# Welridge Academy Pre and Primary School Combined Screening Application & Enrolment Agreement

Name of Learner: _____

Date of Enrolment: _____ Grade:_____

*This combined screening application and enrolment agreement, and all terms and conditions herein are valid from the date of signature hereof and will be valid and binding for the entire duration of your child's enrolment at Welridge Academy, subject to the successful screening and acceptance.*

**IMPORTANT NOTICE**

Enrolments is strictly subject to the outcome of the screening process. Completion of this enrolment form should not be regarded as acceptance by the school of the enrolment of the learner. This screening application is subject to approval criteria. Once acceptance is confirmed, the full enrolment agreement becomes binding.

*This agreement will only be concluded once all the relevant documentation listed below has been received and validated.*

| Required Documents | | | |
|---|---|---|---|
| **Description** | **Submitted Electronically** | **Submit in Hardcopy** | **Verified by Office** |
| Parent/Guardian ID Copies | | | |
| Learner ID/Birth Certificate | | | |
| Immunisation Card | | | |
| 4 x ID Photos of Learner | | | |
| Proof of Residence (Not older than 3 months) | | | |
| 3 Months Latest Bank Statement with Stamp | | | |
| Latest Report card with stamp | | | |
| 12 Months Current/Previous School Fee Statement | | | |
| Welridge Academy Transfer Form | | | |
| Copy of Medical Aid Card | | | |
| Visa of Parents (If Non-SA Citizen) | | | |
| Visa of Learner (If Non-SA Citizen) | | | |
| Occupational or other therapy documents | | | |

| 2027 Admission Requirements (Age Guidelines) | | | | | |
|---|---|---|---|---|---|
| **Grade** | **Year of Birth** | **Age** | **Grade** | **Year of Birth** | **Age** |
| Toddler Class | 2024/2025 | 1 year - 3 years | Grade 3 | 2018 | 8 turning 9 |
| Grade 000 | 2023 | 3 turning 4 | Grade 4 | 2017 | 9 turning 10 |
| Grade 00 | 2022 | 4 turning 5 | Grade 5 | 2016 | 10 turning 11 |
| Grade R | 2021 | 5 turning 6 | Grade 6 | 2015 | 11 turning 12 |
| Grade 1 | 2020 | 6 turning 7 | Grade 7 | 2014 | 12 turning 13 |
| Grade 2 | 2019 | 7 turning 8 | | | |

| FOR OFFICE USE ONLY | |
|---|---|
| Combined Screening and Enrolment form received | |
| Combined Screening and Enrolment form Processed (Credit Checks & Verification) | |
| Application Outcome | |
| Account Number | |
| Learner Number | |
| Aftercare Class Allocated | |
| Pricing Generated | |
| Profile Created | |
| Captured on QB & SASAMS | |
| Documentation Filed | |



Parent / Guardian Initial_____

| Personal Information - Learner | | | |
|---|---|---|---|
| Prefers to be known as: | | Country of Birth: | |
| Gender: | | Date of Birth: | |
| ID/Passport Number: | | Home Language: | |
| Religion: | | Position in Family (1st, 2nd, etc.): | |
| Dexterity (Please circle): | Right-Handed Left-Handed | | |
| Additional Learner information/ Therapy or remedial support details: | | | |

| Personal Information – Parent/Legal Guardian | | |
|---|---|---|
| | Mother/Legal Guardian | Father/Legal Guardian |
| First Name: | | |
| Surname: | | |
| Race: | | |
| Work Number: | | |
| Cell Number: | | |
| Email Address: | | |
| Home Address: | | |
| Occupation: | | |
| ID Number: | | |
| Marital Status: | | |
| Learner stays with: | | |
| Biological parent of the learner? | | |
| If not, court-appointed parent or legal guardian? (Please provide supporting document) | YES NO | YES NO |
| If not the biological parent or legal guardian, provide details of why the learner is in your care. | | |

| School Fees – Personal Information of Parent/Legal Guardian Responsible for Account | |
|---|---|
| Name and Surname: | |
| ID Number: | |
| Work Number: | |
| Cell Number: | |
| Email Address: | |
| Payment Option: | ☐ EFT Transfer ☐ Cash Payments |
| Payment Method: | ☐12 Months ☐ 11 Months ☐ Quarterly ☐ Annual |
| Aftercare Services: | ☐ Yes ☐ No ☐ Full Year ☐ Monthly |

| Medical Details/Information | |
|---|---|
| *All medication is to be signed in at the front office – Learners may not keep any medication with them.* | |
| Is your child on any chronic or daily medication? | ☐ Yes ☐ No |
| If yes, please provide details: | |
| Please list any allergies your child may have: | |
| Name and Number of Doctor: | |
| Medical Aid Name: | |
| Main Member Name: | |
| Membership & Emergency No: | |
| Authority to transport learners to hospital in an emergency: | ☐ Yes ☐ No |

| Emergency Contact Details | | |
|---|---|---|
| **Details** | **Contact 1** | **Contact 2** |
| Name and Surname: | | |
| Contact Number: | | |
| Alternative Number: | | |
| Relationship to Learner: | | |

| Persons other then parent/guardian authorised to collect the learner from school | | |
|---|---|---|
| **Details** | **Authorised Person 1** | **Authorised Person 2** |
| Name and Surname: | | |
| ID Number: | | |
| Contact Number: | | |
| Relationship to Learner: | | |

## TERMS AND CONDITIONS OF THE ENROLMENT AGREEMENT

### Acknowledgement

1. This enrolment agreement as well as the screening application together with the terms and conditions noted on both these forms are valid and legally binding from the date of signature and will remain valid for the duration of your child's enrolment at Welridge Academy, subject to successful completion of the screening process.

2. The parent/guardian acknowledges that this application does not mean automatic enrolment to Welridge Academy. Enrolment is strictly subject to the outcome of the screening process and the completion of this form should not be regarded as acceptance by the school of the enrolment of the learner.

3. The parent/guardian warrants that all the information furnished above is true and complete in every respect.

4. The parent/guardian hereby gives Welridge Academy their irrevocable consent to check the validity of all information supplied.

5. In instances where the guardianship of the learner does not reside with both biological parents and/or where access to the learner is to be restricted, please take note that Welridge Academy can only act in accordance with what is prescribed in the relevant court order/legal document that must be provided to the school. Unless otherwise indicated in a legal document, ALL relevant school information, including account statements, will be communicated to both parents/legal guardians.

## Welridge Academy

6. Should a prospective Grade 1 learner be younger than the prescribed school going age and their birthday is before 30 June, a comprehensive psychological school readiness assessment must be submitted prior to admission. School readiness is very important to ensure that a child is ready for formal schooling, socially, emotionally, and academically.

7. Placement of learners will be done according to the admission criteria to ensure that learners reach their full potential and progress to later school years without impediments.

8. The parent/guardian hereby accepts that Welridge Academy foundations are founded on the Christian faith and that Christian principles will be followed.

9. The parent/guardian hereby provide explicit consent for Welridge Academy to request and obtain their child's learner profile from their previous enrolled educational institution.

## Aftercare

10. The Aftercare service will only be made available once the prescribed application forms have been completed and signed.

11. All learners are to adhere to the school rules while at Aftercare and demerits and merits will be issued where applicable.

12. A learner may be suspended from Aftercare should his/her behaviour at Aftercare be unacceptable or threaten the safety and wellbeing of other learners or staff members.

13. Aftercare hours end at 17h30 and in the event of late collections, a penalty of R100 per 15 minutes late collection will be enforced.

14. Aftercare fees will reflect on our monthly statement and are payable in advance, by no later than the 7th of each month.

15. No credit will be given for days that a learner does not attend Aftercare.

16. Non-payment of Aftercare fees will cause the service to be suspended with immediate effect.

17. Only where alternate arrangements have been made with the Accounts Department (accounts2@welridge.co.za), will a learner be allowed to resume Aftercare.

18. Casual Aftercare facilities can be arranged with accounts2@welridge.co.za.

## Edu Profiling

19. It is recommended that all Senior Phase Learners (Grade 4-7) complete an Edu-Profile assessment. The assessment cost of R350.00 is payable in cash to the admin office. Please note that the cost is subject to change without notice.

## Parent / Guardian Undertaking

20. The parent/guardian undertakes to notify Welridge Academy in writing within 7 days of any change of address or any other information supplied herein.

21. The parent/guardian undertakes to prescribe to Welridge Academy's Credo and to actively partake in the educational process together with the teacher for the benefit of the learner.

22. The parent/guardian understands and accepts that this agreement incorporates Welridge Academy rules, transgressions (disciplinary procedures) and regulations and that a breach thereof may lead to necessary action being taken as set out in the addendum credo.

23. The parent/guardian hereby exempts Welridge Academy, employees, and management of Welridge Academy from any liability incurred on account of any injury, illness or death of the learner, howsoever arising, and from any liability for loss or damage suffered due to any damage to, or loss of articles brought into Welridge Academy by the learner except in cases of gross negligence by Welridge Academy or its employees.

24. The parent/guardian undertakes to educate their child regarding the rules of Welridge Academy and to instil in their child that he/she must abide by these rules for their own safety and for the safety of others.

25. The School Fees are reviewed on an annual basis and Welridge Academy reserves its rights to amend these fees annually, by providing a 30 (thirty) day notice.

## Fees and Payments

26. Monthly instalments must be paid in advance and in full, on or before the 1st day of each month (January to December when paying in 12 monthly instalments, January to November when paying in 11 monthly instalments).

27. Quarterly instalments must be paid in advance and in full, on or before the 1st day of each quarter (January, April, July, and October).

28. Annual payments must be paid in advance and in full, on or before 01 January.

29. Payment must be made notwithstanding the fact that a statement may not have been received.

30. Payments are to be made via EFT or cash to the admin office – NO Cheques accepted.

31. Interest will be levied at a rate of 15% per annum (1.25% per month) against any late payments and/or outstanding amounts.

32. A non-refundable Registration Fee is payable per family on registration.

33. A non-refundable Grade R / Grade 1 Holding Deposit is required to confirm a child's attendance and to reserve a place for the child in a Grade R / Grade 1 class at Welridge Academy. For learners already enrolled at Welridge Junior Academy this Holding Deposit is payable on or before 01 July of the year prior to the child attending Grade R / Grade 1.

34. In the case of a new enrolment for Grade R / Grade 1 for the following year, this Holding Deposit is payable on registration, along with the Registration Fee. The Grade R / Grade 1 Holding Deposit will be offset against the January School Fees on 01 January of the year in which the child attends Grade R / Grade 1 at Welridge Academy.

35. No refunds will be made for non-attendance of school, for whatsoever reason.

36. Cash deposits into our bank account attract bank charges which will be added to the account of the parent/guardian in the following month.

## Shows, Outings

37. Learners will only be permitted to attend shows and/or outings if the yearly Shows & Outings Fees have been paid in full for the year.

38. Refunds will only be considered in exceptional circumstances and will be paid at the sole discretion of Welridge Academy.

## Termination & Notice

39. Termination of Aftercare requires one calendar month's written notice.

40. Termination of enrolment at Welridge Academy Preschool (Toddler Class to Grade 00) requires one calendar month's written notice.

41. Termination of enrolment at Welridge Academy Primary School (Grade R to Grade 7) requires three calendar month's written notice.

42. Notice of termination has to be emailed to our Accounts Department on accounts2@welridge.co.za and a copy has to be emailed to the principal's office at info@welridge.co.za. Alternatively, written notice of termination must be hand delivered to Welridge Academy for attention of "The Principal".

43. Notice of Termination may not result in the last day of attendance being in the month of November.

## Breach of Agreement

44. Non-payment of monthly school fees will be deemed as breach of the agreement.

45. In the event of breach of the agreement, the full balance outstanding plus the levied amount, will immediately become due, owing, and payable.

46. It is the onus of the parent/guardian who fall into arrears to contact the accounts office to make alternative arrangements and agree to an acknowledgement and undertaking to catch up and clear the arrear amount.

47. Should a parent/guardian who falls into arrears and/or fails to adhere to the agreed acknowledgement and undertaking, the account will be handed over to our external collection agency.

48. Parents/guardians who fall into arrears and who subsequently fail to adhere to calls to clear the arrear amounts by means of payment arrangements will be subject to legal hand over to our collection agency. Once handover has taken place, parents will be required to move learners out of Welridge Academy within 1 (one) month.

49. Parents/guardians hereby undertake to sign an Acknowledgement of Debt in cases where a learner moves to another school and the school account is in arrears.

50. Should it be necessary for Welridge Academy to institute legal proceedings for the recovery of any outstanding fees, the parent/guardian consents to the jurisdiction of the magistrate's court, notwithstanding that such amount is otherwise beyond the jurisdiction of the magistrate's court.

51. Furthermore, the parent/guardian undertakes to pay all legal expenses incurred in the recovery of all amounts due to Welridge Academy, as between attorney and own client, including collection charges and tracing fees.

52. A certificate signed by the principal or duly authorized agent (whose authority it shall not be necessary to prove) setting out the amount of any indebtedness shall be prima facie proof of the amount due and owing by the parent/guardian to Welridge Academy, and the parent/guardian hereby accepts that the amount so specified shall constitute a liquidated amount, and further that such certificate stating that any act or failure to act has occurred, shall be prima facie proof of such act or failure.

## Media

53. Do you the parent/guardian hereby grant permission for any appropriate photographs taken of your child during school and/or at school events, to be added onto our school website, Facebook page, or local newspaper or to be used for any other form of marketing requirements.

☐ Yes ☐ No

54. Do you, the parent/guardian hereby grant permission for any appropriate photographs taken of your child during school and/or at school events to be shared via the closed grade WhatsApp group.

☐ Yes ☐ No

## Domicilium

55. In terms of legal requirements, the parent/guardian chooses as his/her Domicilium citandi et executandi for all purposes under this agreement to be the address stipulated in the personal details clause.

56. The parent/guardian may change his/her chosen Domicilium citandi et executandi within the Republic of South Africa by giving at least 7 (seven) working days written notice to the other party.

## Welridge Undertaking

57. Right of admission to the premises of Welridge Academy is strictly reserved.

58. In the event of an accident, Welridge Academy reserves the right to transport the child to a registered hospital if the legal guardian cannot be contacted. We will act "in loco parentis".

59. Welridge Academy will not be held responsible for any loss or damage of articles brought by the child to Aftercare.

60. Parents/guardians exempt Welridge Academy, employees, and management of Welridge Academy from any liability incurred on account of any injury, illness or death of the learner, howsoever arising, and from any liability for loss or damage suffered due to any damage to, or loss of articles brought to Aftercare by the learner.

61. Written notification will be communicated to all parents/guardians in the event of natural disaster or any other event out of our control, where the school facilities are affected to the extent that they become

unusable, Welridge Academy will endeavour to find alternative premises as close as possible to the school, to continue our education process.

62. In the event that staff members becoming unavailable for extended periods of time, we will endeavour to replace those teachers immediately to ensure that our learners are not adversely affected by the absence of a teacher.

### Disclaimer

63. Neither the parent/guardian nor any other family member or legal representative shall hold Welridge Academy liable for any injury to and/or loss incurred by the learner/parent/guardian while on the school premises and/or under the supervision of the school's staff where all reasonable precaution has been taken to ensure the welfare of all on the school premises.

## Declaration

I/we have read and understand all the terms and conditions contained herein and confirm that the information supplied is correct.

We _____ and _____, parents/guardians of _____ hereby give consent for the information supplied in this application to be used for purposes of the screening and enrolment of the learner at Welridge Academy and all matters related to it. Which screening may include conducting a credit inquiry or credit information search about the parents' non-performance with a credit information bureau, persons acting as their agents and/or credit grantors.

We further give consent on behalf of the learner, _____ for his/her personal information to be processed for purposes of his/her screening application and enrolment at Welridge Academy and all matters related to it.

Signed at _____ on this _____ day of _____ 20____.

| | |
|---|---|
| _____ | _____ |
| Name of Father/Guardian | Signature |
| _____ | _____ |
| Name of Mother/Guardian | Signature |
| _____ | _____ |
| Name of Person responsible for Account | Signature |
| _____ | _____ |
| For Welridge Academy (Enrolments) | Signature |
| _____ | _____ |
| For Welridge Academy (Accounts) | Signature |