ROYAL RIDGE ACADEMY

APPLICATION FOR ENROLLMENT 2027

(NB: ALL THE INFORMATION FILLED IN IS STRICTLY CONFIDENTIAL)

LEARNER DETAILS

APPLYING FOR GRADE: APPLIED DATE OF ADMISSION: DD / MM / YYYY

SURNAME: FIRST NAME(S)

DATE OF BIRTH: DD / MM / YYYY CURRENT AGE:

GENDER: MALE ◯ FEMALE ◯

DEXTERITY: *LEFT HANDED* ◯ *RIGHT HANDED* ◯

COUNTRY OF ORIGIN:

RACE: AFRICAN ◯ WHITE ◯ COLOURED ◯ INDIAN ◯ ASIAN ◯

PROVINCE OF ORIGIN: CITY: CODE:

HOME LANGUAGE(S) SPOKEN RELIGION

PHYSICAL ADDRESS:

CONTACT NUMBER(S): /

NUMBER OF CHILDREN IN THE FAMILY: POSITION OF CHILD IN THE FAMILY:

LAST SCHOOL ATTENED

PROVINCE

CONTACT DETAILS

FOR OFFICE USE	
Approved	YES / NO
Date approved	DD / MM / YYYY
Admission date	DD / MM / YYYY

PASSPORT SIZE PHOTO [LEARNER'S]

52 Monument Drive, Mnandi, Centurion. 0157 | +27 81 442 2976 | +27 70 306 3884 | nyashabev@gmail.com

LEARNER'S MEDICAL HISTORY /DETAILS

Has the learner suffered from any of the following illnesses? Indicate with an **X.**

Measles		Malaria		Asthma		Whooping cough	
Diphtheria		Chickenpox		Mumps		Polio	

Does the learner suffer from any allergies?

Yes	No	Details:

Does the learner have any special medical needs?

Yes	No	Details:

Is the learner currently under treatment of any kind?

Yes	No	Details:

Does the learner have any other special conditions?

Yes	No	Details:

EMERGENCY CONTACT (PARENT'S OR GUARDIAN'S) /

LEARNER'S MEDICAL CONSENT

In case of emergencies and critical situations, please bear in mind that there may be no time to refer to the learner's records. Therefore, the school reserves the right to make use of the quickest available service.

I ..... being the parent/legal guardian of (learner's name) ....., here by agree that any of the school health committee member provide emergency treatment as may be necessary.

Signature: ..... Date: .....

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PARENT / GUARDIAN'S DETAILS

NAME(S): RELATIONSHIP:

NATIONAL IDENTITY NUMBER:

MARRITAL STATUS:

HOME ADDRESS:

POSTAL CODE:

DIRECT CONTACT NUMBER(S): /

EMAIL

OCCUPATION:

PLACE OF EMPLOYMENT:

WORK CONTACT NUMBER(S): /

REQUIRED DOCUMENTS FOR THE COMPLETION OF THE APPLICATION

NB: THE FOLLOWING DOCUMENTS ARE A MANDATE. This application **will only be accepted if all** the necessary documents listed down below are attached.

For the Applicant [learner]

1. BIRTH CERTIFICATE.
2. IMMUNIZATION CARD / CLINIC CARD
3. TRANSFER LETTER FROM PREVIOUS SCHOOL [For grade 2 and above]
4. GRADE **"R"** GRADUATION CERTIFICATE [For grade Ones]
5. LATEST SCHOOL PROGRESS REPORT.
6. PASSPORT SIZE PHOTO [ONE]

For the Parents or Legal Guardian

1. GUARDIAN OR BOTH PARENTS' NATIONAL ID / PASSPORT COPIES
2. VALID PERMIT
3. PROOF OF RESIDENCE

FOR OFFICE USE
1.
2.
3.
4.
5.
6.
1.
2.
3.

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FEES STRUCTURE

PLEASE FIND BELLOW THE SCHOOL FEE STRUCTURE FOR 2027.

NON-REFUNDABLE ENROLMENT FEE [once off] This is only payable upon approval of the application before the learner starts.	
GRADE	**ADMISSION FEE**
ALL GRADES [1 – 7]	R400.00

SCHOOL FEES Please note that fees are **payable PER TERM** and in advance on or before the 1ST of the relevant month		
GRADE 1 - 7	**AMOUNT**	**YEARLY FEE**
FULL TERM FEES	R2 850.00	R11 400.00
TERM INSTALMENTS **[Payable in two equal installments over the first two months of each term]**	R1 425.00	
MONTHLY INSTALMENTS **[Payable on the FIRST DAY of each month over 12 months]**	R950.00	

OTHER FEES: SCHOOL TRANSPORT. Payable on or before the 1st of every month DURING the Term.	
GRADE	**MONTHLY FEE**
ALL GRADES [1 – 7]	R400.00

BANKING DETAILS

NB: *School fees Payments to be made through the bank and are payable in two equal installments over the first two months of each term. See Banking details down below:*

CATEGORY	BANK	ACCOUNT NAME	ACCOUNT NUMBER
FEES	FNB	**ROYAL RIDGE ACADEMY**	**63228231360**

Please Note:

- Kindly put your CHILD'S FIRST NAME AND GRADE AS REFERENCE

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1. SCHOOL'S UNDERTAKING / OBLIGATIONS

1.1 The school undertakes to give reasonable care and attention in respect of the learner's right to tuition and welfare during class or school hours or while on the school premises or attending any school activities

1.2 The school shall provide Tuition to the Learner in accordance to the prescribed Curriculum(s) and Syllabus for Private (independent) school as set by the Gauteng Department of Education at all times.

1.3 The school shall provide the Parents with all the necessary banking / account details into which all various payments must be made by the Parent at all times. Such as Transport, Uniform payments, Tuition fees or any other required payments.

1.4 The school shall closely monitor the learner's progress, assess the learner's performance and send progress report to the parents.

1.5 In case of any concerns about the learner's performance, the school will arrange for a one on one meeting with the parents to discuss and resolve the concerns.

1.6 In as much as the school itself may be able to identify some learners conditions or educational needs, the school calls for the parents to understand that the school's facilities and resources may limit its ability to provide the standard quality of education to such learners with special needs or conditions.

1.7 Therefore, the school may cancel the Learner Admission Contract should it no longer be able to provide the expected education to a learner with special educational needs.

1.8 The school shall communicate and notify all the parents of any developments and changes around the school as well as meetings they may be requested to attend.

1.9 The school shall give advance notice to all parents of any additional fees which relate to specific activities, outings, stationery, and other items which may be either recurring or once off.

2. PARENTS / GUARDIAN'S UNDERTAKING /OBLIGATIONS:

The parents must assist the school by ensuring that:

2.1 they fulfill all of their obligations as per the School Admission Contract.

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2.2 They remain supportive and maintain a respectful relationship with the school, as well as leaners and staff.

2.3 They encourage and assist the learner in his/her studies by giving them appropriate support at home.

2.4 They attend all meetings as may be requested by the school from time to time.

2.5 They shall undertake to **indemnify** the School, its Staff and / officials against any harm or other losses caused to any person on account of the conduct of the Pupil.

2.6 They **accept and adhere to** the Constitution and Regulations set by the School pertaining its operations as a Private School

2.7 They **must always notify** the school immediately of any reasons for the absence of their child as any absents interferes with the pupil's performance and progress.

2.8 Their children have reliable transport to ferry them to and from school **on time**. Any challenges must be communicated to the school administration

2.9 they put name tags or labels on the pupil's uniforms to be able to identify to whom it belongs in case its lost and found.

2.10 Every child must have a communication book to ensure that there is communication between the teacher and the child's parents. The book must be signed by the parent every day and returned back to school.

2.11 they do not visit their children during school hours as this disturbs the child and disrupts the daily school program.

2.12 Their child mustn't bring any toys and or jewelry to school as these are destructive to the child's attention.

2.13 They notify the school of any changes to the Parent's or Learners personal information that they had filled into the Application for Admission Form

3. PETAINING SCHOOL FEES AND OTHER PAYMENTS

3.1 All payment obligations (School Fees, Transport fare and any other payments) to be made into the relevant separate school accounts provided by the school.

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3.2 Parents shall be notified on the new School fees amount for the preceding academic year on or before the 30th of October during the current year. The communication shall be either via WhatsApp, Email, Text messages or Written notice.

3.3 Once a learner has been accepted into the school the Parents are now liable for the **full year's school fees.** School fees are due and owing from the beginning of the academic year.

3.4 School fees are to be paid in advance, either Annually, Termly or Monthly. **Therefore parents may chose a particular period they are comfortable with and a written proposal must be submitted to the school admin office.** If a Parent so chooses to be paying monthly, the fees must be paid before the 3rd of every month.

3.5 If a Parent choses to make monthly payments **they may authorize the school to set up a debit order** against their bank account for the payment of the monthly School Fees. The payments are then apportioned over 12 [twelve] equal monthly installments including December

3.6 **Please note** that even though the learner **does not technically attend** school for the full month in December **or** any other school month, the school fees charged in that particular month represent part or a portion of the **total annual School fees** charged and becomes due and is to be paid by the Parent.

3.7 In the event that the parent did not meet the monthly school fees installment on the due date [ref clause 3.4 above], the school may grant the Parent a grace period of time to make such payment as owing.

3.8 **An interest rate of 10%** is charged on the amount past due, 30 days after the 3rd of every month and must be paid as part of the outstanding school fees.(for instance, if a parent is owing or has an outstanding school fees balance of R300. The 10% arrear charge will then be added to the amount owing making the total to be R330. Please be guided accordingly)

3.9 A R400 **non-refundable** Registration / Enrolment fee is to be paid into the school account and the parent has to bring the proof of payment (POP) to the school office and get it receipted.

3.10 If the fees go unpaid outside of the stipulated grace period of 7 days **[first 7 days of each month]**, the school shall add an arrears charge [ref clause 3.8 above] onto the outstanding balance until it's fully cleared unless the leaner's guardian or parent approaches the school administration to discuss a payment plan.

3.11 School Fees shall escalate at least annually. The School has the absolute right to amend the amount of the School Fees but shall communicate in form of a written notice to the parents.

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3.12 Should the Parents be unsure as to any of their payment obligations, it is the responsibility of the Parent to contact the school so that they find clarity.

3.13 If the proposed changes in the School Fees referred to in clause 3.11 are not acceptable to the Parents they must, within 7 [seven] days of being given the notice, contact the School via Email or a written letter, and /whatsapp to the School Vice Principal.

3.14 Note that if the Parent does not accept the changes in school fees, such Learner's admission to the school shall be terminated and cease with effect from the last day of current Term, before the increased School Fees are due.

3.15 If the parent fails to give notice within the stipulated time [ref clause 3.13] they will be regarded as having agreed to and accepted the proposed changes and will be liable for the full amount of School Fees as set out in the notice.

3.16 In the event that the Parent owes a substantial amount, as per the school's discretion, it shall hand over the over dues to its Attorney or appropriately registered debt collectors who may in turn claim all the defaults, administration, and collection costs as contemplated in the Magistrate's Court Act 32 of 1944 that may arise as a result of Parent's failure to pay.

4. TRANSFER OR REMOVAL OF THE LEARNER FROM SCHOOL

4.1 The parent shall formally communicate or submit a **one month's written notice** to the school before removing the learner from the school.

4.2 Parents' will be liable for a full school fee for that new month if in the case that they did not give any notice and intend to remove the child from the school after the last day of the month.

5 DISCIPLINARY MATTERS

5.1 Parents are to fully support the school in its effort to administer discipline to the learner in accordance with the set school rules and regulations that are there to guide pupils.

5.2 Any expulsion, suspension and discipline of the Learner shall be in accordance with the provisions of the South African Schools Act No. 84 of 1996 and the Regulations here to.

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SIGNATURE OF PARENT OR LEGAL GUARDIAN

I/we, the undersigned (FULL NAME): ……,

(ADDRESS): ……

(CONTACT DETAILS): ……, the parent /legal guardian of (NAME OF LEARNER): ……....., do hereby certify that the information provided in this application for admission is complete and accurate. I/We acknowledge that i/we have read, understood and accept the learner's admission policy/contract that contain the detailed terms, conditions and the requirements for admission.

I pledge to fulfill the school fees, transport fare obligation as highlighted above and I acknowledge that the school reserves the right to penalize me if I fail to meet the condition as stipulated in point 2.2 of this section under School fees payment.

Signed here at …… on this …….. Day of ……..2027

……..	……..
PARENT	DATE
……..	……
ADMINISTRATOR	DATE
……..	……..
PRINCIPAL	DATE

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STATIONARY LIST

FOUNDATION PHASE [GRADE 1 - 3] TEXTBOOKS (CAPS CURRICULUM)

[RECOMMENDED IS PLATINUM]

1. ENGLISH HOME LANGUAGE
2. MATHEMATICS
3. LIFE SKILLS
4. ISIZULU FAL

MUST HAVES FOR GRADE 1 - 3

1. 2 Reams Typek bond paper (500 sheets)
2. HB pencils x 20
3. A pack of blue/black pens (for grade 3 only)
4. Eraser x 2
5. Double Hole Sharpener
6. A flexible 30cm Ruler
7. 50-page Flip File x 1
8. A4 192 page Counter books x 8. (all fully covered)
9. Pack of Color Pencil x 12
10. Wax Crayons x 12 (only grade 1 & 2)
11. 1 pair of scissors
12. Pritt Glue sticks x 4
13. Case of primary colors water paint (only grade 1 & 2)
14. Baby Soft Toilet paper of 12 (x2)
15. **70% Alcohol hand sanitizer**

INTERMEDIATE PHASE [GRADE 4 – 6] AND GRADE 7 TEXTBOOKS (CAPS CURRICULUM)

[RECOMMENDED IS PLATINUM]

1. ENGLISH HOME LANGUAGE
2. MATHEMATICS
3. LIFE SKILLS
4. LIFE ORIENTATION [Grade 7 only]
5. SOCIAL SCIENCES
6. NATURAL SCIENCE AND TECHNOLOGY
7. ECONOMIC MANAGEMENT SCIENCE [EMS] [Grade 7 only]
8. ISIZULU FAL

MUST HAVES FOR GRADE 4 – 7

1. 2 Reams Typek bond paper (500 sheets)
2. Pack of blue pens
3. Pack of pencils
4. Mathematic set and a 30cm ruler
5. 192-page Counter books [Grade 7 x 21 | Grade 4 – 6 x 18] all fully covered.
6. Baby Soft Toilet paper of 12 (x2)
7. **70% Alcohol hand sanitizer**

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SCHOOL UNIFORMS

UNIFORM CATEGORY	ITEM	COMBO PRICE
STANDARD [all learners]	STUDENT SCHOOL ID **[compulsory]**	R60.00
STANDARD [Boys or Girls]	Long sleeved Shirt Trousers Pull Over Tie Socks	R620.00
STANDARD [Girls]	Tunic Jersey Girls' white socks	R620.00
SPORTS WEAR **1** [Boys and Girls]	White Shorts Golfer T/Shirt Socks	R300.00
SPORTS WEAR **2** [Boys and Girls]	Tracksuit T/shirt Socks	R650.00

NB: Accepted learners get all the uniforms from the school **except** for shoes.

Every child is mandated to have full school uniform at all times. The school uniform wearing timetable will be provided by the school.

EEMPS management and its Board of Directors say THANK YOU for choosing us and mostly for your cooperation towards meeting all the above requirements.

FOR FURTHER ASSISTANCE OR INQUIRIES KINDLY CONTACT:

Admin office : Tel : 081 442 2976 | 070 306 3884
Email : info@rra.co.za /nyashabev@gmail.com
Transport :