



SAGEWOOD PREPARATORY SCHOOL

PO BOX 741
GINGINDLOVU
3800

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PBO No. 930020807

EMIS 321937

DOC RegNo. 04493

APPLICATION FOR THE ADMISSION OF A PUPIL

Welcome and thank you for choosing Sagewood Preparatory School for this important phase of your child's education.

Sagewood is a registered independent primary school and self-funding. Sagewood is also a member of the Independent Schools of South Africa and is provisionally accredited with Umalusi. Our qualified staff endeavors to provide and maintain a high quality of education.

Please study the documents provided, particularly those that relate to the various fees that are payable. The funding of the school is almost entirely from these fees and parents are required to pay their fees timeously.

You are requested to pay R150-00 for this application form.

TERMS AND CONDITIONS

The following terms and condition apply:

- 1. Admission Deposit:** A non-refundable admission deposit of R1 000 is payable within one week of notification of your successful application.
- 2. Payment of Fees:** All fees are payable within 7 days of written notification by the School. Parents may elect which payment plan they will feel comfortable with – annual, termly or monthly. Fees paid annually in advance will enjoy a 5% deposit.
- 3. Late Payment of Fees:** All fees not paid in terms of item 2 will attract interest at the prime rate ruling of the First National Bank of plus 3%.
- 4. Termination of Enrolment:** A full term's notice or termination shall be given in writing or alternatively one term's fee paid in lieu of such notice. Should a pupil leave the school during a term, under whatever circumstances, the term's fee shall be forfeited, and full term's fees in lieu of notice shall be due.
- 5. Rebate of Fees:** There shall be no rebate of fees if the pupil is absent from school.
- 6. Person Responsible for Payment of Fees:** The parent or guardian responsible for the payment of the school's fees shall furnish the information required in Section D of the application, and in the event that parents are unmarried then both parents shall furnish the information required, and in either case the parents shall sign an undertaking that school fees will be paid as in item 2 above. **Please provide a 3-month bank statement with the application form.**

I have read and understood the terms and conditions of enrolment and hereby agree to the terms and conditions above.

Mother/Guardian	Father/Guardian
Date	Date

"Accredited by Umalusi, Council for Quality Assurance in General and Further Education and Training"



SAGEWOOD PREPARATORY SCHOOL

APPLICATION FOR ADMISSION OF A PUPIL

SECTION A

GRADE APPLYING FOR: _____ HIGHEST GRADE PASSED & YEAR: _____

ACCESSION NUMBER: _____

PERSONAL DETAILS OF CHILD

Surname: _____ Initials: _____

First Name: _____ Date of Birth: _____

Gender: _____ Race: _____

Identity Number: _____

Country of Residence: _____ Citizenship: _____

Province if SA Citizen: _____

PHYSICAL ADDRESS: _____

City/Suburb: _____ Code: _____

Home Telephone: _____ Emergency Telephone: _____

Learner Cell: _____

Learner Email Address: _____

Home Language: _____

Deceased Parent MOTHER/FATHER/BOTH

Mode of Transport: _____

Religion: _____

For Grade 1 ONLY:

PREVIOUS SCHOOL INFORMATION

Name of School: _____

Address: _____

City/Suburb: _____ Code: _____

Province: _____ Country: _____

Telephone: _____

SECTION B

LEARNER MEDICAL INFORMATION

Medical Aid Number: _____ Medical Aid Name: _____

Medical Aid Main Member: _____

Doctor Name: _____ Doctor Telephone: _____

Medical Condition/s: _____

Special Problems Requiring Counselling: _____

Dexterity of Learner RIGHT HANDED / LEFT HANDED / AMBIDEXTROUS

Social Grant YES / NO

Indicate in the relevant space against which of the following diseases the child has been immunised:

DIPHTHERIA YES / NO Date: _____

WHOOPING COUGH YES / NO Date: _____

TETANUS YES / NO Date: _____

TYPHOID YES / NO Date: _____

TUBERCOLOSIS YES / NO Date: _____

POLIOMYELITIS YES / NO Date: _____

Name of any other diseases against which the child has been immunised: _____

Has the child any disability or allergy/allergies: YES / NO

If so, which? _____

SIBLINGS

Number of children at this school: _____ Position in the Family: _____

Please supply full names below:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

If your child is accepted, the following documents must be submitted to the school

- 1. Copy of Immunisation Records**
- 2. Copy of Birth Certificate**
- 3. Progress Report from Previous School**
- 4. Transfer Letter from Previous School**
- 5. Copy of Mother/ Father/Guardian's ID Document/s**
- 6. 3 Months Bank Statements**

SECTION C

PARENT / GUARDIAN INFORMATION –

Complete a SEPARATE form for each parent living at different physical address

Title: _____ Initials: _____ Surname: _____

First Names: _____ Gender: MALE / FEMALE

Home Language: _____ Race: _____

Identification Number: _____ Account Payer: YES / NO

Residential Address: _____

City/ Suburb: _____ Code: _____

Occupation: _____ Employer: _____

Surname of Spouse: _____ First Name: _____

Occupation of Spouse: _____ Employer: _____

Spouse ID Number: _____ Learner resides with parent/s YES / NO

Relationship to Learner: _____

Marital Status of Parent: _____

CORRESPONDENCE INFORMATION

Title: _____ Surname: _____

Postal Address: _____

City/Suburb: _____ Code: _____

Home Telephone: _____ Work Telephone: _____

Cell Number: _____ Fax Number: _____

Spouse Work Number: _____ Spouse Cell Number: _____

Email Address: _____

I hereby declare that to the best of my knowledge, the above information as supplied in Sections A, B and C is accurate and correct.

Name of Parent / Guardian: _____

(Print Name)

Signature of Parent / Guardian: _____

Date: _____

SECTION D

DECLARATION OF PARENT / GUARDIAN RESPONSIBLE FOR PAYMENT OF FEES

Complete the table:

Surname	First Names
Date of Birth	ID No.
Home Telephone No.	Work Telephone No.
Cell No.	Fax No.
Emergency Contact No.	Email Address
Postal Address:	Residential Address
Bank	Name of Account Holder
Branch and Code	Account No.
Credit Reference 1 (Name and Contact Number)	Credit Reference 2 (Name and Contact Number)

I hereby declare that the information provided is true and correct and that I will make full payment of the school fees as notified in writing by Sagewood Preparatory School on an annual/termly/monthly basis for the period that my child is enrolled at Sagewood Preparatory School.

Signed at _____ on _____ day of _____ 20 _____

Parent/Guardian

Witnessed by:

Office Use Only:

Type of Account	Bank Statement
Credit Reference 1 (Name and Contact Number)	Credit Reference 2 (Name and Contact Number)

HEAD TEACHER'S REGULATIONS

The following regulations have to be signed before a child will be admitted to the school. The signing of these regulations confirms your agreement to abide by them as long as your child remains a learner at Sagewood Preparatory School. One copy should be signed and returned to the Head Teacher, while the other should be kept for your reference purposes.

1. All fees are payable within 7 days of written notification by the School. Parents may elect which payment plan they will feel comfortable with – annually, termly or monthly. Fees paid annually in advance will enjoy a 5% discount. All fees not paid will attract interest at the prime rate ruling at First National Bank plus 3%.
2. A full term's notice or termination shall be given in writing or alternatively one term's fees paid in lieu of such notice. Should a pupil leave the school during a term, under whatever circumstances, that term's fees shall be forfeit, and a full term's fees in lieu of notice shall be due.
3. The Head Teacher reserves the right to ask a child to leave the school with immediate effect, if, after due process, it is considered to be in the best interest of the school as a whole. It must be clearly understood that any such decision is at the discretion of the Head Teacher and the Disciplinary Committee and they will not be bound to give a term's notice.
4. The Head Teacher reserves the right to discipline children for bad work or misbehaviour at school as well as other deviations from the School Rules/Code of Conduct. The Head Teacher also reserves the right to discipline a child for misbehaviour out of school, if the behaviour is deemed to bring the school into disrepute.
5. The Head Teacher reserves the right to delegate authority to the staff to discipline the children when necessary.
6. No child may be absent from school without prior permission being obtained, in writing, except in the case of illness. When a child has been ill, the absence must be explained in writing.
7. Parents are requested to notify the school if their child is unable to attend school owing to illness. Children may not be sent to school after an infectious illness, until they have been away from school for the period prescribed by a Medical Practitioner. A medical certificate must be sent on the child's return to school.
8. No child may miss sport or clubs unless they have excused themselves beforehand, either with a letter from their parents, or with the Head Teacher's permission. Permission will normally only be granted if the child is ill.
9. Parents are to report to the office when arriving at school to drop something off or collect their children during school hours. Having parents walking into classrooms is disruptive to the learning process.
10. Whilst we welcome learners from any religious groups, Sagewood is a Christian School and as such its ethos is based on Christian Values, and participation in all assemblies and other specified functions is expected.
11. There are school activities that take place on Saturdays, Public Holidays or on certain evenings where the children's attendance is expected. It is expected that on these occasions school takes precedence over home and other activities.

**THIS PAGE, DULY COMPLETED AND SIGNED, IS TO BE RETURNED TO SAGEWOOD
PREPARATORY SCHOOL.**

We, the parents/guardians of _____ do
hereby acknowledge having read the contents of the Head Teacher's Regulations.

Father's Name: _____

Father's Signature: _____

Date: _____

Mother's Name: _____

Mother's Signature: _____

Date: _____

Guardian's Name: _____

Guardian's Signature: _____

Date: _____

Sagewood Code of Conduct

Parents, learners and teachers at Sagewood are in a partnership to ensure that the school is properly governed and that discipline is maintained. The aim is to ensure the safety and freedom of each child, to promote his/her education and well-being, and to enable each child to fulfill his/her legal duty to be obedient.

A. CODE OF CONDUCT

Underlying Principles

The aim of the Code of Conduct is to:

- Maintain an orderly, disciplined environment within which learners are educated.
- Establish rules for co-existence and interpersonal relationships. Guarantee protection of resources - human, physical, material and financial.
- Affirm the requirements of the daily programme.
- Ensure the individual right to develop full potential.
- Provide school rules relevant to the broadly defined parameters. Highlight rights, responsibilities and obligations of learners.

B. SCHOOL RULES

1. Attendance

- School attendance is compulsory.
- Learners must be punctual and not absent themselves from school. If unavoidable a written explanation has to be provided upon return to school.
- Full school uniform as prescribed in the Uniform List is compulsory.
- All clothing/property must be clearly marked. Learners playing matches will dress in the sports regulation uniforms.

2. Discipline Code

Probation, suspension and expulsion are decisions that will be made after a disciplinary hearing.

- | | |
|-------------------------------------|--|
| 1. Drugs: | instant expulsion |
| 2. Liquor and intoxications: | counselling, suspension and expulsion |
| 3. Smoking: | |
| 1st offence: | probation |
| 2nd offence: | suspension |
| 3rd offence: | expulsion |
| 4. Pornography: | |
| 1st offence: | probation |
| 2nd offence: | expulsion |
| 5. Weapons: | suspension or expulsion |
| 6. Offensive Behaviour: i.e. racism | counselling, daily report with immediate effect,
probation or suspension or expulsion |
| 7. Sexual harassment: | counselling, probation or suspension or expulsion |
| 8. Vandalism: | probation or suspension or expulsion |
| 9. Pilfering / theft: | counselling, probation or suspension or expulsion |
| 10. Truancy: | Friday detention or probation or suspension |
| 11. Criminal activity: | expulsion |
| 12. Cheating: | |
| 1st offence | test /exam - 0 for test /exam, counselling, probation |
| 2nd offence | suspension / expulsion |
| 13. Fighting (Physical): | |
| 1st offence | probation or suspension |
| 2nd offence | expulsion |
| 14. Bullying | counselling, probation, suspension, expulsion |

Minor Offences

1. Detention class on Friday supervised by Teachers
2. Break time detention supervised by Teachers
3. Extra work or punishment assignment from teacher

3. Punishment Schedule

Depending upon the severity of the misdemeanour, one or more of the following procedures may be adopted:

- Constructive, neat writing out
- Verbal reprimand
- Detention - Break or Friday afternoon detention
- Daily Reports
- Written warning

- Suspension
- Expulsion

(At the discretion of the head teacher, parents will be informed of problems should they be encountered.)

4. Responsibilities of parents with respect to the Code of Conduct and the School Rules

The ultimate responsibility for a pupil's behaviour rests with their parent or guardians. It is expected that parents will:

- Support the school, and require learners to observe all school rules and regulations and accept responsibility for any misbehaviour on their part.
- Take an active interest in their children's schoolwork and make it possible for the children to complete assigned homework.
- Contact the Head teacher if there is any doubt about anything relative to Sagewood about which clarification is required.

The Full Sagewood Code of Conduct is available in the school office.

SIGNED AT _____ ON THIS ____ DAY OF _____ 20____

**SIGNATURE
MOTHER/GUARDIAN**

**SIGNATURE
FATHER/GUARDIAN**

STANDARD EDUCATION DEPARTMENT DISCLAIMER

CONSENT AND INDEMNITY

I, _____
(Full Name of Parent/Guardian)

ID Number: _____

ADDRESS: _____

the parent/guardian of:

(Full Name of Child)

born on _____ hereby give my consent for my child to take part in any and all extra-mural activities of the school as advised to myself, whether conducted on the school premises or extra-murally, including, but not limited to, games, athletics, tours and excursions of general, vocational, historical or scientific interest.

I fully understand and accept that all such activities shall be undertaken at my child's own risk, and I undertake, on behalf of myself, my spouse, my executors and my aforesaid child to indemnify, hold harmless and absolve the Department, the Head Teacher and her staff against and from any claims whatsoever which may arise in connection with any loss or damage to the person or property of my aforesaid child in the course of such activities.

DATED AT: _____ this _____ day of _____ 20_____

Signature of Parent/Guardian

Witness

WAIVER AND INDEMNITY

I/We, the undersigned, being the parents/guardians of

do hereby acknowledge that the learner may from time to time be conveyed in motor vehicles owned by the School or which are made available to the School for the conveyance of learners and which may be driven by the School's personnel and others.

I/We hereby and forever waive and abandon all claims of whatever nature which might or could arise against the School and/or its employees, agents, contractors, drivers or other lawful users of the vehicles, arising out of or in connection with the conveyance of the learner/s whilst at School or during the course of any extra-mural activities.

Claims, which might arise in consequence of acts, or omissions, which are intentional or grossly negligent, shall not be protected by this waiver, nor shall this waiver exclude the School's liability where the School's insurer would originally be liable to pay in terms of a policy of insurance then existing.

I/We hereby indemnify the School against any loss or damage which it may suffer as a result of any claims of whatsoever nature being made against the School in and about the a foregoing.

Name: _____

Signature: _____

Name: _____

Signature: _____

Date: _____

POPI Act Consent Form

I hereby state that photos of my child,

taken at school or at other school related activities are

ALLOWED

NOT ALLOWED

to be posted on the school's Facebook page or any other media platform.

Parent/Guardian Signature:

Date: _____

Please confirm your e-mail address, if you have one:

Name: _____

E-mail: _____

Kind Regards

Mrs. K. Nightingale

Principal