

For office use only

Waiting List Number	Date on waiting list	Waiting list fee receipt number	Date of diagnostic test	Diagnostic fee receipt number
Admission status:	Parent Interview:	Financial Department:		
<ul style="list-style-type: none"> • A • PA • CA • NA 		<ul style="list-style-type: none"> • WL • D • EF 		



**EMMANUEL PRIVATE SCHOOL
PROVISIONAL APPLICATION AGREEMENT 2021**

PLEASE NOTE:

1. *This is to be considered as a provisional application agreement.*
2. *EPS reserves the right to enrolment and re-enrolment. Once submitted, the school reserves the right to reject or accept the application for whatever reason. The school is not bound in any way to disclose any reason as to why an application is successful or unsuccessful.*
3. *The applicant reserves the right to refuse to exercise any enrolment option offered without prejudice.*
4. *Please note that all information must be completely filled in and be accompanied by all the requested documentation. Failure to do so may jeopardise your enrolment.
A non-refundable enrolment fee of R2000 is payable to secure your child's enrolment after acceptance into EPS. This fee is payable within three school days to secure your child's placement.*
5. *A non-refundable diagnostic test fee of R650 is payable prior to testing.*
6. *This application will be processed according to procedures laid down in the Admissions Policy.*
7. *Please note that applicants are to apply annually to be placed on the waiting list for the next enrolment cycle.*
8. *A non-refundable waiting list fee of R100 must accompany this form upon submission to the school office.*
9. *If you download this application agreement from the internet, ensure that you bring Appendix A to Emmanuel Private School when you return the completed application. The school will then issue you with a receipt and waiting list number to retain for your records.*

STUDENT PARTICULARS:

Surname: _____

Male/ Female: _____

First name: _____

Date of birth: _____

ID Number: _____

Age: Years _____

Months: _____

Present school: _____

Province, town, and country of present school: _____

Language of instruction in present school: _____

Does the school use the ACE curriculum? Yes / No

Current grade in 2021: _____

Grade to enter in 2022: _____

In the event of the learner enrolling into Grade 1, has the learner attended Grade R?

Yes / No

Please state reason if answer to the previous question was no:

Home language: _____

Citizenship: _____

If not a SA citizen, please state country of citizenship: _____

Are there any specific conditions that your child may have, and that we should take note of during diagnostic testing procedures; such as epilepsy, physical disabilities, recent emotional trauma etc?

(*Please enclose copies of relevant reports)

Is this your first time applying at Emmanuel Private School? Yes / No

If not please provide your previous waiting list number: _____

I have other children enrolled at EPS: Yes / No

Please state the name/s of siblings attending EPS:

From Friends	Church	Brochures	Information evening	Open Day
AEE Head office	Another ACE school	Newspaper articles	Newspaper advertisements	Staff

Other (Please specify)

Reason for selecting this school?

Are you aware that we are a Christian school, and are you willing to submit to the Christian ethos of the school?

Which church/ religious denomination do you belong to?

**** Please ensure that you receive Appendix A to this document as a reminder of the terms and conditions of this provisional application, as well as the current school fee structure for 2020.***

I hereby permit EPS to conduct academic diagnostic testing on my child for enrolment purposes and understand that EPS reserves the right to enrolment. I understand that a confidential report will be completed by my child's present school and faxed/ emailed to EPS. I give permission for EPS to conduct a financial background check with my child's present school. I understand and respect the decision of the school as final.

FATHER SIGNATURE: _____

MOTHER SIGNATURE: _____

GUARDIAN (If child is legally in your care): _____

Please return this form and the following documentation to the **school office** or fax immediately to **086 6600411 OR email to admin@epsvaal.org.za** (Please scan documents and mail PDF versions)

(No application will be processed without these)

- Copies of the two latest report/s from present school
- If the learner is an ACE transfer, a recent copy of his/her SPC must be submitted (No older than a week)
- Copy of Childs Birth Certificate

- Copies of Parents/Guardians ID's
- Foreign applicants, please submit the following:

Valid passport/visa from country of origin
One of the following: <ul style="list-style-type: none"> • Child birth certificate from country of origin • Registration of birth certificate if born in South Africa
One of the following: <ul style="list-style-type: none"> • Proof of Asylum Seeker status (Parent) • Proof of Refugee status (Parent) • Proof of Permanent Residency (Parent)
One of the following: <ul style="list-style-type: none"> • Proof of application for study permit • Study permit/visa • Parent work permit with endorsement for minor children to study
Proof of consent for the intended stay in SA from both parents or, where applicable, from the parent or legal guardian who has been issued with a court order granting full legal guardianship

APPLICATIONS PROCEDURE

1. Provisional application forms must be completed and submitted to school together with the waiting list fee.
2. The child's present school must email the Confidential Report directly to EPS to admin@epsvaal.org.za.
3. The application will be placed on the waiting list.
4. An application will be declined and removed from the waiting list at this point if there is a history of disrespect and bad behaviour that is communicated by the present school in the Confidential Report. This will be communicated to parents in writing.
5. Your child's present school will be contacted for a financial background check.
6. An application will be declined and removed from the waiting list at this point if a history of poor payment is communicated by the present school. This will be communicated to parents in writing.
7. Parents of learners on the waiting list will be contacted to bring their child for a diagnostic test as space becomes available according to the school's macro plan.
8. Parents will be informed of the learner's admission status in writing and must collect and sign for this communication. Admission status may be "Provisionally Admitted" or "Not Admitted"
9. Parents of learners receiving "Provisionally Admitted" status will be scheduled for a parent interview with school management.
10. Parents will be informed of the learner's acceptance into EPS in writing.
11. Both parents will be required to attend Parent Orientation on a Saturday morning as part of the enrolment process and should ensure that they are scheduled to attend. Neglect to attend may result in the cancelation of your child's enrolment to EPS. (Single parent families may bring along a support partner who will assist the learner in academic/ school matters.)
12. An enrolment package will be handed to parents at the Parent Orientation and all documentation should be returned to the school before the specified cut-off date. Mid-year enrolments will receive this package at the parent interview with school management.
13. An enrolment fee is payable before the cut-off date to secure the learner's place.

2021 Enrolment Procedures

1. Preschool learners from the King's Way Campus annually apply during re-enrolment to enter the ACE Grade R class.
2. Admittance into the Grade RRR-9 classes is subject to an internal diagnostic test as well as an emotional and social evaluation, overall educator learner ratio, future strategic planning of the school, financial history, confidential learner report from current school and parent involvement and commitment. Neglect of any contractual obligations may lead to the termination of the admission and enrolment of your child.
3. Preferential admittance of siblings and ACE transfers into Emmanuel Private School and the King's Way Early Learning Centre campus, will be subject to the child's best interests as determined by the school, as well as the standard enrolment procedures and qualifying criteria.
4. **Enrolment into Grade 1 is not automatic after attending the ACE Grade R class at King's Way Early Learning Centre, but subject to diagnostic testing and general school readiness. The learner's wellbeing and best interest remains vital.**
5. ACE transfer learners would receive preferential placement on the waiting list, subject to a financial history check on school fees, SPC results, the confidential learner report, space availability and parent & learner interviews. A diagnostic test may still be required to ensure correct placement.
6. No F.E.T. (Gr10-12) learners, other than ACE transfers will be admitted.
7. A Provisional Application form must be completed for all prospective learners.
8. An enrolment form will only be issued to parents once a learner has been accepted into the school.
9. The fees for diagnostic testing are due prior to testing and are non-refundable.
10. Enrolment fees are due within three days of acceptance into the school.
11. Learners on the waiting list must apply annually, during the year end enrolment cycle. A R100 non-refundable waiting list fee will be charged with every application.
12. The results communication process is as follows:
 - Parents will be notified in writing of application results.
 - These results will be collected and signed for at reception.

I have read, understand and agree to the application procedures of Emmanuel Private School.

Signature: _____ Date: _____

THANK YOU FOR YOUR APPLICATION TO OUR SCHOOL!



APPENDIX A

Dear Parent

This section serves as a reminder of the important matters contained in your provisional application agreement with **EMMANUEL PRIVATE SCHOOL** for **2021** and may be kept as your personal record. Also included is the current fee structure for 2021.

Waiting list number: _____

Receipt number: _____

PLEASE NOTE:

1. Your application is to be considered as a provisional application agreement.
2. EPS reserves the right to enrolment and re-enrolment. Once submitted, the school reserves the right to reject or accept the application for whatever reason. The school is not bound in any way to disclose any reason as to why an application is successful or unsuccessful.
3. The applicant reserves the right to refuse to exercise any enrolment option offered without prejudice.
4. Please note that all information must be completely filled in and be accompanied by all the requested documentation. Failure to do so may jeopardise your enrolment.
5. A non-refundable enrolment fee of R20000 is payable to secure your child's enrolment after acceptance into EPS. This fee is payable within three school days to secure your child's placement.
6. A non-refundable diagnostic test fee of R650 is payable prior to testing.
7. This application will be processed according to procedures laid down in the Admissions Policy.
8. Please note that applicants are to apply annually to be placed on the waiting list for the next enrolment cycle.
9. A non-refundable waiting list fee of R100 must accompany this form upon submission to the school office.

Please ensure the following documentation was handed in at reception:

****(No application will be processed without these)***

- Copies of the two latest report/s from present school
- If the learner is an ACE transfer, a recent copy of his/her SPC must be submitted (No older than a week)
- Copy of child's Birth Certificate as well as Copies of both Parents/Guardians ID's (if possible)
- Foreign applicants please submit:

Valid passport/visa from country of origin
One of the following: <ul style="list-style-type: none"> • Child birth certificate from country of origin • Registration of birth certificate if born in South Africa

<p>One of the following:</p> <ul style="list-style-type: none"> • Proof of Asylum Seeker status (Parent) • Proof of Refugee status (Parent) • Proof of Permanent Residency (Parent)
<p>One of the following:</p> <ul style="list-style-type: none"> • Proof of application for study permit • Study permit/visa • Parent work permit with endorsement for minor children to study
<p>Proof of consent for the intended stay in SA from both parents or, where applicable, from the parent or legal guardian who has been issued with a court order granting full legal guardianship</p>

- Reminder: A Confidential Report will be emailed to the child's present school to be completed in full by the Principal/ Grade Teacher. The present school will then fax or email the Confidential Report directly to Emmanuel Private School

APPLICATIONS PROCEDURE

1. Provisional application forms must be completed and submitted to school together with the waiting list fee.
2. The child's present school must email the Confidential Report directly to EPS to admin@epsvaal.org.za.
3. The application will then be placed on the waiting list.
4. Applications that reveal behavioural issues on their Confidential Report and/or a poor financial history will be declined and removed from the waiting list at this point.
5. Parents will be contacted to bring the learner for a diagnostic test as space becomes available according to the school's macro plan.
6. Parents will be informed of the learner's admission status in writing and must collect and sign for this communication. Admission status may be "Provisionally Admitted" or "Not Admitted"
7. Parents of learners receiving "Provisionally Admitted" status will be scheduled for a parent interview with school management.
8. Parents will be informed of the learner's acceptance into EPS in writing.
9. Both parents will be required to attend Parent Orientation on a Saturday morning as part of the enrolment process and should ensure that they are scheduled to attend. Neglect to attend may result in the cancelation of your child's enrolment to EPS. (Single parent families may bring along a support partner who will assist the learner in academic/ school matters.)
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