

# NEW BEGINNING ACADEMY ADMISSION APPLICATION

School name  Year applied for

## Section 1: Application details

⇒ Please confirm availability at applicable school.

Group (Nursery)     1     1.5     2     2.5     3     4     5 years

Half day     Full day

Grade (School)    R

## Section 2: Aftercare

Will the learner require aftercare?                      Yes                       No

⇒ Please confirm availability at applicable school.

Please complete this section only if the learner will require aftercare:

Month and year applied for:

Aftercare option:                      half day                       Full day                       Day Visitor

## Section 3: Necessary supporting documents, completed section and forms

⇒ **Important note:** This application will only be processed if all fields are completed legibly, are signed, and all necessary supporting documents are attached.

CEMIS transfer document if available	<input type="checkbox"/>	Copy of parents'/legal guardians 'ID	<input type="checkbox"/>	<b>RECENT COLOUR PHOTO (ID SIZE)</b>
Copy of learner's FINAL progress report once available	<input type="checkbox"/>	Completed boarding facilities if applicable	<input type="checkbox"/>	
Copy of learner's latest progress report	<input type="checkbox"/>	Completed and signed debit order form	<input type="checkbox"/>	
Copy of learner's birth certificate/ID	<input type="checkbox"/>		<input type="checkbox"/>	
Copy of learner's vaccination records if available	<input type="checkbox"/>		<input type="checkbox"/>	
Copy of learner's residence/study permit, if foreign	<input type="checkbox"/>		<input type="checkbox"/>	

## Section 4: For office use

Interview date	<input style="width: 95%;" type="text"/>	Approved	YES/NO	Family code	<input style="width: 95%;" type="text"/>
Notes		Date approved		Credit reference	
		Commencement date			1 <input type="radio"/>
		Group/Grade		2 <input type="radio"/>	

## Section 5: Learner details

Surname

Name/s as on birth certificate/ID

Preferred name

ID number 

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Date of birth  Current  age:                      Female:     Male

Home language  2<sup>nd</sup> language   
 1st teaching  language 2<sup>nd</sup>  teaching language

Number of children in  family Position of  child in family

**Nationality**  Country of origin  Immigration date

Race Asian  African  Colored  Indian  White  Other

Religion  Resides with: Parents  Guardian

Transport or from school Motor vehicle  Motor bike  Bus  Taxi  Bicycle  Walk

Learner cell number

### Section 6: Learner details

Current school	<input type="text"/>	Previous school	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Tel.no.	<input type="text"/>	Tel.no.	<input type="text"/>
Principal	<input type="text"/>	Principal	<input type="text"/>

Last grade passed  Year  Grade/s repeated

Has admission to any other school/s ever been refused? Yes  No

If yes, please state the reason below:

### Section 7: Learner medical details

Blood type +o  0-  A+  A-  AB+  AB-  B+  B-  Unknown

Family doctor  
 Name  Tel. no.   
 Address

Medical aid  
 Name  Member No.   
 Main member initials and surname   
 Main member ID number   
 Option

Has learner received all the necessary immunization? Yes  No

If no, please state the reason below:

Has the learner suffered from any of the following illnesses? Please indicate with an X.

Asthma	<input type="radio"/>	Enteric fever	<input type="radio"/>	Measles	<input type="radio"/>	Scarlet fever	<input type="radio"/>
Chickenpox	<input type="radio"/>	German measles	<input type="radio"/>	Mumps	<input type="radio"/>	Tick bite fever	<input type="radio"/>
Diabetes	<input type="radio"/>	Hepatitis	<input type="radio"/>	Polio	<input type="radio"/>	Typhoid fever	<input type="radio"/>
Diphtheria	<input type="radio"/>	Malaria	<input type="radio"/>	Rheumatic fever	<input type="radio"/>	Whooping cough	<input type="radio"/>

**Section 8: Learner's medical details (continued)**

Does the learner suffer from any **allergies**? Yes  No

If yes, please provide details below:

Does the learner have any special medical needs? Yes  No

If yes, please provide details below:

Does/has the learner suffered from any other illnesses/disabilities? Yes  No

If yes, please provide details below:

Is the learner receiving medical treatment for any condition? Yes  No

If yes, please provide details below:

Is/has the learner suffered from or received treatment for any psychological/emotional Yes  No

If yes, please provide details below:

Has the learner had any operation? Yes  No

If yes, please provide details below:

Please specify any other relevant medical details:

**Section 9: Learner's medical details - Consent**

In a critical medical situation, please bear in mind that there may not be time to refer to the learner's records. The school, therefore, reserves the right to utilize the quickest medical service available.

I, \_\_\_\_\_, being the parent/legal guardian of \_\_\_\_\_, hereby agree that a medical practitioner may provide emergency treatment as may be necessary.

**Signature**

date

**Section 10: Personal details of father, stepfather, or legal guardian**

⇒ Complete **only if Not the account holder**, as referred to in section 14.

Surname	<input type="text"/>												
Full names as on ID	<input type="text"/>												
ID number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section 11: Personal details of father, stepfather, or legal guarding (continued)**



Designation      Mr       Mrs       Ms       Miss       Dr   
 Rev.       Prof.       Other

Relationship 

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      Marital status 

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 Occupation 

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      Employer 

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Resident address	Work address	Postal address

Tel. H       Tel.W       Cell

Email address

Parental status:      Learner living with parent/s       Learner's legal guardian   
 Access rights to learner       Access rights in emergency only

**Section 12: Personal details of mother, Stepmother, or legal guardian**

⇒ Complete **only if Not the account holder,** as referred to in section 14.

Surname   
 Full names as on ID   
 ID number 

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Resident address	Work address	Postal address

Tel. H       Tel.W       Cell

Email address

Parental status:      Learner living with parent/s       Learner's legal guardian   
 Access rights to learner       Access rights in emergency only

**Section 13: Emergency contact details (not parental)**

Full names and surname 

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 Relationship 

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Tel.H \_\_\_\_\_ Tel.W \_\_\_\_\_ Cell \_\_\_\_\_

Email Address

**Section 14: Details - person responsible for account**

Surname

Full names as on ID

ID number 

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Resident address	Work address	Postal address

Tel. H  Tel.W  Cell

Email address

Parental status: Learner living with parent/s  Learner's legal guardian   
Access rights to learner  Access rights in emergency only

Details of children in your care who are currently at this school:

1. Name		Gr		2. Name		Gr	
3. Name		Gr		4. Name		Gr	

Payment option

**Section 15: Signature of parent, legal guarding, and/or account holder**

*We, the undersigned, \_\_\_\_\_, hereby certify that the information provided in this application for admission is complete and accurate. We acknowledge that enrolment is subject to, inter alia, signing a learner admission contract that contains the detailed terms, conditions and requirements for admission.*

*We hereby authorize the school and/or any of its associates to conduct any credit enquiries on us as may be necessary from time to time. We acknowledge that we read the school-special policies and school rules and will accept an offer of placement for our child at the school in accordance with the terms and conditions as set out therein. These documents, as amended from time to time, are available on the official school website.*

**Section 16: Signature of parent, legal guardian, and/or account holder (continued)**

**NB: The signatures of the account holder and both parents and/or legal guardians are required where applicable.**

<b>Signature of account holder</b>	Date
<b>Signature of father/stepfather/legal guardian</b>	Date
<b>Signature of mother/stepmother/legal guardian</b>	Date

# LEARNER ADMISSION CONTRACT

Any of

the  
clauses

within the Learner Admission Contract that appear in bold text may limit the liability of the School and/or place obligations on the Parents. These clauses should be carefully read and noted.

The right and obligation that Parents and the School have under this Learner Admission Contract are in addition to and in no way affect the statutory rights and remedies they have in terms of the Consumer Protection Act or any other legislation. Nothing in the Learner Admission Contract is intended to or must be understood to unlawfully restrict, limit or avoid any right or obligation created in favor of the Parents, the Learners or the School.

## 1. INTERPRETATION

Where the first letter in the word(s) is in capital letter(s) the Parents must refer to clause 1 (one) of the Learner Admission Contract where they will find the meanings of the terms. Unless the context requires otherwise:

- 1.5 **"Account Holder"** means each of the person/s referred to in the Admission Application Form as the Account Holder, and shall include Parents, who accordingly accept joints and several liability to the school for payment of school Fee, Additional Fees, Enrolment or Registration Fees and Annual Re-registration Fees (where applicable)
- 1.2 **"Additional Fees"** means any form of contribution of a monetary nature paid/owing by the Account Holder that is not included in the definition of school fees, enrolment or registration fees or annual Re-registration Fees. Additional Fees shall include, but not be limited to, school uniform costs and costs of stationery purchased from the school and the like. Additional Fees may be communicated in the Annual Fee Letter or by Additional Fee Notice to the Parents and Account Holders at any time during the school year.
- 1.3 **"Additional Fee Notice"** means a letter provided to Parents and Account Holders by the school, from time to time, setting out Additional Fees not recorded in the Annual Fee Letter
- 1.4 **"Additional Application Form"** means the standard Admission Application Form, titled Application for Admission Form, in relation to the School, provided to and completed and signed by the Parents in applying for the Learner's admission and to which the Learner already be enrolled at the School and the Parents have completed an admission form previously then the personal particulars of the Parents, Learner and Account Holder, as set out in that admission form, shall solely be included in this Learner Admission Contract with the exclusion of all other clauses set out in the admission form which have been substituted herein;
- 1.5 **"Annual Fee Letter"** means a letter provide to Parents and Account Holder, annually, by the school, setting out School Fees, Enrollment or Registration Fees, Annual Re-registration Fees and Additional Fees.
- 1.6 **"Annual Re-registration Fee"** means, where applicable, an annual fee payable by the Account Holder to reapply and re-register at the School.
- 1.7 **"Calendar Month"** means any one of the twelve months of the year, calculated from the first day to the last day of the specific month.
- 1.8 **"Code of Conduct"** ,means the New Beginning Academy policy that describe the conduct the school expects from all its Learner including, but not limited to Learner Conduct in the classroom, on the sports field, during all school events, on the school campus and at any other time where a Learner will, through association, be representing the school. The Code Conduct aims to provide a suitable environment to accommodate learning excellence and to, among other aspects, uphold the principles of integrity, honesty, respect, and high moral s, consideration for other, goods manners and punctuality.
- 1.9 **"Consumer Protection Act"** means the Consumer Protection Act, No.68 of 2008, and all its regulations, and as amended from time to time.
- 1.10 **"New Beginning Academy"** means New Beginning Academy Holdings Limited (Registration number 2018/498759/07), a private company listed on as an NPC).
- 1.11 **"New Beginning Academy Policies"** means all external policies published as part of New Beginning Academy policy structure, as revised from time to time, which includes inter alia the New Beginning Academy Fees Policy, the New Beginning Academy Debtor Management Policy, the School's Constitution, school's Admissions Policy, the New Beginning Academy Code of Conduct, the New Beginning Academy Dress Code Policy, the New Beginning Academy Aftercare Policy, the New Beginning Academy School Transport Policy, and the New Beginning Academy parent and Guarding Protocol Policy.
- 1.12 **"Education Services"** means the services as described in the constitution of the school and which forms part of the New Beginning Academy Policies.
- 1.13 **"Enrolment or Registration Fee"** means a fee payable by all new Account Holders enrolling at the School and, which in terms of the relevant New Beginning Academy Policies, is non-refundable.
- 1.14 **"Learner"** means any child accepted and admitted as Learner at the School following application for such admission, by the Parents, in terms of an Admission Application Form and the Learner Admission Contract
- 1.15 **"Learner Admission Contract"** means this document read together with the Admission Application Form, the New Beginning Academy Policies and any School Specific Policies and School Rules. All policies are available to Parents and Account Holders at the relevant School's office. The New Beginning Academy Policies are also available on the main New Beginning Academy website and School Specific Policies and School Rules on the School's webpage.
- 1.16 **"Learner Disciplinary Policy"** means the New Beginning Academy Policy that guides the School's principles of positive and fair discipline and the consistent application of appropriate, disciplinary measures where necessary.
- 1.17 **"Learner Personal Information Policy"** means the New Beginning Academy policy that promotes the protection of personal information of Learners and ensures that the Learners' right to privacy is protected, subject to justifiable limitations, and is in line with the Protection of Personal Information Act of 2013.
- 1.18 **"Parents"** means each of the persons indicated in the Admission Application Form as the parents and/or legal guardians of each learner referred to in such Admission Application Form and who sign this Learner Admission Contract as the "Parents". Throughout this Learner Admission Contract reference is made to "Parents" or a guardian and the reason for this is that in many instances both Parents and/or guardians will sign the Learner Admission Contract, and therefore if the Learner Admission Contract is signed by one Parent or guardian only

(if a Learner only has one parents/guardian who has care/contact in respect of the Learner), all references in the Learner Admission Contract to "Parents" should be read as if those references ate to that Parent or guardian only (if

- 1.19 **"Parties"** mean the parties to this Learner Admission Contract, being the Parents, Account Holder and the School.
- 1.20 "School" means the school operating from the physical address referred to in the Admission Application Form or such different name given to the School from times to time.
- 1.21 **"Schools Act"** means the South African School Act, No.84 of 1996, and as amended from time to time.
- 1.22 **"School Fees"** means the amount contained in the Annual Fee Letter or a different amount determined in accordance with the Learner Admission Contract. The School Fees shall escalate annually as notified by the School to the Parents on or before 1 December of the preceding school year. Attend Aftercare, the Parents will be required to complete the relevant sections of the Admission Application Form. For the avoidance of doubt the relevant, Aftercare fees shall be included in the amount referred to as School Fees the Lerner Admission Contract.
- 1.23 **"School Head"** or Executive Head" means the Principal or, where applicable, the executive manager of the School from time to time, he or she being the individual responsible for ensuring the provision of the Education Services on a day-to-day basis, and includes with reference to any particular Education Service any person to whom the Executive Head has delegated his or her functions in respect of such service.
- 1.24 **"School Hours"** means those times (of which Parents will be made aware from time to time) during which the School will make available Education Services on the School Premises.
- 1.25 **"School Premises or School Facilities"** means the grounds and property (including buildings, furniture, furnishings and equipment) which will be provided to Learners, and in respects of which the access of the general public will appropriately limited having due regard to the fact that a school will be operating on and from the school premises.
- 1.26 **"School Specific Policies and School Rules"** means the School policies and rules developed for the specific School (as amended from time to time), in addition to the New Beginning Academy Policies, as controlled by the Policies, as controlled by the Policy on the Development of school Specific Policies, Rules and Procedures and which, amongst other aspects, governs the conduct and the behavior of Parents and/or Learners in relation to the School and relation to other Learners and Parents
- 1.27 **"School Term"** means term of the school year as notified by the School to Parents from time to time, and
- 1.28 **"School Transport"** means appropriately registered and licensed public transportation services, as further described in the relevant New Beginning Academy Policies, provided by the school itself, or independent contractors appointed by school, for use by Learners as a bus services to band from the School, (for the avoidance of doubt, the Schools may elect in the sole and absolute discretion whether or not to make the aforementioned transport services available to its Learners).

## **2. OBLIGATIONS OF THE PARENTS**

- 2.1 The Parents must assist the School buy ensuring that:
- 2.2 They fulfil all of their obligations contained in this Learner Admission Contract:
  - They encourage and assist the Lerner in his/her studies by giving appropriate support at home;
  - They maintain a positive and respectful relationship with the School, its Learner and all of its staff;
  - They attend meetings when requested to by the School and keep communication with the School open, informing the School of any matters that affect the well-being of the learner;
  - They provide the School with any changes to the Parents and/or learners personal information that is contained in the Admission Application Form including change of address and/or contact numbers, within two weeks of becoming aware of the changes;
  - They confirm that all of the information that they have provide/will provide to the school is both true and CORRECT. Should Parents withhold information from the school, and the information is considered Important and relevant by the School, the School may elect to cancel the Learner Admission Contract, in term of Clauses 7 (seven) of the Learner Admission Contract;
  - They inform the School, in writing and before the Learner attends school, of a Learner's special education needs, whether physical, including hearing impairment, visual impairment, or neurological impairment, or behavioral; or emotional' or any other medically assessed special need;

## **3. FFES AND PAYMENTS**

- 3.1 At the commencement of its Learner Admission Contract, the School Fees, Enrolment and registration Fees, Annual Re-registration Fees and Additional Fees for each Learner as set out in the annual fee letter are payable by the date(s) and in the manner and at the place describe in such annual fee letter.
- 3.2 School Fees for a school year shall be determined on or before 30 November and parents shall be notified of the amount on or before 1 December of the preceding school year. Notification may take place via a written notice, or e-mail, or text message, in term of conduct details provided for in the Application Admission Form.
- 3.3 If the parents fail to pay any instalment on the due date, contained in the applicable Annual Fee Letter, and school grants them an indulgent of time to make such payment, this shall not be regarded as a waiver (giving up) by the school of their right to insist that all amounts owing be paid immediately or an agreement that the payment date for the remaining instalments have in any way been extended or extend. The school does not have an obligation to extend any payment date, but may do so in their sole discretion.
- 3.4 The parents will not be entitled to any reduction or refund in respect of School Fees or Additional Fees for any period that Learner is under suspension nor should the Learner be expelled, unless determined otherwise at the sole discretion of the school.