

Application Form



For office use: Family No: _____ Date received: _____
 Successful Not successful Date replied: _____
Date of exam/interview: _____ Date captured: _____
Headmaster/Headmistress: _____ Director: _____
Notes: _____

Dear Parent,

Thank you for choosing Saint Declan's as your partner in providing a quality education for your son. This is one of the most important decisions that we as parents can make for our children, and we appreciate your application. We will endeavour to make the application process as quick and simple as possible. Once you have handed in this form, and the relevant documents (see Page 2), you will receive an email confirming that we have the application, and it will be forwarded to the Headmaster/Headmistress for acceptance. Please ensure that all writing on this form is completed neat and legibly, preferably in block letters.

STUDENT NAME/S: _____
STUDENT SURNAME: _____
PREFERRED NAME: _____
HOME LANGUAGE: _____
ID NUMBER: _____
FOR GRADE: _____ IN YEAR: _____
CONTACT PERSON: MOTHER / FATHER / OTHER
NAME/S: _____
SURNAME: _____
CONTACT EMAIL: _____
CONTACT CELL: _____
STUDENT RELIGION: _____
CITIZENSHIP: _____
ETHNIC GROUP: _____ (Required by GDE)
NAME OF SIBLING ATTENDING ST DECLAN'S/GRACE TRINITY (If applicable)



Documents required upon application

Please tick on submission.

- Completed application form
- Copy of the applicant's birth certificate/ID book
- Copy of the most recent report
- Current statement of school fees/ financial clearance form
- Copy of both parent's/guardian's ID books
- Recent proof of residence

Medical and Emergency Details

Medical Aid Scheme: _____

Medical Aid no: _____

Emergency contact (**not living with the family**)

Name: _____

Mobile Number: _____

Relation to child: _____

Current School Details

Name of School: _____

Telephone no: _____

Present Grade: _____ Years at present school: _____

Are your fees at your current school up to date? _____

Latest English mark Latest Maths mark Latest Average

Entrance Requirements

Grade RRR and RR: No test required.

Grade R-3: An average of level 5 or above from a recognised school, or
An assessment with a staff member, who will then advise on readiness.

Grades 4-12: 60% average from a recognised school or pass an entrance test.

Conditions of Application

In order to process the application, we need to ensure that you understand, and are in agreement with, the following policies:

CODE OF CONDUCT AND POLICIES

I agree to the terms of the St Declan's policies, procedures and school Code of Conduct. Copies of which are available from the school office, and some are available on the D6 Connect App.

Initial: _____

MUTUAL AGREEMENT

Enrolment at Saint Declan's is subject to mutual agreement between the responsible person, and the Directors of Saint Declan's. The responsible person may withdraw the student (**with a notice period of 3 months, in writing**), and the Directors of the school may terminate the enrolment should they deem it to be in the best interests of the school, and/or the students thereof.

Initial: _____

RIGHT TO EDUCATION

The SA government has guaranteed every child access to education, and therefore has the responsibility of providing such education through public schools. By completing this application, the responsible person agrees that the Department of Education still bears the responsibility of providing education for the child in the event that the enrolment be terminated by either party, for any reason, and that by admitting a student, Saint Declan's does not relieve the government of that responsibility.

FEES

This application constitutes acceptance of an offer to provide educational services to the student, in return for regular payment of school fees as set by the School. The School relies on school fees for income and reserves the right to suspend or terminate attendance if fees are in arrears. In that case, the student will have to apply at public schools as per the RIGHT TO EDUCATION policy above. Should Saint Declan’s be required to make use of legal collection services and/or appoint an Attorney on collection of arrears school fees, the parent agrees to be held liable for the costs of such collection on a scale as between Attorney and Client, including collection commission. The parent also consents to the Jurisdiction of the District Magistrates Court in the event of legal proceedings being instituted.

IEB student registration fees will be billed separately to standard school fees as and when they are required by the IEB. The School offers additional discount on yearly fees paid in advance. Should a child be withdrawn from school, St Declan’s has the right to withhold fee payments made in advance as the space has been allocated for that child for that particular year and other potential candidates have not been accepted accordingly.

DEVELOPMENT FEE – R5 000

Each family is required to contribute R5 000.00 towards the development of the school. It is charged PER FAMILY, not per child, which means this fee applies to the oldest child enrolled. This once-off, non-refundable fee is used to provide the best possible facilities for your son and is payable in full prior to the date of enrolment.

Bank Details - FNB
Acc name: St Declan’s School
Acc no.: 62897141562
Ref: Family Code and Surname
(e.g. 1234 Smith)

Initial: _____

RELIGIOUS AFFILIATION

Saint Declan’s is a Christian School, with Christian teachers and staff who strive to maintain a Christian environment. The school is open to non-Christian students, provided that both student and parents agree to embrace and participate in the Christian activities of the school which includes religious instructions, assembly, religious worship and PE. Your son may also not wear any religious apparel whatsoever.

Parent/Guardian Information

	FATHER/GUARDIAN:	MOTHER/GUARDIAN:
Title:	_____	_____
First Name/s:	_____	_____
Surname:	_____	_____
ID No:	_____	_____
Telephone (Home)	_____	_____
Telephone (Work)	_____	_____
Telephone (Mobile)	_____	_____
Email Address:	_____	_____
Residential Address:	_____	_____
	_____	_____
	Code: _____	Code: _____
Occupation:	_____	_____
Company Name:	_____	_____
Person/s with whom the applicant lives:	FATHER / MOTHER / _____	
Person responsible for account	FATHER / MOTHER / _____	
Person/s to whom correspondence should be sent:	FATHER / MOTHER / _____	

Name and Signature of person responsible for account:

Full name/s and surname

Signature

General Information

Sports: (Ability/ participation/ sportsmanship/ team membership)

Cultural and Creative Activities - music, dance and drama (participation in clubs and societies)

Leadership potential (awards/ positions held such as sports captain, and head boy)

Special requirements we may need to be aware of should your son be accepted eg: medical/behavioural/ability to adapt/disability/physical handicap/family/emotional?

Has your child ever experienced learning difficulties? If yes, please describe:

Current intervention (i.e. Speech Therapy, remediation, medication):

Has your child ever experienced disciplinary difficulties, been suspended, expelled from or refused admission into another school? If yes, please explain:

Financial Undertaking

I, the undersigned, undertake to pay the **SCHOOL FEES** as per the schedule published annually, on the understanding that failure to do so will result in termination of enrolment. I would prefer to make the payment as **12 monthly** payments in advance/ **one annual** payment in advance (***Please indicate your choice of payment***).

Should St Declan's be required to make use of legal collection services and/or appoint an Attorney on collection of arrears school fees, I agree to be held liable for the costs of such collection on a scale as between Attorney and Client, including collection of commission. I also consent to the Jurisdiction of the District Magistrates Court in the event of legal proceedings being instituted.

Signature: _____

Date: _____

Full name: _____