

ADMISSION FORM AND PARENT CONTRACT

PUPIL'S DETAILS

NAME

SURNAME

APPLICATION FOR GRADE TERM YEAR

STARTING DATE

BIRTH DATE

ADMIN NO

Attach ID Photo
of Pupil

DETAILS OF SIBLINGS

NAME	SCHOOL	GRADE



PLEASE NOTE:

- A fully completed and handed in application form **does not guarantee enrolment** to Cambridge academy.
- We do **not work** on 1st come 1st serve basis.
- Application must be made to a **minimum of 3 or more schools**.

For office use only:

Date application received Yes No _____

Assessment done Yes No _____

Acceptance Letter Yes No _____

Registration Paid Yes No _____

Uniform done Yes No _____

SASPAC loaded Yes No _____

SMS System loaded Yes No _____

Pre-Primary • Preparatory • Academy

Tel: Pre-Primary 013 692 7324
E-mail: cambridgekids@cambridge.co.za
Tel: Preparatory & Academy 013 692 6727/8 Fax: 086 262 3690
e-mail: admin@cambridge.co.za pa@cambridge.co.za marketing@cambridge.co.za
www.cambridge.co.za

Please submit the following with the application form:

1. Copy of the pupil's most recent report
2. Two recent colour passport sized photographs
3. A Certified Copy of the pupil's ID or Birth Certificate
4. A Certified Copy of both Parents'/Guardians' IDs
5. A non-refundable Application Fee is payable
6. Proof of residence, i.e. Utility Bill (Certified copy)
7. Copy of Medical Aid Card

Parent Contract

I/We the Parent(s) / Legal guardian(s) of

Full name of pupil

Agree to the admission of the above pupil to Cambridge Academy on the following terms and conditions:

1. I/We have received, read, understood and agree to the conditions contained in the School's Policy and Procedure, School rules and Indemnity. It is further understood that the aforementioned documentation may be altered or added to by Cambridge Academy from time to time.
2. I/we understand that Cambridge Academy is a school based on Christian principles and give permission:
* For my child to be exposed to, and instructed in, Christian principles, values and tradition
* For my child to be disciplined under the current discipline system.
3. I/We bind ourselves jointly and severally liable for the payment of all school fees and ancillary charges (for instance tours/outings, after-care) which will become payable in terms of this agreement. I/We undertake to pay all legal costs, including attorney and client fees and collection costs incurred by the school having to take legal action for the necessary school fees or otherwise.
4. I/we hereby grant permission for Cambridge Academy to contact our current/previous school regarding: Payment of school fees, class and general behaviour and academic performance.
5. I/We agree to give ONE FULL TERM'S notice in writing should we wish to withdraw the pupil/s from the school. Failure to give proper notice will result in me/us being liable for the full term's fees in lieu of such notice. It is the parent's responsibility to prove that timeous notice has been provided. In which case any sundry items owing to the school on the last day (tuck shop, copies, phone calls, uniform, transport, outings etc) must be paid by myself, before the school will issue me with a transfer card and the new school with my child's ed-lab file).
6. I/We agree to pay school fees and ancillary charges in accordance with the Fees Per Pupil document. These fees will be paid either annually in full before the first Friday of school or over 11 equal monthly payments by EFT transfer, the first such payment to be made before the first working day of each month.
7. I/We agree that the school may, in the event of non-payment of fees and or ancillary charges, (which will be deemed to be a material breach of this contract), after having given me/us 7 (seven) day's notice to rectify my default, and should I/we still be in breach, summarily terminate this contract and refuse my child entry to Cambridge.
8. In the event of any other breach of contract by me/us or in the event of serious breach of the Code of Conduct by the pupil or Parent, the School may terminate this contract.
9. I/We accept that Cambridge has appointed certain preferred suppliers and confirm that I / we understand the financial benefit to be derived by me through this arrangement in respect of price, quality control and branding.
10. I/We agree that this agreement will come into effect immediately on signature by me/us and shall remain in force for the full duration of the pupil's enrolment at Cambridge (unless earlier terminated by the party in terms of this contract) or until a new annual agreement supercedes this agreement.
11. I/We have been notified of and agree to the school fees applicable to the grade of the aforementioned pupil and any ancillary costs which may be charged from time to time. I/We further acknowledge and consent that fees paid in advance will be deposited by Cambridge and held in accordance with the provisions of the Consumer Protection Act 2008, with interest or income thereof to accrue to Cambridge as income.
12. I/We consent to Cambridge disseminating my/our name/s and contact details only to the other parents, staff or responsible persons engaged or authorised by Cambridge for school related purposes, unless at any time Cambridge is instructed in writing by me/us differently.
13. Photography / Use of Image Clause:
I/We give Cambridge permission to use my child's photographs/video recordings and likeness in any program: informational or marketing material in any medium, and/or to televise my child's participation in program activities, sport activities, events for the purpose of promotion, fundraising, marketing, documentation, display on Cambridge Facebook, Cambridge Website, Cambridge School Communicator and public display.
14. On behalf of my child as his/her parent/guardian and on behalf of myself, I hereby further indemnify Cambridge from any illness contracted by my child, from any cause whatsoever, during attendance at school or otherwise.
15. I undertake to safeguard Cambridge against all claims from other parties as a result of an illness of my child, or on account of anything that my child does or neglects to do during his or her attendance at school or otherwise.

Parent Initial:

PUPIL'S DETAILS

FIRST NAME(S)

SURNAME

PREFERRED NAME

Indicate with an X

GENDER

MALE

FEMALE

DATE OF BIRTH

Y	Y	Y	Y	M	M	D	D
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IDENTITY NO. / PASSPORT NO.

NATIONALITY

HOME LANGUAGE

FOR FOREIGN PUPILS ONLY:

PASSPORT NO.

DATE OF FIRST ENTRY INTO SA

Y	Y	Y	Y	M	M	D	D
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THE FOLLOWING TWO ITEMS ARE REQUIRED BY THE EDUCATION DEPARTMENT FOR STATISTICAL PURPOSES

RELIGION

RACE CLASSIFICATION

CURRENT GRADE

PREVIOUS SCHOOL / INSTITUTION:

<input type="text"/>
<input type="text"/>
<input type="text"/>

FROM

Y	Y	Y	Y	M	M	D	D
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TO

Y	Y	Y	Y	M	M	D	D
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FROM

Y	Y	Y	Y	M	M	D	D
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TO

Y	Y	Y	Y	M	M	D	D
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FROM

Y	Y	Y	Y	M	M	D	D
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TO

Y	Y	Y	Y	M	M	D	D
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ACHIEVEMENTS

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

DID YOU ATTEND AN OPEN DAY?

HAVE YOU BEEN ON A PREMISES TOUR?

IN CASE OF EMERGENCY PLEASE LIST TWO ALTERNATE NAMES AND NUMBERS.

NAME

RELATIONSHIP TO PUPIL

TEL 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"/>
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CELL NUMBER

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NAME

RELATIONSHIP TO PUPIL

TEL NUMBER

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CELL NUMBER

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CONSENT

I/We consent to and grant Cambridge Academy or its appointed agents permission to access our consumer profile on the database held by relevant credit bureaus and to verify our details as submitted in this contract.

Parent Initial:

DETAILS OF FATHER / GUARDIAN

TITLE SURNAME MARITAL STATUS IF DIVORCED FATHER: ACCESS TO CHILD?

YES	NO
IS THE CHILD LIVING WITH YOU?	
YES	NO
ARE YOU THE LEGAL GUARDIAN?	

RELATIONSHIP TO PUPIL FIRST NAME DATE OF BIRTH ID/PASSPORT NO NATIONALITY RESIDENTIAL ADDRESS

 CODEPOSTAL ADDRESS

 CODEOCCUPATION BUSINESS NAME POSITION IN COMPANY WORK ADDRESS

 CODEHOME TEL BUSINESS TEL CELL FAX E-MAIL

DETAILS OF MOTHER / GUARDIAN

TITLE SURNAME MARITAL STATUS IF DIVORCED FATHER: ACCESS TO CHILD?

YES	NO
IS THE CHILD LIVING WITH YOU?	
YES	NO
ARE YOU THE LEGAL GUARDIAN?	

RELATIONSHIP TO PUPIL FIRST NAME DATE OF BIRTH ID/PASSPORT NO NATIONALITY RESIDENTIAL ADDRESS

 CODEPOSTAL ADDRESS

 CODEOCCUPATION BUSINESS NAME POSITION IN COMPANY WORK ADDRESS

 CODEHOME TEL BUSINESS TEL CELL FAX E-MAIL I/we the parents / guardian of:-
(full name of pupil) _____

Hereby apply for his / her admission to Cambridge Academy.

I/we confirm that the information contained in this application is complete and accurate.

I/we understand that this document is the only and final contract with Cambridge Academy.

FATHER / GUARDIAN SIGNATURE _____ DATE _____

MOTHER / GUARDIAN SIGNATURE _____ DATE _____

FOR AND ON BEHALF OF CAMBRIDGE _____
NAME AND INITIALS SIGNATUREParent Initial:

MEDICAL INFORMATION

CONFIDENTIAL

MEDICAL AID

SCHEME

OPTION

PRINCIPAL MEMBER

MEMBERSHIP NO

FAMILY PRACTITIONER

NAME

TELEPHONE NO

PUPIL

NAME & SURNAME

GENDER

DATE OF BIRTH

PREVIOUS ILLNESSES - Insert year of occurrence in space provided

Allergy

Diphtheria

Mumps

German Measles

Asthma

Poliomyelitis

Scarlet Fever

Rheumatic Fever

Chicken Pox

Enteric Fever

Tickbite Fever

Typhoid Fever

Diabetes

Measles

Drug Sensitivity

Whooping Cough

Corona Virus

PLEASE INSERT DATE OF LAST TETANUS IMMUNISATION:

DOES THE PUPIL RECEIVE ANY MEDICAL TREATMENT OR CHRONIC MEDICATION FOR ANY CONDITION?
IF SO PLEASE SPECIFY OR ATTACH LETTER:

HAS THE PUPIL SUFFERED FROM OR BEEN TREATED FOR ANY PSYCHOLOGICAL OR EMOTIONAL UPSET?
IF SO PLEASE SPECIFY:

HAS THE PUPIL SUFFERED FROM ANY CONTAGIOUS OR NOTIFIABLE ILLNESS? IF SO PLEASE SPECIFY:

PLEASE SPECIFY ANY ALLERGIES

PLEASE SPECIFY ANY MEDICATION TO WHICH HE/SHE IS ALLERGIC

IF HE/SHE IS ON ANY MAINTENANCE THERAPY PLEASE ENSURE AN EMERGENCY SUPPLY IS BROUGHT TO SCHOOL AND/OR FOR OUTINGS. PLEASE SPECIFY:

PLEASE SPECIFY ANY OTHER RELEVANT DATA THAT WOULD BE IN THE INTEREST OF YOUR CHILD'S HEALTH AND WELL-BEING. _____

INSURANCE

I/we, as parents/legal guardian accept the responsibility to take adequate insurance to cover any loss, damage or injury to the child or his/her belongings as Cambridge shall not be liable for any injury, loss or damage.

CONSENT

In a critical situation please bear in mind that there may not be time to refer to a child's records. Cambridge therefore reserves the right to utilise the quickest medical service available. By signing below, you agree that the appointed medical practitioner may carry out emergency treatment as may be necessary.

FATHER / GUARDIAN SIGNATURE _____ MOTHER / GUARDIAN SIGNATURE _____

DATE

DATE

Parent Initial:

INDEMNITY DECLARATION

I/we the parent(s) / legal guardian(s) of

full names of pupil

hereby confirm the admission of the pupil named above to:
CAMBRIDGE ACADEMY

I/we hereby give permission for him/her to participate in the curricular and co-curricular activities of Cambridge and to go on excursions that are necessary in the course of such activities.

I/we accept that all reasonable precautions will be taken to ensure the safety and welfare of my/our child and that I/we shall be held responsible for the payment of medical and/or hospital accounts, where applicable, should any injury or loss be sustained by my/our child. I specifically indemnify and hold Cambridge and its staff harmless against any claims of whatsoever nature arising out of any injury, damage or loss sustained in pursuance of the aforesaid participation.

I/we indemnify Cambridge and its employees from all liability for any injury or loss sustained by my child on account of any act or omission by my child and I/we accept full liability and responsibility for any such act or omission.

I/we cede our power as parent/guardian to the headmaster of Cambridge or his representatives should medical treatment or surgery to my child be deemed necessary. As far as I/we know, my/our child is physically capable of participating in all Cambridge activities and he/she is in good health.

I/we undertake to inform the Cambridge principal in writing should my/our child not be able to participate in normal school activities.

However, the persons responsible should please note the following (please state medical aspects that the staff should be aware of, eg. allergies, tendency towards abnormal bleeding, epilepsy, etc.)

I/we agree that this indemnity shall commence on the date of signature hereof and shall remain in force and be of effect for the duration of the pupil's enrolment at Cambridge.

signed at _____

on this _____ day of _____ 20 _____

father / guardian signature _____ mother / guardian signature _____

Witness 1 _____
Name _____ Signature _____

Witness 2 _____
Name _____ Signature _____

FOR OFFICE USE ONLY

ASSESSMENT DATE ASSESSMENT RECEIVED

GENERAL COMMENTS _____

CONDITIONS OF ACCEPTANCE _____

APPLICATION FEE:

ADMINISTRATION FEE AMOUNT DATE

NON-REFUNDABLE ENTRANCE FEE AMOUNT DATE