in providing for the special educational needs of your child shall be charged as supplemental to the fees.

8. Each person who has signed this Agreement is liable for the whole of the fees due and any supplemental charges. Fees accrue monthly and are payable in accordance with clauses 11- 13 below. The persons who have signed the Agreement remain liable to the School for the whole of the fees and supplemental charges due, unless the School has agreed in writing to look exclusively to any other person for payment of the fees or any part of them.

9. Where two parents or guardians have signed the Acceptance Form, one of them may withdraw from the contract with the School by submitting three calendar months' notice provided they have obtained the prior written consent of both the School and the remaining parent or guardian.

10. If your child has been awarded a Scholarship/Bursary, your liability will be for the amount of fees due after taking account of that award. An award may be withdrawn with immediate effect if, in the opinion of the Principal (and, in the case of Scholarships, the Directors), your child's attendance, progress or behaviour no longer merits the continuation of the award but any such withdrawal of an award will not operate so as to increase the fees due in respect of a term which has already commenced. Where it appears likely to the Principal that, for academic reasons, an award may be withdrawn, you shall be notified in advance.

11. Each invoice must be paid either in full on or before the first day of the year or, if fees are paid monthly, on the first day of each month.

12. We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees remain unpaid or there is a persistent default in relation to supplemental charges. We may make an interest charge of 4 percent above the base rate for the time being of the School's bank on late payment. Your consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

13. In the event of the School having to initiate legal action against you, or instruct a third party to collect any outstanding fees or supplemental charges due from you, you agree to pay the School's legal costs on the attorney/client scale and/or collection commission of 10%, together with interest.

14. The school may conduct an enquiry and/or information search about the parents with a credit information bureau, persons acting as their agents and/or credit grantors.

15. The school may transmit details of how the parent/s have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors for the purpose of making any credit risk management related decisions.

16. If Parent/s fail to meet their school fee obligations the school may record the Parent/s non-performance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.

17. The fees will be reviewed from time to time and may be increased by such amount as the Directors consider reasonable.

18. Should you withdraw your child from the school without giving at least three calendar months' notice, you will remain liable for payment of three months' fees. The purpose of this payment is to reflect the fact that the School will be unlikely to find an immediate replacement for your child and that therefore the correct course of action should be to provide at least three months' notice of your intended withdrawal.

General

19. Unless otherwise indicated in writing the parties choose *domicilium citandi et executandi* as follows: 959 Sir Lowrys Pass Road, Gordons Bay, the parent(s) at the address given on the Application Form.

20. The laws of the Republic of South Africa shall govern the validity, interpretation and performance of this Agreement and the courts of South Africa shall have sole jurisdiction.

Initial

Admissions Checklist

Submit the application form together with:

- A copy of the child's birth certificate
- A copy of the child's last school report
- Any psychological and educational assessment records
- A copy of both parents/legal guardians Identity Documents or Passports
- Proof of residence i.e. utility bill, telephone account or copy of lease agreement
- A signed copy of the agreement attached hereto
- Proof of **EFT payment** of the non-refundable application fee of R400

Bank details

BANK HOLDER'S NAME: Daniel Academy (Pty) Ltd

BANK NAME : **ABSA**

SWIFT CODE : **ABSAZAJJ**

ACCOUNT NUMBER : **40-8547-0660**

BRANCH CODE : **632005**

Reference: Application Fee & Surname

Admission Procedure

If no space is available in a particular class, students will be placed on a waiting list and parents will be informed.

If there is space in the required grade:

- As soon as we receive your application, we will contact you to schedule a **student assessment**
- You are required to attend a **parent interview**, during which time we will discuss the Ambleside Philosophy and provide feedback on the student assessment. We will contact you to schedule this interview once the student assessment is complete. We ask that both parents/legal guardians participate in the interview.
- Please allow two weeks from the time your parent interview is completed to receive your **letter of acceptance** or non-acceptance. Qualified applicants will be considered based on optimal classroom mix in terms of gender, age etc.
- Upon acceptance, you are required to secure your child's place through payment of the non-refundable **Registration Fee** of R400.