



## Ridgeway Preparatory School

Roodewal Road,  
P.O. Box 1705  
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Tel : 015 151 0110

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[www.ridgewaycollege.co.za](http://www.ridgewaycollege.co.za)

*Educating  
for life*

# APPLICATION FORM Grade 1 - 7

Paste passport  
photo here

*Incomplete forms will NOT be accepted*

**Administration Fee per application: R50  
(Non refundable)**

### Pupil's Information

Surname : \_\_\_\_\_

First names in full : \_\_\_\_\_

Preferred name : \_\_\_\_\_ Sex : \_\_\_\_\_

Ethnic group: \_\_\_\_\_ Religious denomination: \_\_\_\_\_

Date of Birth : \_\_\_\_\_ I.D. Number : \_\_\_\_\_

Place of birth: \_\_\_\_\_ Country: \_\_\_\_\_

Nationality: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Study permit no: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Home Language : \_\_\_\_\_ Position in family : \_\_\_\_\_ out of \_\_\_\_\_

Age on 30 June this year : \_\_\_\_\_ years and \_\_\_\_\_ months

Grade to which pupil requests admission to this school : \_\_\_\_\_

Name, address & telephone number of present school (if already at school) :

\_\_\_\_\_  
\_\_\_\_\_

Tel No. : \_\_\_\_\_

E-mail address. : \_\_\_\_\_

Present Grade : \_\_\_\_\_

Anticipated date of enrolment : \_\_\_\_\_

Language of instruction at present school : \_\_\_\_\_

Please list activities in which the pupil is involved : \_\_\_\_\_

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### Parent Information

In the case of married couples, both parents should sign

If one parent completes the application only, do you have sole custody of the pupil: \_\_\_\_\_

(If YES please provide copy of legal order, ie relevant page of divorce settlement)

If you have sole custody but the other parent is responsible for school fees, that parent should co-sign the application form

If one parent is deceased, please draw a line across that parent's information and write deceased

Details	FATHER	MOTHER
Title & Surname		
First names		
ID no.		
Place & country of birth		
Nationality		
Marital Status (if mother and father are re-married or not living together, please state here)		
Home address		
Postal address		
Occupation		
Employer or name of business if self employed		
Business Tel. No.		
Home Tel. No.		
Cell No.		
Fax No.		
email address		
Who is responsible for payment of fees		
Name of age of siblings	Child 1: Child 2: Child 3: Child 4:	

**Documents required on application :**

- ID document/birth certificate
- 2 passport photographs
- Latest school report card
- Vaccination card
- Study permit (where required)
- Copy of divorce settlement (where required)
- Signed financial clearance certificate from previous school

**Certified copies please, as no photocopies of documents will be made by the school.**

Completed application forms must be submitted to the school. We will not be held responsible for any applications sent through the post and not received timeously.

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**Medical History & State of Health**

*TO BE COMPLETED IN FULL*

Medical Aid Company \_\_\_\_\_ Name of Scheme \_\_\_\_\_

Medical Aid No. \_\_\_\_\_ Medical Aid Tel. No. \_\_\_\_\_

1. Does the pupil have any significant past medical history or current problems that we should be aware of ?

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2. Does the pupil regularly require any form of medication ? \_\_\_\_\_

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3. Does the pupil have any allergies ? \_\_\_\_\_

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4. Is there any reason why the pupil **should not participate** in sport? \_\_\_\_\_

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5. Has the pupil had any learning difficulties in the past ? \_\_\_\_\_

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5. Has the pupil even been treated for emotional problems ? \_\_\_\_\_

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Name of Practitioner : \_\_\_\_\_

Address : \_\_\_\_\_

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Tel. No. \_\_\_\_\_

Person to contact in case of emergency: \_\_\_\_\_ Number: \_\_\_\_\_

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### **Application, Admission & Withdrawal Policy**

- The relevant application form must be completed.
- Application forms are to be submitted, with all documentation, to the school, before or on the due date as no late applications will be considered.
- Applicants for Grade 1 must be six years old by 30<sup>th</sup> June in their grade one year.
- A written school report from the previous school of attendance, must accompany all applications.
- Preference will be given to applicants of staff members, Grade R's attending the Ridgeway Preparatory School Pre-Primary and siblings of learners already attending Ridgeway Preparatory School, in that order.
- Other applicants will then be considered.
- All Grade 1 applicants will undergo a Ridgeway Preparatory School, school readiness test regardless of the list of preferences. Applicants for Grade 2 - 7 will write a Literacy and Numeracy test.
- Testing dates will be on the application form.
- The class teacher will supervise the tests.
- Testing appointments must be adhered to, should the applicant wish to be considered.
- Once all applicants have been tested, the applicant's name and test result will be listed according to points obtained.
- The Grade R teacher, together with the Deputy Head will form a committee to finalize Grade 1 results. Other results will be finalized by the relevant class teacher and the Deputy Head, depending on the applicant's grades.
- Successful applicants will be informed timeously, and in writing.
- Unsuccessful applicants will be informed verbally, with a phone call from the Deputy Head or and in writing.
- Once an applicant has been informed of his/her success, the parent is to contact the school to confirm the applicant's success. Failure to do this will result in the applicant forfeiting his/her place.
- All successful applicants are to pay the desk fee by the due date.
- Should the desk fee not be paid by the due date, the applicant will forfeit his/her place in the class.
- Should an applicant fail to report to school on the first day of the new school year, without notifying the school of his/her absence, his/her place will be forfeited and the following applicant on the waiting list will be considered.
- Should an applicant be transferred during the school year, the following applicant on the waiting list will be considered.
- In the event that a child leaves the school and fails to return textbooks and other school property or if books are lost or damaged parents will be liable for the cost to these books.
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### **Code of Conduct for Parents**

The Ridgeway School community expects parents and guardians:

- To familiarize themselves with the rules, policies and procedures of the school
- To ensure their children adhere to the dress code
- To pay school fees by due date
- To support their children in their academic endeavours by making time for homework and school projects
- To avoid requests for leave for children during term time, except in the case of an emergency
- To avoid visiting classrooms during teaching periods as it breaks concentration, disrupts classes, and can cause embarrassment for the child
- To support their children in their extramural endeavours by supporting them at sporting events, and other activities.
- To encourage their children to get involved in all school activities and supporting them when necessary
- To treat teachers, staff, children and other parents with the same respect and consideration with which they expect to be treated
- To follow the correct grievance procedure if they have a complaint of any description, and to make appointments with teachers through the correct channels
- To be loyal to our school at all times
- To attend meetings at the school when requested to do so

Parents who flagrantly disregard this code may be required to stay off school property other than to drop off or collect children. In extreme case such parents may be asked to remove their children from the school.

### **Pupil Code of Conduct**

The core of the Ridgeway Preparatory School, code of conduct for pupils is that we believe in encouraging learners to behave in a way, which does not interfere with the rights of others. These basic rights are those

contained in the United Nations Declaration of Children's Rights and other rights generally recognized as being basic human rights:

**While at school, learners should**

- Behave in a way which brings credit to themselves and their family, the school and the community, by doing things like being kind and helpful, being polite, having good manners, greeting teachers, fellow learners, parents and visitors, being honest, standing up and looking at adults when they address them, stopping and listening when a teacher calls, being neat and looking after their clothes and trying to be a good advertisement for the school at all times.
- Behave in a sensible way, which does not endanger themselves or others.
- Behave in a way, which respects the basic rights of others by doing things such as treating others with respect and respecting the right of others to be different.
- Behave in a way, which is designed to look after the environment, the school and the property and equipment, including their own.  
Behave in a way which ensures the smooth running of the school and which ensures that the learner makes the most of their right to learning. This means that, in general the learner shall behave appropriately.

If you do not comply with the Code of Conduct, disciplinary measures will be taken.

I declare that I have read and accept the Code of Conduct for parents and pupils.

Parent / Guardian's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Financial Clearance Certificate**

Name of person responsible for fee payment: \_\_\_\_\_

ID Number of person responsible for fee payment: \_\_\_\_\_

Name of school where student is currently enrolled: \_\_\_\_\_

Annual fees for \_\_\_\_\_ (year) R \_\_\_\_\_

Fees paid to date R \_\_\_\_\_

Fees outstanding R \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_

This is to certify that the above person has paid the school fees as indicated

\_\_\_\_\_  
Name of Head/Bursar

\_\_\_\_\_  
Signature of Head/Bursar

\_\_\_\_\_  
Date



## **Indemnity**

I / We hereby agree that while the said pupil is enrolled at Ridgeway Preparatory School and is conveyed or transported at any time for any purposes whatsoever, then it shall be at ours and the pupil's own risk. We understand this to mean that we agree to allow the pupil to be transported or conveyed on the understanding that while all reasonable care shall be taken to ensure the safety of the pupil, the school, parents who are acting for the school or individual employees, shall not be liable for any injury to the pupil. Likewise, should we become liable to pay medical or other expenses to any third party as a result of bodily injuries suffered by the said pupils as aforesaid, we understand that we will have no claim against Ridgeway Preparatory School or any individual staff member or employee of the school for the recovery of such expenses. This indemnity will also apply to the pupil's involvement in extra-mural activities.

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**The Desk fee of R2000 must be paid within 7 days from date of acceptance. This is a non-refundable payment.**

### ***Extract from school fee policy (parent Contract)***

***7.1. You have absolute responsibility for the payment of any fees applicable to your child attending the school. You also acknowledge that school fees are payable in advance and that facilities exist for monthly payments. If you are unclear about any of your financial obligations, the school will on request provide a written explanation.***

*Any fee or other moneys owing by you to the school not paid on or before the due date will bear interest at the maximum rate of interest for incidental credit prescribed from time to time in terms of the National Credit Act, 2005 ("NCA"), or at such lesser rate as the school determines from time to time in its sole discretion. Interest not paid to the School by the last day of the month in respect of which such interest accrues will bear further interest at the same rate.*

*In addition to interest the School will be entitled to recover from you default administration costs and collection costs, as contemplated in the NCA, including legal costs on the attorney and client scale and collection commission to the extent permitted by the NCA.*

Policy book available from school office (or can be downloaded from school website), for further information on all school policies.

### **Declaration by Parents / Guardians**

- The information furnished by me on this form is true and correct.
- I agree with and subscribe to the school's rules, norms and ethos.
- I give full permission for my child to participate in extra-curricular activities.
- I accept the Deputy Head or his / her representative as guardian if necessary.
- I understand that if my child is accepted that I will be liable for all fees payable in accordance with the school's debtors policy
- I agree to pay all fees due on or before the due date.
- I confirm that I am in a sound financial position and can afford the fees as set out in the current fee structure.
- I agree to give a terms written notice of withdrawal of my child or to pay a terms fees in lieu of notice if the proper notice is not given.
- I accept that Ridgeway reserves the right to conduct appropriate credit checks and hereby consent to such checks being done with one or more credit bureau in order to consider and process this application
- I have received a school policy booklet and agree to abide by the policies therein.

Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Father's signature

\_\_\_\_\_  
Mother's signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**For Office Use Only**

Application checked and processed by : \_\_\_\_\_

Documents submitted :

- Vaccination card : \_\_\_\_\_
- ID Document/birth certificate : \_\_\_\_\_
- Latest school report card : \_\_\_\_\_
- Desk fee paid on : \_\_\_\_\_ (date)      Rec. No. \_\_\_\_\_

Amount paid : R\_\_\_\_\_

Application successful   
(Tick applicable)

Application not successful

If not successful, state reason : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Any alteration or addition to this form will render it invalid.