



EDUPLEX
PRE, PRIMARY, HIGH SCHOOL
 Application Form – English Class

APPLICATION FOR: PRE-SCHOOL / PRIMARY SCHOOL / HIGH SCHOOL
 (Please underline your choice)

PUPIL'S PERSONAL INFORMATION (Please print)

Surname: _____ Preferred name: _____

Boy/Girl: _____ ID number: _____

Date of birth: _____ Home language: _____

Current school: _____

Position in family: _____ Ages of other children: _____

Siblings currently attending Eduplex: Yes _____ / No _____ Name/s: _____

_____ Grade/s: _____

Residential address: _____ Code: _____

Current therapy: (Please include reports) Occupational ___/ Speech ___/ Psychological ___/ Other _____

If your child has any disabilities, please give full details (deafness is the only disability/special need included at Eduplex): _____

Date and Grade into which admission is required: _____

Have you applied at Eduplex previously?: _____ If YES, provide date: _____

INFORMATION		FATHER	MOTHER
Full Name			
ID number			
Postal address			
Postal code			
E-mail address			
Physical address			
Postal code			
Phone:	Cell		
	Home		
	Work		

INFORMATION	FATHER	MOTHER
Name of employer		
Occupation		
Marital status:		
Married		
Separated		
Divorced		
Widowed		
Single		
Income		

FINANCIAL INFORMATION

There are five types of fees you are responsible for:

1. Enrolment fee

Payable on initial enrolment. This fee is not refundable. It is a once-off payment payable when the pupil is initially enrolled at Eduplex.

2. Registration fee

Payable on initial registration and thereafter annually on or before 1 August. This fee is not refundable and secures your child's place for the following year.

3. Monthly school fee

- Payable monthly from January until December.
- Eduplex does not grant any discount or subsidies for pupils, irrespective of the number of children you may have attending Eduplex.

4. Aftercare (If applicable)

- Payable monthly from February until November. This does not include holiday care at the Pre-School.

5. Additional costs (If applicable)

E.g., school tours, excursions, textbooks, meals, etc.

Fees are strictly payable monthly in advance, by Debit Order, whether you receive a statement or not. If the pupil leaves the school for any reason during the course of the year you are required to give one term's notice and you remain responsible for the school fees during the notice period.

CHRISTIAN SCHOOLING

Eduplex is a Christian school with a Biblical worldview.

Date

Place

Signature

FATHER _____

MOTHER _____



EDUPLEX

PRE, PRIMARY, HIGH SCHOOL

Admission Policy

VISION OF THE EDUPLEX

The Eduplex serves as a model for inclusive education internationally. We offer an extensive curriculum and strive for a high academic standard in a fully differentiated programme where children are nurtured to their full potential.

1. PREAMBLE

- Eduplex is a Christian school and no pupil will be excluded from related activities.
- Eduplex is a parallel medium school where the language of instruction is either English or Afrikaans.
- Eduplex is an inclusive school adhering to the following model: We have an optimum number of 25 pupils in a class of which 5 may be deaf. We do not use sign language, but maximise on technology and teach our deaf pupils to listen and to speak, alongside their normally hearing friends.
- The deaf pupils and their parents receive additional support from the teachers at designated times and from our on-site Audiologists/Speech-Language Therapists.

2. a. DOCUMENTATION REQUIRED FOR PROCESSING THE ADMISSION OF A PUPIL:

As per the General Notice 4138 of 2001 (p. 129 of 13 July 2001) [As amended by General Notice 1160 of 9 May 2012], the following documents are necessary for admissions:

Step 1

- Credit Check Consent and Indemnity form [in line with ISASA's (Independent Schools Association of Southern Africa) recommendation, independent school applicants are all subject to a credit check]. **Both parents must each complete this form.**
- Certified copy of the pupil's birth certificate.
- Certified copies of the parent's/guardian's identity documents.
- Proof of residence (e.g. Utility bill).
- Proof of account holder's work address.
- In the case of admission to the Pre- and Primary School, proof that the pupil has been immunised against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.
- Copy of pupil's latest school report.
- Confidential report completed by the pupil's current school (Primary and High School).
Please note: We **must** receive the Confidential report completed by the current school before the application process can proceed to the next step.

Step 2

- As soon as a vacancy arises, Eduplex will contact you for an Educational Psychologist report (not older than one year), at the parent's cost. **This report does not guarantee a place in Eduplex.**
- Should you require the details of an Educational Psychologist, please feel free to contact Eduplex.
- Eduplex will then schedule a date for the academic assessment.
- Only after this process will Eduplex contact you as to the success of the application.

2. b. DOCUMENTATION REQUIRED FOR FINALISING THE ADMISSION OF A PUPIL AT EDUPLEX (AT POINT OF ADMISSION):

- Debit Order form.
- Certified copy of the medical aid card applicable to the pupil.
- The transfer card of the pupil, if he or she is currently enrolled at another school.
- Two ID photos of the pupil.
- Medical assistance form.

- Pupil information card.
- Signed Code of Conduct (Primary and High School).
- Signed Cell Phone and Electronics Policy (Primary and High School)
- Proof of payment of the registration and enrolment fees.

3. PUPILS AT EDUPLEX MUST:

- Be conversant and teachable in either English or Afrikaans due to the model of inclusion followed at Eduplex.
- Be able to function within the school rules, ethos and code of conduct of the school.
- Be able to make a worthwhile contribution to the development of language of our pupils with a hearing loss if they are normal hearing.

4. THE FOLLOWING CRITERIA APPLY AT EDUPLEX:

- Eduplex's model of inclusion only accommodates deafness as disability.
- If application is made for a class which is full, the applicant will be placed on the list of applicants and **will only be assessed when a space becomes available**.
- Brothers and sisters of pupils who are already in the school enjoy preference, should the above-mentioned criteria be applicable.
- Deaf pupils receive preference on the waiting list until there are 5 in a class.
- Once a pupil is accepted the enrolment fee, as well as the registration fee, must be paid in full and the contract and other relevant information must be comprehensively completed **before** a pupil will be admitted to the class.
- School fees are payable by debit order only. If fees are not paid, the school has the right to:
 - Suspend the pupil from the school premises and all academic and other school activities until the outstanding payment is received by Eduplex.
 - Charge interest on overdue accounts, levied at prime interest rate plus 2%.
 - Instruct attorneys to recover the outstanding amounts and all costs and collections charges, which will be for the account of the signatories.
 - Report signatories whose accounts are overdue to a credit bureau for blacklisting – this will only be done after due notice.
- If Eduplex is concerned about a pupil's progress, we will consult with the parents and may refer the pupil for additional professional support at the parent's cost.
- Occupational Therapists and Speech Therapists offer their services on site, for the parent's cost. Eduplex employs a Social Worker who heads up our Pupil Support Centre.
- Should problems manifest which were not identified at the early stages of development, the school reserves the right to refer the pupil to a more suitable learning environment. This will always occur in consultation with the parents.
- All pupils undergo an Eduplex academic assessment.
- Part of the admission policy and process includes an interview with prospective parents.

5. SPECIFIC ADMISSION REQUIREMENTS:

5.1 PRE-SCHOOL

- An admission questionnaire is completed by both parents, where applicable.
- Pupils will be admitted to the Pre-school once they have turned 2 years and 10 months old, subject to space being available in the relevant English or Afrikaans class.
- Pupils will only be admitted if they are **fully** potty-trained.
- Pupils younger than the age of 4 years will be admitted at the discretion of the Pre-School Head if they are normally hearing, or Head of Audiology if they are deaf, in conjunction with a designated team.
- Pupils applying for Gr 00 and Gr 0 will undergo a pre-planned assessment.

- Pre-schoolers usually progress to the Primary School at the end of the year in which they turn 6 years of age. (Final decisions are made after consultation with the parents, at the discretion of the Head of the Pre-school or the Head of Audiology, if the pupil has a hearing loss).
- No pupils will be promoted from the Gr 00 classes to Gr 1, as the pupils in the Gr 0 classes will always be given preference.

5.2 PRIMARY SCHOOL

- Pupils will only be submitted to Gr 1 in the year they turn 7.
- The age of the pupil should not exceed two years above the chronological average age of the Grade, in instances where pupil have been required to repeat a year.
- Pupils who have attended the Eduplex Pre-School receive preferential placement in the Primary School for Gr 1. Although, admission to Eduplex is not automatic, it is subject to the condition that the pupil meets the school readiness requirements of Eduplex.
- Pupils applying from other Pre-Schools will need to undergo a school readiness evaluation.
- Eduplex requires an Educational Psychologist report (not older than one year), at the parent's cost.
- A confidential report from the current school must be submitted before the application will be considered.
- Pupils entering Eduplex Primary School from the second term of Gr 1 onwards will undergo an Eduplex admission evaluation and will also be required to be assessed by an Educational Psychologist at the parent's cost.

5.3 HIGH SCHOOL

- The age of the pupil should not exceed two years above the chronological average age of the Grade, in instances where pupils have been required to repeat a year.
- Pupils who have been at Eduplex Primary School receive preferential placement in the High School for Gr 8, subject to the entrance evaluation.
- Eduplex requires an Educational Psychologist report (not older than one year), at the parent's cost.
- New applications for Eduplex High School (Gr 8 – 11) will undergo an admission test in Mathematics and Languages.
- Pupils will be required to be assessed by an Educational Psychologist at the parent's cost.
- All Gr 8 pupils, whether they were at Eduplex Primary School or any other school will be required to submit all applicable documentation.
- A confidential report from the current school must be submitted before the application will be considered.
- Previous school reports will be taken into account.
- A meeting with the parents is part of the admission process.
- No applications will be considered for entry into Gr 12.

We comply with the POPI (Protection of Personal Information) – legislation act. All personal documentation provided by parents/guardians is considered private and confidential and will not be available to anyone but Eduplex.

Printed name of Parent/Legal Guardian

Signature

Date

This policy was formally adopted by EDUPLEX Management in August 2015 and replaces all previous policies, procedures and guidelines in use within the school. The policy will be reviewed annually.



EDUPLEX
PRE-, PRIMARY AND HIGH SCHOOL
 Confidential Report

We kindly request that, the Principal or his/her representative, of the school where the pupil is currently enrolled, please be so kind, as to complete the form below, as accurately as possible. Please return the form to:

The Principal: Eduplex
P.O. Box 11610
Queenswood
0121

Primary School e-mail: primary.school@eduplex.co.za
OR
High School e-mail: high.school@eduplex.co.za

1. Pupil's surname:

First names:

Nickname: _____ Boy/Girl: _____

2. Date of birth: _____ Current grade: _____

3. Academic record: (Please complete **and** attach latest school report)

	Term 1	Term 2	Term 3
English			
Afrikaans			
Mathematics			

Academic potential (Intellect): (Please mark with an **X** where applicable)

Weak	Below average	Average	Above average	Outstanding

4. Attitude to schoolwork: (Please mark with an **X** where applicable)

Exceptionally conscientious	Conscientious	Not conscientious at this stage

5. Extra-mural participation:

SPORT: (Complete and mark with an **X** where applicable)

		Provincial	A-team	B-team	Participant
5.1					
5.2					
5.3					
5.4					
5.5					

CULTURE: (Complete and mark with an **X** where applicable)

		Provincial	A-team	B-team	Participant
5.6					
5.7					
5.8					
5.9					
5.10					

6. LEADERSHIP: (comment)

7. General comment re pupil:

8. Problems that you may be aware of: (e.g. Family, Emotional, Remedial, Medical, Behaviour, Adaptability, etc.)

9. Discipline issues we should be aware of:

10. Parental involvement:

11. School fees:

Pay regularly	Do not pay regularly

12. Do you recommend this pupil?

Yes	No

SCHOOL STAMP

SIGNATURE OF PRINCIPAL

COMPANY DETAILS "Company" To be completed by Company Agent

Company Name: Eduplex Email: accounts@eduplex.co.za
 Agent Name: Elmar Struwig Mobile No: 012 941 2000

CANDIDATE PERSONAL INFORMATION

Surname: _____
 Full Names: _____
 Maiden Name: _____ Date of Birth: _____
 ID Number / Identifier:

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 Description of Identifier: _____
eg. South African ID Number, Zimbabwean Passport Number, etc.

DEFINITIONS IN TERMS OF BELOW CONSENT

- ✓ "Candidate" means the person completing this document to be considered by the Company for purposes of employment/ continuation of employment;
- ✓ "Company" refers to MIE Client;
- ✓ "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- ✓ "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- ✓ "FSB" refers to the Financial Services Board;
- ✓ "NCA" shall mean the National Credit Act, No 34 of 2005, as amended from time to time, including any regulations made under the Act;
- ✓ "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- ✓ "POPI" shall mean the Protection of Personal Information Act, No 4 of 2013, as amended from time to time, including any regulations made under the Act;
- ✓ "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- ✓ "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- ✓ "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

CONSENT FOR THE USE OF PERSONAL INFORMATION

- ✓ I hereby authorize the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), to access my Personal Information and conduct background screening checks including, but not limited to, credit, qualifications, employment references, criminal record, fraud prevention, ID verification and drivers' licence.
- ✓ I consent to requests for consumer credit information to be released for the below prescribed purposes only:
 - ✓ For employment in a position of trust and honesty and entails the handling of cash or finances;
 - ✓ Fraud prevention or detection.
- ✓ I understand that verification requests form part of the background screening process and:
 - ✓ That requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA;
 - ✓ Data obtained from the FSB serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
- ✓ I acknowledge that any Personal Information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company.
- ✓ I understand that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and for the purposes I have authorised.
- ✓ I warrant that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
- ✓ By submitting any Personal Information to the Company in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by the Company and/or verification information suppliers:
 - ✓ Personal information may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
 - ✓ Personal information may be shared by the Verification Information Suppliers with MIE and be further shared by MIE with the Company and MIE's other clients for purposes of continued or future employment or for other legitimate purposes as per the NCA;
 - ✓ Personal information may be stored for a reasonable period by the Company, MIE and/or the Verification Information Suppliers, and
 - ✓ Personal information may be transferred cross-border to countries, which do not necessarily have data-protection laws similar to South Africa, for verification or storage purposes. In any cross-border transfer of personal information the recipient will be notified of the need to protect the confidentiality of the personal information.
- ✓ I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
- ✓ A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
- ✓ I unconditionally agree to indemnify the Responsible Parties, and Verification Information Suppliers, acting in good faith in taking reasonable steps to process my personal information lawfully, against any liability that may result from the processing of my personal information. This includes unintentional disclosures of such personal information to, or access by unauthorized persons, and/or any reliance which may inadvertently be placed on inaccurate, misleading, or outdated personal information, provided to the Company by myself or by a third party in respect of me.

CANDIDATE SIGNATURE

MOBILE NUMBER

____ / ____ / ____
DD MM CCYY

COMPANY AGENT SIGNATURE

____ / ____ / ____
DD MM CCYY