

ACADEMY OF EXCELLENCE SECONDARY

APPLICATION 2025



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Visit our website: www.academyofexcellence.co.za or follow us on Facebook - Academy of Excellence Secondary School

EMIS NR: 440304273

ACCREDITED BY UMALUSI, COUNCIL FOR QUALITY ASSURANCE IN GENERAL AND FURTHER EDUCATION AND TRAINING – ACCREDITATION NUMBER: 18 SCH01 00482

DOCUMENTS NEEDED FOR REGISTRATION – NO CHILD WILL BE ACCEPTED WITHOUT THESE DOCUMENTS

- ☐ 1 x head and shoulder ID photo of the child – most recent
- ☐ A copy of his/her most recent school report
- ☐ A certified copy of the learner's Unabridged Birth Certificate / Passport including **Study Permit (Certified)**
- ☐ Disciplinary Record – Applications for Grades 8 - 12
- ☐ Certified copy of Parent(s)/Guardian(s) ID & copy of ID of person responsible for payment of fees
- ☐ Proof of address/residence of the person responsible for paying the account. (Not older than 3 months)
- ☐ 3 Months' Bank Statements as well as 3 Months' proof of income (Payslips of the person responsible for School fees)
- ☐ Account statement/Account testimonial from the previous school
- ☐ Proof of application and maintenance levy payment (Non-refundable)
- ☐ Copy of Medical aid card (if applicable) and signed consent for medical treatment on page 2.
- ☐ Provisional Transfer Letter from the previous school (Original to be submitted in December, NOT a provisional transfer)
- ☐ Completed Finance documents (Instalment Agreement, Payor information)
- ☐ POPI document (attached)

APPLYING FOR GRADE _____ in YEAR 2025

FOR OFFICE USE ONLY:

Date application received	___/___/2025	RECEIVED BY:
Not- accepted / Accepted / Waiting list		REASON
Finance Checked	___/___/2025	Signature:
Deputy Principal/Principal Checked	___/___/2025	Signature:
Date Informed	___/___/2025	Informed by:

LEARNER DETAILS:

Surname												
Full names (as on birth certificate)												
ID- / Passport Number												
Date of Birth												
Nationality												
Race / Population Group												
Gender	Male						Female					
Dexterity of Learner	Left-Handed						Right-Handed					
The residential address where the learner resides												
Home language												
Other spoken languages												
Religion												
Number of children in the family												
Position in the family (e.g. First Born / 2 nd / 3 rd ...)												
Siblings currently in Academy of Excellence. (Grade, Name, and Surname)	Gr:											
	Gr:											
	Gr:											
Means of Transport	Parents / Motor Vehicle						Public Transport					
	Walk						Interstate Bus					

LEARNER'S EDUCATIONAL DETAILS

Current School Name			
Address of Current School			
Telephone number			
Name of Principal at Current School			
The last grade passed	Grade	Year	
Did the learner repeat a grade? If yes, which grade and reason?	Yes ☐	No ☐	
Academic achievements			
Extracurricular activities			
Other achievements			
Did you apply to another school? If yes, which school/s did you apply to?	1 st Choice		
	2 nd Choice		
	3 rd Choice		
	4 th Choice		
Where did you hear about Academy of Excellence?			
Friend/Family (word of mouth) ☐ School Newsletter/Circular/Flyer ☐ Teacher ☐ Signage (Billboards/Bus stops) ☐ Internet ☐ Facebook/Instagram (X) ☐ Website ☐ Other ☐ If other please specify _____			
Would you like to receive promotional and marketing products and services from the school? Yes ☐ No ☐			

PLEASE INITIAL

LEARNER'S MEDICAL DETAILS**IF NO MEDICAL AID JUST WRITE N/A (NOT APPLICABLE)**

Medical Aid Name, Option and Number	
Medical Aid Main Member	
Doctor's Name and Surname	
Doctor's Telephone Number	
Doctor's Physical Address	

COMPULSORY TO COMPLETE

Has the learner received all the necessary immunisations ? If not, please state the reason. (Attach a copy of the Clinic Card)	Yes ☐		No ☐	
Has the learner suffered from any of the following illnesses? Please tick (✓) where appropriate Other: _____	Asthma	Enteric fever	Malaria	Tick bite fever
	Covid 19	Scarlet fever	Measles	Polio
	Mumps	Chickenpox	Hepatitis	Typhoid fever
	German Measles	Rheumatic fever	Diabetes	Whooping cough
Is the learner receiving medical treatment for any condition? If yes, please specify	Yes ☐		No ☐	
Specify any other relevant medical details/issues				

MEDICAL CONSENT – COMPULSORY TO COMPLETE

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 utilise 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 of parent / legal guardian _____

PARENT / GUARDIAN 1 DETAILS

Full Name/s & Surname

ID / Passport Number

Date of birth

Relationship to the learner (Mother/Father/Grandparent)

Do you reside with the learner?

YES ☐NO ☐

Residential address

Marital status

Occupation

Employer

Work address

Work number

Cell phone number

Email address

Are you the account payer?

YES ☐NO ☐**PARENT/ GUARDIAN 2 DETAILS**

Full Name/s & Surname

ID / Passport Number

Date of birth

Relationship to the learner (Mother/Father/Grandparent)

Do you reside with the learner?

YES ☐NO ☐

Residential Address

Marital status

Occupation

Employer

Work Address

Work number

Cell phone number

Email address

Are you the account payer?

YES ☐NO ☐**EMERGENCY CONTACT DETAILS (FAMILY OR FRIENDS)****VERY IMPORTANT!!!!**

Name & Surname

Relationship to learner

Address

Cell phone number

DECLARATION OF PARENTS / LEGAL GUARDIANS

ACKNOWLEDGMENT, COMMITMENT, AND ADHERENCE TO THE VALUES, EDUCATIONAL METHODS, ETHOS, AND MISSION OF THE SCHOOL BY THE PARENTS

- The Parents / Legal Guardians hereby acknowledge and accept that the School has developed its own distinctive values, ethos, educational philosophy, and pedagogical methodology. By enrolling the Learner in the School, the Parents / Legal Guardians bind and commit themselves and the Learner to uphold and respect the Christian ethos, values, educational methods, traditions, philosophy, history, and mission of the School, as articulated on the School's website, mission statement, policy documents, rules and/or codes of conduct from time to time.
- If at any time the Parents / Legal Guardians are of the view that the Christian ethos and values, educational methods, mission, and objectives of the School are incompatible with those of the Parents / Legal Guardians or the Learner, the Parents / Legal Guardians undertake to withdraw the Learner from the School subject to the terms and conditions of this Contract and the best interests of the Learner.

Please initial

GENERAL RIGHTS AND OBLIGATIONS OF THE SCHOOL

- This application for admission will be reconsidered in the case where important and relevant information, which should be brought to the school's attention, is withheld.
- At the sole discretion of the principal, the school reserves the right to transfer a learner to a lower Grade in case the learner being too young and/or below the required academic standard.
- In case of a learner being too old for the grade he/she is placed in, the school reserves the right to ask the learner to leave the school, should satisfactory progress not be achieved.
- The Parties take note of the limitations of the School's physical environment, facilities, and resources which limit its ability to provide high-quality education to Learners with special educational needs (whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural, psychological or emotional barriers or any other medically assessed special need). To the extent that, in the reasonable opinion of the School, in their capacity as professionals and experts in education and after following due process, the School cannot, or can no longer, provide adequately for the Learner's special educational needs, the School may not offer enrolment or may cancel this Contract.
- The prescribed number of learners per class may be exceeded through the placing of a current learner who has to repeat a grade.

Please initial

PARENT OBLIGATIONS

- That I/we will have to pay for any damages to school property due to misbehaviour and/or negligence of my/our child.
- That, the School may, if it is justifiable to do so and after following due process, require the Parent / Legal Guardian to remove or may suspend or expel the Learner if the behaviour of the Parent / Legal Guardian is in the reasonable opinion of the Head of School so unreasonable as to affect or likely affect the progress of the Learner or another learner (or other learners) at the School or the well-being of the School staff or to bring the School into disrepute. Due process will include representations of the best interests of the Learner and the right to basic education as well as any other interests involved.
- **PARENTS CODE OF CONDUCT:** the school expects that parents, carers, guardians, and visitors will support their children's education by behaving as follows:
 - Respect the Christian character and values of the school.
 - Be an example of polite behaviour to your children as well as to the rest of the school and staff.
 - Support the school in the application of the agreed disciplinary procedures and processes.
 - Understand that both parents and teachers need to work together with the main role player the child, to the benefit of the child.
 - Parents should encourage their children to act responsibly and accountable at an age-appropriate level.
 - Demonstrate that all members of the school community should be treated with respect and dignity by setting an example with their speech and behaviour.
 - Approach the school to help resolve any issues of concern relating to your child through the correct channels.
 - Always seek to listen to the other side of a story (the school's view of events) first to clarify your child's version of events this will enhance a peaceful solution.

To build mutually beneficial relationships, parents are requested to refrain from the following patterns of behaviour:

- Any disruptive behaviour that interferes with the operation of a teacher's classroom, with learners on the sports field, the administration staff, maintenance staff, the office area, or any other area of the school premises. Parents may also not disrupt a parent or staff meeting with unwanted and rude statements, remarks, or behaviour.
- Using loud and offensive language, swearing cursing, using profane language, or displaying a bad temper.
- Threatening behaviour to do actual bodily harm to a member of school staff, stakeholder, visitor, parent, or pupil.
- Sending electronic messages of an abusive/intimidating or threatening nature to staff, other parents, or learners.
- Making offensive or derogatory statements regarding the school or any of its learners/staff or parents on a public platform/electronic platform/social media or in person.

- Displaying physical aggression towards another adult or child. This includes physical aggression towards your child as well.
- Smoking and the carrying or consumption of alcohol or other drugs on the school premises is forbidden.
- Damaging or destroying school property.
- Any transgressions will lead to the removal of the person off the School property.

Please initial

DISCLAIMERS AND INDEMNITY

- The school and everybody involved, undertake to implement reasonable and generally acceptable measures concerning the safety and well-being of all learners, educators, and visitors to the school.
- Due to the nature of the matter, the school and everybody involved, do not accept any responsibility for accidents that may take place in the class, on the school terrain, on sports fields or outings, etc.
- I/we, subject to the terms set out herein, hereby indemnify the School and everybody involved for any losses or damages in general, however, they may occur, that I as a Parent / Legal Guardian of the above learner may suffer as a result of any occurrence whereby the Learner may be involved, whether as the causing or suffering party, whilst participating in any school activity, except if such loss or damage arises as a consequence of the gross negligence or wilful misconduct of the school or any person acting for or controlled by the School.
- The Parent / Legal Guardian hereby gives consent for the aforesaid Learner to be involved in all excursions undertaken / use of school bus by his/her group of class during school days as part of his/her learning experience and, where applicable, I/we agree that he/she may utilise the transport arranged by the school for such excursions.
- I also indemnify the school, and everybody involved for any damages or losses that I as a parent/legal guardian of the above Learner may suffer under such circumstances and voluntarily accept the risks associated therewith, except if such loss or damage arises because of the gross negligence or wilful misconduct of the school or everybody involved.
- The School does not take any responsibility for any theft loss of, damage, or destruction to any property of whatever nature (including School clothing, sporting and IT equipment, books, or any other personal possessions) brought onto the School premises by the Learner, unless the School or its staff are in physical possession of that property and damage occurs to that property either because:
 - o the School or its staff treated the property as their own; or
 - o the School or its staff did not exercise the degree of care, diligence, and skill that can reasonably be expected of a person responsible for managing property belonging to another person when handling, safeguarding, or using the property.

Please initial

PAYMENT OF FEES

- I/We hereby accept and understand that upon application and signing of this contract, I/we undertake to pay Academy of Excellence the required amount for the application fee (once off and non-refundable) and Maintenance fee (Once off and non-refundable) for the year.
- The school fees are based on an annual amount and are therefore not affected by the learner's absence from school during holidays or for any other reason. Any discount for early settlement will be at the sole discretion of management as well as discounts given for any other reason. Discount will also be recalculated should I/we fail to adhere to the initial agreement.
- That the instalment agreement I/we enter into with Academy of Excellence together with this agreement is legally binding and payable in advance on or before the 1st day of every month.
- Accept/understand that no application fee or maintenance fee is refundable should I/we remove my/our child from the school during the month, term, or year.
- Accept/understand and agree that if payments on the instalment agreement are in arrears, Academy of Excellence as a Registered Independent School can refuse any further teaching of a learner and forward the learner's name and particulars to the Free State Department of Education, in which case the learner will be placed in a government school.
- That responsibility for the prompt payment of all accounts as prescribed in the rules and regulations and any other amounts of which I/we am/are indebted to Academy of Excellence.
- That upon signature hereof, I/we will/shall be liable for a minimum of one year's fee if no cancellation form has been signed and submitted timeously. The school requires a one month's cancellation notice.
- Furthermore, if legal action is instituted against me/us for not paying the fees accordingly and my/our child is still attending the school, the full outstanding amount for the respective year will become due and payable.
- I/we have familiarised myself/ourselves with the School's Financial Policy. Arrear accounts will be blacklisted and handed over for collection and the account holder will then be held responsible for the payment of all interest, collection fees, and legal fees on attorney and client scale.

Please initial

POLICIES OF THE SCHOOL

- The Parent / Legal Guardian hereby acknowledges and declares that he/she has read and understood the Policies and agrees to abide by the provisions of the Policies. The School undertakes to make copies of all Policies available on request and free of charge, on the School's website.
- The Parent / Legal Guardian hereby acknowledges that he/she remains responsible for the Learner at all times, whether on the property of the School or not, after the notified finishing times of any school activity/event/function and that they will ensure that the Learner obeys all school rules and policies where they apply to the Learner. The Parent / Legal Guardian further undertakes to fetch the Learner within 30 minutes of the end of the school day or any extra-curricular activity the Learner participates in.
- The Parent / Legal Guardian specifically understands that disciplinary steps may be instituted against the learner and that the Learner may be suspended or expelled from School as more fully described in the School Code of Conduct and Rules.
- That, at the sole discretion of the principal, the school reserves the right to expel and/or ask the learner to leave the school, should such learner not adhere to or strictly follow the general school rules. I/we have read it, it has been explained to me, and I/we accept, understand, and agree with the contents in full.

Please initial

TERMINATION AND NOTICE REQUIREMENTS

- Accept and understand that (1) one month's written notice, through completion of the Cancellation Form, is required when I/we want to remove my/our child from school to cancel the instalment agreement; otherwise, the instalment will remain in place of notice.
- Subject to any law applicable to the School, the School also has the right to cancel this Contract at any time, for any reason, provided that it follows due process. The Parent / Legal Guardian will be required to withdraw the Learner from the School, and the School will refund to the Parent / Legal Guardian the amount of any fees pre-paid for a period subsequent to the cancellation, less anything owing to the School by you.
- As an exception to the provision above, the School has the right to cancel this Contract with immediate effect in the case where the learner is expelled from School following a disciplinary procedure as described in the School Code of Conduct and Rules.

Please initial

PHOTO/IMAGE PERMISSION

- I/We hereby GRANT permission for a photo/image that includes this student without any other personal identifiers to be published on the School's Internet website as well as Social Media Platforms, including, but not limited to Facebook, WhatsApp, Twitter, and Instagram (X).

Please initial

PRINCIPALS' INTERVENTION PROCESS TO ASSIST LEARNERS IN ACQUIRING BIRTH CERTIFICATE / IDENTITY DOCUMENT / STUDY PERMIT FROM THE DEPARTMENT OF HOME AFFAIRS:

- If a Learner does not have a birth certificate and/or a study permit, the Learner may receive conditional admission. The Parent / Legal Guardian must ensure that the required admission documents are submitted to the School where the Learner enrolls, within a stipulated period of 4 (four) Months.
- The responsibility to finalise the conditional admission lies with the Parent / Legal Guardian of the Learner.
- The Principal may, if requested by the Parent / Legal Guardian of the Learner, write a letter to Home Affairs confirming the conditional admission of the Learner to the School. The Parent / Legal Guardian must receive the letter and submit to Home Affairs, the Principal is not required to directly contact or engage with Home Affairs to ensure the application by the Parent / Legal Guardian is successful.
- If the Parent / Legal Guardian fails to submit the documents within the time frame given, the Learner will be de-registered from the School and a transfer letter will be given to the Parent / Legal Guardian.

Please initial

I/We accept and understand the following:

- In the event of any change of address and/or information completed on this application, the parties to this application are OBLIGATED to notify the school in writing.
- I/we hereby declare that I/we have read and understood all the above and accept all the terms and conditions and therefore subject myself/ourselves to the school's policies and procedures.

Please initial

Full Name and Surname (block letters)

Signature of parent/guardian

Date:

____ / ____ / 2025

DETAILS OF THE PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES

Name & Surname														
ID- / Passport Number														
Date of birth														
Relationship to learner														
Marital status														
Residential Address														
Employer														
Work information (full-time, part time, unemployed, other)														
Work address														
Work number														
Gross Income:								Salary payment date:						
Cell phone number														
Email address														
Property: Renting, Owned, Other														
Banking details: Account holder Name: Name of Bank & Branch code: Account number:	<table border="1"><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>													

SUBJECT OFFERED BY THE SCHOOL

Senior Phase - Grade 8 - 9	Grade 8-9
	All subjects are compulsory.
English Home Language	
Afrikaans First Additional Language	
Sotho Second Additional Language	
Mathematics	
Natural Sciences	
Technology	
EMS (Economic Management Sciences)	
Social Sciences (History & Geography)	
Life Orientation	
Creative Arts	

FET Phase - Grade 10 - 12	
English Home Language	
Afrikaans First Additional Language	
Sotho Second Additional Language	
Life Orientation	
Mathematics	
Mathematical Literacy	
Accounting	
Business Studies	
Life Sciences	
Physical Sciences	
Geography	
Tourism	

Grade 10-12 Subject choices				
English Home Language				X
Afrikaans First Additional Language				X
Sotho Second Additional Language				X
Life Orientation				X
Choose ONE in each group below				
Mathematics		Mathematics Literacy		
Life Sciences		Tourism		
Physical Sciences		Business Studies		
Agricultural Sciences		Geography		Accounting

ACADEMY OF EXCELLENCE SECONDARY SCHOOL

PROTECTION OF PERSONAL INFORMATION POLICY (POPI)

PARENTAL CONSENT FORM

PROTECTION OF PERSONAL INFORMATION

BY SIGNING THIS FORM, AND UNLESS YOU AT ANY TIME INSTRUCT THE SCHOOL EXPRESSLY AND IN WRITING TO THE CONTRARY, YOUR CONSENT IS GIVEN TO THE SCHOOL TO:

- COLLECT, STORE, AND PROCESS CREDIT INFORMATION;
- COLLECT, STORE AND PROCESS NAMES, CONTACT DETAILS, AND INFORMATION RELATING TO YOURSELF AND YOUR CHILD, AND TO SUCH INFORMATION BEING MADE AVAILABLE TO STAFF OR RESPONSIBLE PERSONS ENGAGED OR AUTHORISED BY THE SCHOOL FOR SCHOOL-RELATED PURPOSES TO THE EXTENT REQUIRED FOR THE PURPOSE OF MANAGING RELATIONSHIPS BETWEEN THE SCHOOL, PARENTS/GUARDIANS, AND CURRENT LEARNERS AS WELL AS PROVIDING REFERENCES AND COMMUNICATING WITH THE BODY OF FORMER LEARNERS;
- INCLUDE PHOTOGRAPHS, WITH OR WITHOUT NAME, OF YOUR CHILD IN SCHOOL PUBLICATIONS, ON THE SCHOOL'S WEBSITE, OR IN PRESS RELEASES TO CELEBRATE THE SCHOOL'S OR YOUR CHILD'S ACTIVITIES, ACHIEVEMENTS, OR SUCCESSES;
- SUPPLY INFORMATION AND A REFERENCE IN RESPECT OF YOUR CHILD TO ANY EDUCATIONAL INSTITUTION THAT YOU PROPOSE YOUR CHILD MAY ATTEND. WE WILL TAKE CARE TO ENSURE THAT ALL INFORMATION THAT IS SUPPLIED RELATING TO YOUR CHILD IS ACCURATE AND ANY OPINION GIVEN ON HIS ABILITY, APTITUDE, AND CHARACTER IS FAIR.
- THE SCHOOL CANNOT BE LIABLE FOR ANY LOSS YOU OR YOUR CHILD IS ALLEGED TO HAVE SUFFERED RESULTING FROM OPINIONS REASONABLY GIVEN, OR CORRECT STATEMENTS OF FACT CONTAINED, IN ANY REFERENCE OR REPORT GIVEN BY US INCLUDING INFORMING ANY OTHER SCHOOL OR EDUCATIONAL INSTITUTION TO WHICH YOU PROPOSE TO SEND YOUR CHILD OF ANY OUTSTANDING FEES.
- THE SCHOOL MAY NOT DISTRIBUTE, OR OTHERWISE PUBLISH ANY OF YOUR PERSONAL INFORMATION IN ITS POSSESSION, UNLESS YOU GIVE YOUR CONSENT, IN WRITING, TO THE SCHOOL THAT IT MAY DO SO. SHOULD THIS BE THE CASE, THE SCHOOL MAY ONLY DISTRIBUTE OR OTHERWISE PUBLISH THE INFORMATION SPECIFIED IN YOUR CONSENT TO THE PEOPLE AND FOR THE PURPOSE STATED IN YOUR WRITTEN CONSENT.

Name and Surname of Parent: _____

ID Number: _____

Signature: _____

Date: _____