

391 Eleventh Road,
 Erand,
 Midrand.
 Tel: 011 318-2481
 Fax: 086 555 2250

E-mail: secretary@christchurchprep.co.za
 Website: www.christchurchprep.co.za



OFFICE USE ONLY

Date Received
 Receipt No.
 Amount Paid
 Payment method
 Family code
 Admin No
 Sports House
 Credit check done
 Prev school reference.....

**CHRIST CHURCH PREPARATORY SCHOOL AND COLLEGE
 APPLICATION FOR ADMISSION**

Learner's Details: (Please print clearly)

Proposed entrance date	Year	or	Grade	or
Learner's Surname				
Learner's Full Names				
Learner's Preferred Name				
Learner's position in family (eg. eldest)				
Date of Birth		Gender		
I.D. Number / Passport No+Nationality				
Home Language				
Nationality				
Christian Background		Pastor's Name		
Name of church you are attending				
Church activities in which you are involved:				
Church activities in which your child is involved:				
State reasons for selecting a Christian school:				
Are both parents supportive of a distinctly Christian education?				
Siblings (incl children at CCPS)	Full Name	Current Grade / DOB - if younger	School	

Previous School:

Current School and address.				
Number of years attended (if less than 2 years – previous school)				
Telephone Number				
Principal's Name				
Current Grade				
Grades Repeated		Has admission to this, or any other school been refused?	Yes	No

Learner Support:

Has your child received learning support?	(Yes / No)
Re learning support – are reports attached?	(Yes / No)

Parent/Guardian Details: (Please complete in full)**Where there are two sets of parents, please complete an extra form with step parent details**

FATHER / STEPFATHER / GUARDIAN / PERSON RESPONSIBLE FOR PAYMENT (indicate if applicable)			
Title		Marital Status	
Surname			
Full Names			
Preferred Name			
I.D. Number / Passport No+Nationality			
Company Name		Length of service (yrs/mths)	
Occupation			
Position in Company			
Contact telephone numbers	()	home	() work
	Cellular		
E-Mail Address			
Home Address			
	Code		
Postal Address			
	Code		
Does the learner live with you?	Yes / No	Are you the legal guardian of the learner?	Yes / No

MOTHER / STEPMOTHER / GUARDIAN			
Title		Marital Status	
Surname			
Full Names			
Preferred Name			
I.D. Number / Passport No+Nationality			
Company Name		Length of service (yrs/mths)	
Occupation			
Position in Company			
Contact telephone numbers	()	home	() work
	Cellular		
E-Mail Address			
Home Address			
	Code		
Postal Address			
	Code		
Does the learner live with you?	Yes / No	Are you the legal guardian of the learner?	Yes / No

MEDICAL AID DETAILS FOR LEARNER

Name of Medical Aid	
Medical Aid Membership Number	
Principal member's name	

MEDICAL INFORMATION FOR LEARNER

Name of family doctor	
Telephone number	
Provide medical information that the school must be aware of, e.g. Allergies, Epilepsy, Medication, Dietary restrictions	

CONTACT DETAILS OF TWO CONTACTABLE PERSONS - IN CASE OF EMERGENCY AND IF PARENTS ARE NOT AVAILABLE

Name and relationship to learner		
Contact numbers – work and cell	() work	cell
Name and relationship to learner		
Contact numbers – work and cell	() work	cell

Parent responsible for payment	If not a parent, please complete another page 2+3 AND Parents to sign below
Name and surname	
Signature	
Telephone number	
Email address	

GENERAL

How do you, as parents/guardians, foresee your involvement in the school? eg Fundraising, Book covering, Reading Mums, Sport coaching,etc:
--

Please note: This form **MUST** be accompanied by:

- 1 A copy of the child's birth certificate or ID document / passport and study permit.
- 2 A copy of both parent's ID document / passport and work permit.
- 3 Proof of residence (e.g. electricity account).
- 4 A copy of the child's vaccination records (Preschool – Gr2).
- 5 A copy of the child's latest school report.
- 6 A copy of any professional or medical report eg occupational therapy, IQ evaluation, speech therapy etc (if applicable).
- 7 A letter of Commendation from your pastor or minister.
- 8 First Additional Language Form (attached on page 11). (Gr 4 – 12).
- 9 Contractual Agreement signed by Learner and Parent (attached on page 12). (Gr 7-12).
- 10 Subject Choice Form (attached on page 13). (Gr 9-12).
- 11 A non-refundable application fee of R500,00 (R300,00 for siblings).
- 12 Financial clearance from previous/current school.

Kindly indicate any other information you feel may be relevant to this application:

.....

.....

.....

By submitting this application form, I/we the undersigned:

- Acknowledge that acceptance of this form by CHRIST CHURCH PREP SCHOOL AND COLLEGE does not guarantee that my child will be accepted and enrolled into the school.
- Understand that an interview with both parents and the fee payer (if a third party) and an assessment in respect of my/our child will be required before the child can be accepted.
- Consent to and authorise the school to conduct a credit and reference checks with any supplier, consumer and/or credit provider or credit bureau and obtaining references from previous schools at which my/our child was enrolled.
- Accept that I/we may be required to submit payslips and/or other financial information, as the school has a duty to satisfy itself that I/we can afford the school fees.

After the school has conducted the interview and assessment(s), it will notify the parents/guardians whether the child has been accepted for enrolment as a pupil at the school.

IF I/WE HAVE CHANGED MY/OUR MIND AND DO NOT WISH MY/OUR CHILD TO ATTEND THE SCHOOL, WE MUST NOTIFY THE SCHOOL THAT WE DECLINE OUR CHILD'S ACCEPTANCE IN WRITING WITHIN 7 DAYS AFTER THE SCHOOL HAS SENT ME/US ITS NOTIFICATION OF MY/OUR CHILD'S ACCEPTANCE.

If I/we do NOT decline our child's acceptance, A BINDING CONTRACT BETWEEN ME/US AND THE SCHOOL WILL COME INTO EFFECT WITH EFFECT FROM THE DAY THAT I/WE AM/ARE NOTIFIED THAT MY/OUR CHILD HAS BEEN ACCEPTED FOR ENROLMENT AT THE SCHOOL.

The contract between me/us and the school has the following terms and conditions:

1. DURATION OF CONTRACT AND TERMINATION

- 1.1 This contract is for an **INDEFINITE** period. It is expected that the contract will continue for the duration of the Child's school career, unless it is terminated by the school or the parents/guardians as provided for in these terms and conditions.
- 1.2 **If the parents/guardians wish to terminate their contract with the school and withdraw the child from the school, THEY MUST GIVE THE SCHOOL AT LEAST ONE CALENDAR TERM'S NOTICE OF TERMINATION. IF THE PARENTS/GUARDIAN WITHDRAW THEIR CHILD FROM THE SCHOOL WITHOUT GIVING THE SCHOOL A CALENDAR TERM'S NOTICE, THEY MUST PAY ONE TERM'S SCHOOL FEES IN LIEU OF NOTICE.**
- 1.3 The School may terminate this contract and withdraw the child's enrolment at the school:
 - 1.3.1 if the parents/guardians fail to fulfil their contractual obligations to the school, including but not limited to the payment of all fees, levies and other charges;
 - 1.3.2 for any reason as provided for in any of the school's policies.
- 1.4 In order for a child to be eligible for enrolment at the school, at least one of the parents/guardians must be a practicing evangelical Christian, who is a member of a protestant church. If the parent(s)/guardian(s) are no longer members of a protestant church, this fact shall constitute grounds for the school to terminate this contract and withdraw the child's enrolment at the school.

2. PROSPECTUS AND POLICIES

The conditions of acceptance contained in the school's prospectus, all of the school's policies and the school rules shall apply to the contractual relationship between the school and the parents/guardians and the child as if they were specifically incorporated in these terms and conditions. It is the parents'/guardians' responsibility to ensure that they and their child are familiar with the prospectus and the school's policies.

3. ENROLMENT FEE

3.1 An enrolment fee of R13450 for pupils starting in the 2020 academic year / R14 000 for pupils starting in the 2021 academic year must be paid to the school by the parents/guardians. The enrolment fee is discounted for 2nd and 3rd pupils from the same family.

3.2 Unless other payment arrangements have been made in writing with the bursars:

3.2.1 Where the child has been accepted for enrolment at the start of the next academic year, 50% of the enrolment fee must be paid by 31 March and the balance by 30 June. In the case of acceptance later than 30 June, the full enrolment fee must be paid within 14 days after the school has sent the acceptance letter.

3.2.2 In the case of a child starting school after the start of an academic year, 50% of the enrolment fee must be paid within 7 days after the school has sent the acceptance letter and the entire amount of enrolment fee must be paid in full, before the first day that the child attends school.

3.3 If the pupil's place is not taken up or if the parents/guardians withdraw the pupil's enrolment later than 7 days after being notified that the child has been accepted by the school, **THEY WILL FORFEIT THE ENROLMENT FEE.**

3.4 The enrolment fee is partially refundable if the child leaves within the first three years at the school. One quarter is deducted per completed year/part thereof. After the child has been at the school for 3 years, no further refund in respect of the enrolment fee is applicable.

4. SCHOOL FEES

4.1 The Parents/Guardians undertake to pay school fees monthly in advance on or before the first business day of each month.

4.2 The Parents/Guardians agree that they will be bound by and subject to the school's policy regarding the late payment of school fees and levies.

5. AUTHORITY

5.1 On the school premises and on any tour, outing or event organized by the school, the Principal or his duly appointed deputy has the full authority of the parent/guardian in all matters relating to the child, in Loco Parentis. This authority includes the authority to consent to emergency medical treatment, operations and anaesthetics. Whether the circumstances constitute an emergency will be determined at the sole discretion of the Principal or his duly appointed deputy, who will consult parents where, in the Principal's or his duly appointed deputy's opinion, this is reasonably possible.

5.2 The Principal or his duly appointed deputy has the authority to discipline pupils for any breach of the school rules and regulations.

6 ALCOHOL AND DRUGS

The Parents/Guardians, in their capacities as such and on behalf of the child, consent to the school conducting tests in respect of the child for the use of alcohol or drugs under the following circumstances:

6.1 random drug testing that is conducted by the school in the College phase, according to the "National Policy Framework For The Management Of Drug Abuse By Pupils In Schools And In Public Further Education And Training Institutions (General Notice in the Government Gazette dated 13 December 2002)" and the school's drug policy; or

6.2 if the school has reason to suspect that the child is under the influence of alcohol or drugs whilst on the school premises or on any tour, outing or event organized by the school.

7 LIABILITY

7.1 Whilst the school takes all reasonable steps and precautions to ensure that the environment is as safe as is reasonably possible, accidents do happen. The school, its board of governors, management and employees shall not be liable for any injury suffered by any pupil, parent or guardian on the school premises or on any tour, outing or event organized by the school, unless such injury was caused by the gross negligence of the school or its employees were.

7.2 Pupils are responsible for their belongings whilst on the school premises or on any tour, outing or event organized by the school. A bag room is provided where bags may be stored whilst pupils are attending extra mural activities. The school, its board of governors, management and employees shall not be liable for any loss of or damage to any of the pupil's belongings on the school premises or on any tour, outing or event organized by the school arising from theft, accidental damage or the conduct of any other pupil.

8 PROTECTION OF PERSONAL INFORMATION

In compliance with the Protection of Personal Information Act, any personal information provided by the parents/guardians will only be used for school purposes.

	<u>Date</u>	<u>Place</u>	<u>Signature</u>
FATHER	_____	_____	_____
MOTHER	_____	_____	_____
NAME OF PERSON RESPONSIBLE FOR PAYMENT, IF NOT A PARENT	_____	_____	_____

Christ Church Preparatory School and College's Admission Policy is published in the Prospectus on the website and in booklet form. This Prospectus is subject to revision and amendment.

Christ Church Preparatory School & College

Voluntary Association

Membership Form

Would you be so kind as to read the entire Constitution. For the purposes of membership, please take special note of the following articles:

ARTICLE 3 - STATEMENT OF FAITH

The Christ Church Preparatory School & College (Midrand) Association subscribes to the following basis of faith, to which all members, parents of learners, employees and office bearers must subscribe without reservation:

1. that the Father, the Son and the Holy Spirit are three persons of one Godhead;
2. **the Triune God** is the sovereign creator and sustainer of the entire universe;
3. that Holy Scripture is given by divine inspiration, is entirely trustworthy in its revelation of God and in His dealings with humankind, and is our supreme authority in all matters of faith and conduct. It is without error in anything which it affirms;
4. that all people have sinned, stand guilty before God, and are subject to His judgment and condemnation;
5. that the Lord Jesus Christ, the incarnate Son of God, the only mediator between God and man, has, by dying for and on behalf of sinful humanity, effected the complete redemption of the sinner from every aspect of sin. This redemption affects all creation in the light of Romans 8:19-22; Ephesians 1:10 and other Biblical passages;
6. that the Lord Jesus Christ rose bodily from the dead and ascended to heaven to reign with the Father in glory;
7. that the sinner is justified and saved solely by the grace of God through faith;
8. that the Holy Spirit is present and active in the process of regeneration and works within each believer to perfect God's purposes;
9. that all believers are members of the one holy universal and apostolic Church which is the body of Christ and is indwelt by the Holy Spirit;
10. that, as members of this church, all believers are called to be one and to show forth the Kingdom of God and His qualities of love, mercy, truth, justice and peace;
11. that the Lord Jesus Christ will return again, as He promised.

ARTICLE 4 – MEMBERSHIP OF ASSOCIATION AND ADMISSION OF PUPILS

2. All parents and guardians of children attending the school maintained by the Association as well as its employees, and any other persons who are in agreement with Article 3, and who are able to sign them in good conscience are eligible for membership of the Association.
3. Membership includes the right to vote at meetings of this Association as well as to participate in the Association's activities on behalf of the school. Members are expected to be involved in the activities of the school.

Christ Church Preparatory School & College

Voluntary Association

I hereby request membership of the abovementioned voluntary association. If both parents are applying for membership then each parent must sign below.

Full name (Mother/Guardian) _____

Mother/Guardian's Signature _____ **Date** _____

Full name (Father/Guardian) _____

Father/Guardian's Signature _____ **Date** _____

Christ Church Preparatory School & College

Policy regarding late payment of school fees and levies

1. At Christ Church Preparatory School & College we strive to provide our pupils with a Christian education of the highest standard, at a reasonable cost to our parents. To do so we employ highly qualified and experienced teachers and use resources of the highest quality and integrity.
2. Failure to pay school fees and levies on time places a considerable and unnecessary burden on the school. We are placed under financial pressure as our ability to meet our own financial obligations is compromised. The principal has an unnecessary administrative burden when he has to deal with unpaid fees and levies.
3. The purpose of this policy is to ensure that fees and levies due to the school are paid when they are due and to create a procedure to deal with instances where fees and levies are not paid. The policy seeks to treat parents fairly and humanely, ensure that the school's financial viability is not compromised and to minimise the impact that unpaid fees and levies have on the administrative structures of the school.
4. School fees and levies are payable monthly in advance. Fees and levies are due on or before the 7th day of each month. If the 7th falls on a Saturday, Sunday or public holiday, then the fees and levies for that particular month are payable on the next business day following the 7th. If the 7th falls during school holidays, then the fees and levies for that particular month are payable on the day that the new term commences.
5. If school fees and levies are not paid by the due date, a late payment penalty of R125.00 will be automatically payable.
6. If school fees, levies and penalties remain unpaid by the 15th day of the month concerned, then the pupil concerned will be suspended and will not be permitted to return to the school until the outstanding fees, levies and penalties are paid.
7. If any school fees, levies and penalties are outstanding as at 1 December in any year, then:
 - a. The child's enrolment at the school for the following year will be terminated; and
 - b. The school may withhold any reports or transfer documents until the outstanding school fees and levies have been paid.
8. The school may instruct attorneys to recover unpaid school fees and levies at any time. Should Christ Church Preparatory School & College incur legal costs in the collection of the principal debt, I/we agree that we shall pay all such costs on the scale as between attorney and own client as well as collection commission calculated at 10% of each and every payment made in reduction of the principal debt, interest, Advocate's charges, tracing charges and all other costs incurred by Christ Church Preparatory School & College for the recovery of the principal debt, including all costs incurred before the issue of a summons.
9. I/We choose as my/our *domicilium citandi et executandi* for all purposes, including the giving of any notice required or permitted hereunder and any proceedings which may be instituted by virtue hereof, at my/our Home Address, E-Mail Address, and/or Postal Address as stated on Page 2 of the Application for Admission.
10. By enrolling your child Christ Church Preparatory School & College, you, the parent(s), agree that this policy will form part of the agreement between you and the school and that you will be bound by it.

Statement of income and expenses

(This page does not have to be sent in to the school, but we do encourage you to conduct this exercise to ensure that you can afford the fees).

INCOME

Nett salary _____

Maintenance _____

Rent received _____

Other _____

TOTAL INCOME _____

EXPENSES

Rent/bond _____

Rates & taxes / water & lights _____

Groceries _____

Short term insurance _____

Life insurance _____

Medical expenses _____

Hire purchase repayments _____

Debt repayments _____

Domestic worker _____

Gardener/gardening service _____

Petrol and travelling costs _____

Other: _____

Other: _____

Other: _____

TOTAL EXPENSES _____

Net Income / Expenditure _____

Christ Church Preparatory School & College

First additional language (For applicants from Grade 4 to 12)

As an independent school, we are required by the Government to adhere to guidelines and minimum requirements set by the Education Department. However, we can adapt the curriculum to suit our needs. Our goal is to continue to provide the highest possible standard of education for your children.

Pupils are only required to learn **one** first additional language. We offer Afrikaans and isiZulu to our pupils and they have to make a choice as to which additional language they wish to take at the end of Grade 3.

This is not an easy choice to make. Please bear in mind, when making the decision, that whatever language is chosen now, will have to be taken through to matric. It will be one of the compulsory subjects in matric. Pupils will not be able to change languages after the original choice has been made, as too much work will have been missed.

Experience has shown us that isiZulu, as a first additional language is an extremely difficult subject, particularly in the higher grades. When you reach matric, it is examined at a home language level. Non mother tongue speakers find it very difficult to master. Pupils are not only required to speak the language fluently, but also to write essays and study poetry and literature. It is not recommended that pupils choose isiZulu, unless they are strong mother tongue speakers.

Should you wish your child to take isiZulu on entering the school when they have not already been studying the language, i.e. if you are applying for Grade 5 and upwards, your child will have to write an isiZulu test to determine whether or not they are proficient in this language. If they do not pass, the child will then have to take Afrikaans.

Kindly complete the form below and attach it to the application.

We have your children's education at heart and can assure you that we will continue to offer the best possible education that we can.

FIRST ADDITIONAL LANGUAGE CHOICE

Name of Learner: _____

Grade applied: _____

My child has chosen to study _____ as a first additional language.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Christ Church Preparatory School and College

Contractual agreement (For applicants from Gr 7 to 12)

1. I will not disrupt any teaching or learning activities, or distract others while they are engaged in these activities.
2. I will be punctual for all activities and classes and in completing assignments and homework.
3. I will strive to improve my personal organisation and time management skills (e.g. having the correct books or equipment for classes and activities) in respect of academics and sporting activities.
4. I will make new members of the community and visitors welcome by being polite and helpful towards them.
5. I will display good manners towards all members of the school community.
6. I will avoid uncouth and rowdy behaviour and, in particular, avoid foul language.
7. I understand that graffiti of any kind will not be tolerated.
8. I understand that different areas and rooms within the school are governed by their own sets of rules and I will familiarise myself with these and comply with them.
9. I understand that smoking, the use of alcohol, possession and/ or use of illegal drugs, bullying, obscenity, theft and vandalism are all serious, punishable offences which could result in expulsion from the school.
10. I will not chew gum.
11. I will adhere to the dress code, at all times.
12. I will remain within bounds, at all times, unless I have official permission to break bounds.
13. I will not have any weapons or dangerous objects in my possession at any time.
14. I will recognise the authority of the Disciplinary Committee and ultimately the Head to hear and judge cases of serious misconduct (those which may lead to expulsion) and to assign punishments to offenders.
15. I will not engage in any physical contact which others might regard as sexual in nature.
16. I will not make myself guilty of racial discrimination.

I have read and understand the information laid out in the Code of Conduct and agree that it is my responsibility as a learner of Christ Church Preparatory School and College to adhere to these rules as all times.

Name of Learner: _____

Date: _____

Learner's signature: _____

Name of Parents/Guardians: _____ Father/Guardian

_____ Mother/Guardian

Date: _____

Signature of Parents/Guardians: _____

Christ Church Preparatory School and College



Grade 10 - 12 Subject Choice Form

GROUP A – COMPULSORY SUBJECTS
English Home Language
Afrikaans or isiZulu (First Additional Language)
Life Orientation
Mathematics or Mathematical Literacy

GROUP B – CHOICE OF SUBJECTS – PUPILS MUST CHOOSE ONE FROM EACH COLUMN		
Column 1	Column 2	Column 3
Accounting (65% Maths)	Physical Sciences (65% Maths)	Information Technology (65% Maths)
Life Sciences	Business Studies	Geography
Music	Dramatic Arts	History
Computer Applications Technology		Hospitality Studies

Please note that Group B subjects can only be offered with the following conditions:

1. A sufficient number of pupils select the individual subjects;
2. Only the top 25 pupils will be admitted to a subject which is over-subscribed;
3. Pupils must have shown aptitude and interest through results and work ethic;
4. Pupils must meet the minimum entry requirements for the subject.

Please indicate which subjects you would like your child to take in Gr10 - 12. There is a choice between Mathematics and Maths Literacy. Then choose **ONE** subject from each column (1, 2 and 3). **Forms are to be handed in with the application, before final acceptance.** Any subsequent changes to the original choice, needs to be made in writing, by parents, and handed in to Mr van der Merwe (Academic Head) for approval.

Pupil's Name: _____ Class to be enrolled in _____

English	COMPULSORY	
Afrikaans/ IsiZulu	AS PER CURRENT CHOICE	
Life Orientation	COMPULSORY	
Mathematics	YES	NO
Mathematical Literacy	YES	NO

COLUMN NUMBER	WRITE SUBJECT NAME HERE		
Column 1			
Column 2			
Column 3			
AP Subject	AP English		AP Maths

Pupil's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____



CHRIST CHURCH PREPARATORY SCHOOL AND COLLEGE

P O Box 6365 Halfway House 1685
cor 9th/11th Rds, Erand, Midrand
Tel: (011) 318-2481 Fax: 086 555 2251
E-mail: bursar@christchurchprep.co.za

Financial Clearance Certificate

Name of Pupil : _____ Current Grade _____

Name of Person responsible for fee payment : _____

ID No. of Person responsible for fee payment : _____

Name of School where pupil is currently enrolled : _____

Telephone numbers of current school: _____

Email address of current school: _____

Annual fees for _____ (year) R _____

Fees paid to date R _____

Fees outstanding R _____

Has notice been given? _____ If not notice period required: _____

Comment(s) : _____

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

Name of person completing this form _____

_____/_____
Signature of Head/Bursar/ Name of person completing form

Date

School stamp

***This clearance certificate has been approved by ISASA
for use amongst member Schools***