

## APPLICATION PROCEDURE January - December 2022

Due to the disruption caused to learners of interested parents and others touring the school throughout the day, we closely follow the application procedure as set out below. Please note that no interviews or tours will be granted without prior arrangements being made.

### Consideration for admission is based on the following requirements:

#### Submission of the following documents

Parents are requested to first submit the following documents to the school for the relevant staff to determine whether an applicant fits our criteria for acceptance:

- Copies of current (last 12 months) professional assessments
- Copies of school reports
- Application form
- Identity documents for parents (certified copies)
- Full birth certificate of child

*Please note that the school reserves the right to do reference checks with previous schools and/or other professionals.*

#### Interviews with principal or heads of department

1. Based on the information taken from the above documents, an interview with the principal or heads of department may be arranged.
2. A tour of the school is given at this time.
3. Based on the suitability of the submitted assessment reports, further assessments may be requested.
4. If all is in order, an observation period for the learner is arranged.

#### Observation period of five days

1. A non-refundable fee of **R1 500.00** covers the cost of assessment and/or administration during the observation period.
2. The learner's performance is observed for a period of five full school days.
3. English and Mathematics proficiency in particular are assessed during the observation period. No written report is given to parents.
4. Acceptance is based on the results of the assessment and the classroom and general observations by teachers during this period.

#### On acceptance

1. A second interview is arranged with parents, teacher and principal.
2. Parents receive enrolment forms, contact details of therapists to arrange assessments and/or sessions, invoice and fees agreement, school policy and code of conduct.
3. Acceptance is based on receipt of the following:
  - Non-refundable development levy
  - Annual photocopying and printing levy
  - Tuition fees for the month that the learner starts

## APPLICATION FOR ENROLMENT

## PERSONAL INFORMATION OF THE LEARNER

*A certified copy of the learner's identity document / birth certificate must accompany this form.*

First name(s):

Surname:

Date of birth:

Identity number:

Home telephone:

Male  Female

Residential address:

Number of siblings:

Home language:

Hand dominance:

Foot dominance:

Any special medical conditions:

Chronic illness(es):

Current medication:

Allergies to medicine:

Allergies to food:

Recent operation(s):

Recent hospitalisation:

Family doctor:

Fax:

Telephone number:

Mobile:

Name of emergency contact person:

Relationship to learner:

Home telephone number:

Work telephone number:

Mobile:

**PERSONAL INFORMATION OF THE MOTHER/GUARDIAN***A certified copy of your identity document must accompany this form.*

First name(s):

Surname:

Date of birth:

Identity number:

Residential address:

Home telephone:

Mobile:

Occupation:

Company / Institution:

Work telephone number:

Email address:

Marital status (please tick):    Widower     Divorced     Single     Married **PERSONAL INFORMATION OF THE FATHER/GUARDIAN***A certified copy of your identity document must accompany this form.*

First name(s):

Surname:

Date of birth:

Identity number:

Residential address:

Home telephone:

Mobile:

Occupation:

Company / Institution:

Work telephone number:

Email address:

Marital status (please tick):    Widower     Divorced     Single     Married

**FINANCE**

Person responsible for all school fees:

Bank:

Branch code:

Account name:

Account number:

Residential address:

**MEDICAL AID INFORMATION**

Name of Medical Aid:

Medical Aid number:

Medical Insurance Plan:

Medical Aid telephone:

**ACADEMIC DETAILS OF THE LEARNER**

*Copies of the learner's latest school report and all current assessment reports must accompany this form.*

Present school:

Present grade:

Present class teacher:

Grade(s) repeated:

School's telephone:

**REASON FOR REFERRAL** *(please tick)*

Scholastic difficulties	Behavioural	Emotional	Other
Reading	Temper outbursts	Weepy	
Spelling	Frustration	Fearful	
Mathematics	Aggression	Anxious	
Comprehension	Poor concentration	Dependent	
Language	Hypoactive	Wide mood swings	
Memory	Hyperactive	Poor self-esteem	
Organisation	Attention Deficit		
Planning	ADHD		

Specialist involved	Name	Contact numbers	Assessment report (y/n)	Date of assessment
Psychologist				
Psychiatrist				
Paediatrician				
Occupational therapist				
Speech & language therapist				
Physiotherapist				
Remedial therapist				
Neurologist				
Eye specialist				
Ear specialist				
Other				
Other				

*Please add any comments or further information which may be relevant:*

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Full name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use			
Accepted: YES <input type="checkbox"/> NO <input type="checkbox"/>	Admitted to grade:	To start:	
Date:	Admission number:		
Name:	CEMIS transfer form: YES <input type="checkbox"/> NO <input type="checkbox"/>		
Sign:	CEMIS unique number:		

**POPIA – SECTION 18 DISCLOSURE NOTICE**

*In compliance with the requirements of Section 18 of POPIA we are obliged to advise as follows:*

1. The information and purpose for which the information collected when your child joined Oakley House, and subsequently, was in order to load such information to the School's internal Administration System in order to:
  - 1.1. comply with requirements of the Department of Education, Umalusi and the Western Cape Education Department (including the Centralised Education Management Information System) and any other relevant authority or applicable legislation;
  - 1.2. manage and administer, *inter alia*, the learner's curriculum, progress, reports and attendance.
2. The supply of the above information is mandatory.
3. The School is the "responsible party" in terms of the Act. Registered address: 68 Myburgh Road, Diep River, Western Cape. 7800.
4. The consequence of not having the relevant information is that the School may, *inter alia*, be unable to comply with legislative requirements, process reports, deal adequately with emergencies, etc.
5. The information stored in the School's on-line Management System (Staffroom) and on Google Drive is secured by way of suitable IT security measures. Access to these systems is password protected.
6. Personal Information may be accessed by the School's Director, Principal, Deputy Principal, Heads of Department, Head of Training and Support, Class Teachers, Specialist & Support Teachers, Relief/Locum Teachers, Learner Facilitators, Administration Manager/Bursar, Administration Assistants, School Secretary/ies, Marketing Co-ordinator, IT System Administrators, Independent Contractors (including Therapists/Counsellors), and any other relevant professional or staff member involved in the learner's support team, but is strictly controlled by levels of access.
7. The information will be retained for as long as the Learner is enrolled at Oakley House School and thereafter for any statutory period as may be required or prescribed by law.
8. The consequences of withdrawing any permission granted at any stage for the publication of images and any other information/material will be applied retroactively only as far as is reasonably pragmatic; it will not apply to any information or materials already published, whether virtual or in print, and whether released or pending release.
9. You have the right of access to, and the right to rectify, the information collected. Requests for access to the information need to be in writing, submitted to the School's Administration Manager. The information will be provided in the form of a printed paper copy, to be collected from the School, or a saved electronic copy, which will be emailed to your email address on record.
10. You have the right to object to the processing of personal information as referred to in section 11(3) of the POPIA.
11. You have the right to lodge a complaint to the Information Regulator in regard to the specific circumstances in which the information is or is not to be processed. The current Chairperson of the Information Regulator is: Adv Pansy Tlakula.

I confirm that I have read and understand the contents hereof.

Name & Surname \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_