



**Telephone:** 021 558 9232

**Email:**

**Website:**

**Address:** Corner of Midwood and  
Richwood Roads, Richwood, 7441.

# OAKVIEW ACADEMY

## APPLICATION ENQUIRY FORM

- Thank you for your interest in our school. We do hope that we can be of service to you and your family.
- Please kindly complete ALL sections of the application enquiry form in full.
- Please complete the form in capital letter print.

### LEARNER'S DETAILS

Learner's name:	
Learner's surname:	
Male / Female:	
Learner's date of birth:	
Learner's current age:	
Home language:	

### PARENT 1 / GUARDIAN 1 DETAILS

Name and surname:	
Relationship to learner:	
I.D number:	
Cellphone number:	
Occupation:	
Name of employer:	
Email address:	

### PARENT 2 / GUARDIAN 2 DETAILS

Name and surname:	
Relationship to learner:	
I.D number:	
Cellphone number:	
Occupation:	
Name of employer:	
Email address:	

### HOME ADDRESS:


### DATE OF ADMISSION

**If my child is accepted into Oakview Academy, I would like him / her to start in the following:**

Month:	
Year:	
Option:	HALF DAY / FULL DAY

**GENERAL INFORMATION**

Does your child have any health difficulties?	
Has your child been vaccinated up to date?	
Is your child allergic to anything?	
Does your child have any dietary needs?	
Does your child speak English?	
Does your child speak a second language?	
Has your child attended a school before?	
Reason for leaving previous school?	
If applicable to your child's age group, is your child potty trained and wearing underwear on a daily basis?	
If applicable to your child's age group, is your child independent when going to the toilet?	

**WHAT WOULD YOU LIKE US TO KNOW ABOUT YOUR CHILD?**


**FOR PARENTS / GUARDIANS**

**Parent 1 / Guardian 1 Signature:** \_\_\_\_\_

**Parent 2 / Guardian 2 Signature:** \_\_\_\_\_

Thank you for filling in the APPLICATION ENQUIRY FORM.

**Please be assured of a friendly reception, should you require any additional information or wish to discuss any further matters with us.**

**THE OAKVIEW ACADEMY TEAM**



## **APPLICATION ENQUIRY PROCEDURE AND APPLICATION FOR ADMISSION –**

### **The enrolment procedure has three phases :-**

- Submit an APPLICATION ENQUIRY FORM
- Submit an APPLICATION FOR ADMISSION
- Submit the necessary return documentation from the SCHOOL WELCOME PACK

### **ADMISSION ENQUIRY PROCEDURE STEPS :**

1. On submission of the APPLICATION ENQUIRY FORM, if there is space availability in the applicable classroom for the learner's age group – an interview appointment will be set up, (either individually or in a small group with other prospective new parents), and for this initial meeting, we request for both parents to attend, without their child.
2. Included with the interview, is an opportunity for prospective new parents and staff to meet, to take a tour of the school, and have an opportunity to ask any questions.
3. After parents have attended an interview, and would like to place their child in the school, they will receive an official APPLICATION FOR ADMISSION document – which must then be completed in full and returned to the school (in hard copy), within 5 days after the interview.
4. It is the responsibility of the parent to complete all of the APPLICATION FOR ADMISSION document (every page to be completed accurately). It is an offense to provide false information. The application will be nullified if the school becomes aware of the submission of any false information.
5. A decision will be made after receiving the complete APPLICATION FOR ADMISSION, and after the child has spent a short introductory time at the school.
6. Parents will be notified in writing if their application has been successful or not.
7. If the application is successful, the child will be registered into the school and parents will receive a SCHOOL WELCOME PACK which will consist of, (but not limited to) :
  - The School Prospectus
  - The School Policy Documents
  - The Fee Structure and Financial Arrangements
  - Signed Pupil Pledge (Grade R – Grade 7)
  - Signed Declaration of Parent/Guardian

Please note that by attending the interview and completing the application admission form, DOES NOT automatically guarantee acceptance. All applications submitted will receive equal consideration.

If the school cannot accept the learner within the preferred time frame given by the parents under "date of admission" on the admission enquiry form, parents will have the option to put their child onto a waiting list.

## **GENERAL ADMISSION POLICY (BUT NOT LIMITED TO) :**

### **1. ADMISSION PRINCIPLES**

- No applicant learner may be refused or discriminated against on the grounds of race, religion or culture.
- Admission to **Oakview Academy** may only be obtained by application on the required application form. Parents are advised to enrol as soon as possible. Enrolling early increases the chance of being accepted, (but does not guarantee acceptance).
- **Oakview Academy** is not restricted by either time frames for enrolment, or zoned area requirements. We will review applications all year round and we will consider children outside of the zoned residential area.
- Children already enrolled into Oakview Academy will receive preference to enter into the next Grade, before consideration / placement of new applicants outside of the school.

### **2. Oakview Academy is an English medium school.**

3. It is compulsory that each child that we enrol has an identity number. Foreign Nationals are to ensure that this is available and that the study documents from the Department of Home Affairs are in order.

### **4. CLASSES**

- Children are accepted into age appropriate classes, (except in special circumstances).
- **Oakview Academy** offers quality education under optimal conditions. In order to promote this optimal education, we believe it prudent to keep the class sizes within reasonable manageable parameters in the various development and grade phases.

### **5. FEES**

- **Oakview Academy** is a fee-paying school for twelve months of the year.
- For 2021 there is a once off non-refundable deposit payment of R1 000.00 and must be paid upon the child being accepted at **Oakview Academy**.
- School fees for 2021 will be ratified at the Budget Presentation in late October 2020, and will be made available to parents by the end of the school year.
- The current 2020 school fees are R2 750.00 per child for full day (with discounts given to siblings), and R2 400.00 per child for half day (with discounts given to siblings).
- School fees are paid in advance of each month.
- Discounts are offered for payment in advance for a six-month period or for a twelve-month period of the year.

### **6. DECISION-MAKING AUTHORITY**

- Final admission of the Applicant Learner to the school is determined on the criteria as set out herein, the Enrolment criteria is at the discretion of the Board of Directors, the Principal and where appropriate after consultation and referrals to, the Teacher.

Should your application be successful, your child will be invited to spend an Orientation time with us at our school. An invitation will be extended with all details included.

We trust that your child's stay at **Oakview Academy** will be a happy and educationally stimulating one.

### **THE OAKVIEW ACADEMY TEAM**