



ADVANCED COLLEGE BROOKLYN CAMPUS Application Form

Dear Parent/Guardian,

Thank you for considering Advanced College. Kindly complete the following document in full and include ALL the supporting documentation required. Kindly note that Advanced College Brooklyn is an independent school registered with the Department of Education under registration number: 700401072. We are also registered with the exam board, SACAI (South African Comprehensive Assessment Institute), Registration number A-1046-16.

From Grade 4 onwards students are introduced to the concept of independent study. 'Learning to learn' is a complex process that entails students taking responsibility for their educational process and subsequently adopting a more active role in their education. Skills such as planning, self-monitoring, pacing and self-evaluation are critical to both higher education and the workplace.

The multi-age classroom is fundamental to the *Advanced College Method* as it promotes social development, encourages leadership and builds cognitive skill.

Surname: _____ Preferred name: _____

ID/Passp number: _____ Boy/Girl: _____

Date of birth: _____ Home language: _____

Current school: _____ Grade: _____

Number of siblings: _____ Ages of siblings: _____

Position within siblings (birth order): _____

e.g. oldest of two, middle child of three, 2nd child of four

Ages of siblings [e.g. Max (8), Mary (6)]: _____

Medical Conditions/disabilities of applicant: _____

Residential address: _____ P. Code: _____

Current therapy (if applicable): _____

_____ (Kindly include therapist reports)

Date and Grade into which admission is required: _____

Year in which applicant first started school (dd/mm/yy): _____

Total number of years at school so far: _____

Details of current/previous school:

Name of school: _____

Address of school: _____

Class/Grade: _____

Date commenced at this school: _____

Father's details:	
Full names:	
Identity/passport no.	
Marital status (Pls tick one)	Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/>
Occupation	
Employer	
(If self-employed state company name)	
Home address:	
Work address:	
Email:	
Tel No.s (Work & Cel)	

Mother's details:	
Full names:	
Identity/passport no.	
Marital status (Pls tick one)	Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/>
Occupation	
Employer	
(If self-employed state company name)	
Home address:	
(Only if different to father's)	
Work address:	
Email:	
Tel No.s (Work & Cel)	

TO BE COMPLETED BY THE PERSON LIABLE FOR THE ACCOUNT

I, _____ hereby record that I am aware of, and agree to be bound by the terms applicable to this *Provisional Application* as set out in the Terms and Conditions of Provisional Enrolment as detailed on Pages 3, 4 and 5 of this document and the Terms and Conditions of Enrolment at Advanced College. In particular I have noted that the College is not obliged to enrol a prospective student at the College, on the basis of completion of this Provisional Application Form. Furthermore, I accept that the College reserves the right not to accept an applicant or to disclose any information regarding the unsuccessful application and/or reason(s) thereof. ALL ENROLMENTS ARE SUBJECT TO THE CONDITIONS OF ENROLMENT.

I choose the following home address as my domicilium citandi et executandi for delivering of any notices:

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

Signature: _____

Farther / Guardian

Mother / Guardian

(Parents: both Mother and Father/Guardian/Other to sign) as per the above indicated person/s liable for payment of school fees, whose liability in terms hereof shall be joint and several.

There are five types of fees you are responsible for:

1. **Enrolment fee:** Payable on initial enrolment. This fee is non-refundable. It is a once-off payment payable when the pupil is provisionally enrolled at Advanced College.
2. **Registration fee:** Payable on successful registration and thereafter annually on or before 1 August. This fee is not refundable and secures your child's place for the following year.
3. **Monthly school fee:** Payable monthly from January until December. Advantage does not grant any discount or subsidies for pupils, irrespective of the number of children you may have attending.
4. **Aftercare (if applicable):** Payable monthly from February until November. This does not include holiday programmes. Holiday programmes are charged separately.
5. **Additional costs (where applicable)** E.g. school tours, excursions, text books, catering, etc. (We endeavour to inform parents of planned excursions at the start of each term. Sometimes a rare opportunity may come our way and we may include an un-planned excursion!)

Fees are strictly payable monthly in advance, whether a statement is received or not. If the pupil leaves the school for any reason during the course of the year you are required to give one term's notice and you remain responsible for the school fees during the notice period.

PROCESSING THE ADMISSION OF A PUPIL

Step 1

- Certified copy of the pupil's birth certificate.
- Certified copies of the parent's/guardian's identity documents.
- Proof of residence (e.g. Utility bill).
- Proof of account holder's work address
- Copy of pupil's latest school report
- Proof that the pupil has been immunised against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.
- The school may request a Credit Check Consent and Indemnity form [in line with ISASA's (Independent Schools Association of Southern Africa) recommendation for applicants to undergo a credit check]. (Both parents must complete each of these forms.)
- A Subject Confirmation form signed by both parent and student (FET Phase students)

Step 2

- Where a vacancy exists , Advanced College will contact you to schedule an assessment/interview date
- Should you miss the interview/assessment and need to reschedule, you will be charged an additional R500-00 for the additional costs incurred
- Only after this process will Advanced College contact you as to the success of the application.

**- DOCUMENTATION REQUIRED FOR FINALISING THE ADMISSION OF A PUPIL
(AT POINT OF ADMISSION/REGISTRATION):**

- Copy of the medical aid card applicable to the pupil.
- The transfer card of the pupil, if he or she is currently enrolled at another school.

- Signed Code of Conduct
- Proof of payment of the registration, enrolment and first month's fee.

3. PUPILS AT *ADVANCED COLLEGE BROOKLYN* MUST:

- Be conversant and teachable in English (Where pupils are not conversant in English, they will be required to attend extra-curricular English language instruction which is billed separately.)
- Be able to function within the school rules, ethos and code of conduct of the school.

4. THE FOLLOWING CRITERIA APPLIES AT *ADVANCED COLLEGE*:

4.1 All applicants will be assessed/interviewed for their suitability to the Advanced Teaching Model. Part of the admission policy and process includes an interview with prospective parents.

4.2 If application is made for a class which is full, the applicant will be placed on a waiting list of applicants and will be assessed only when a space becomes available.

4.3 Brothers and sisters of pupils who are already in the school enjoy preference.

4.4 On application, the Admission Fee (Enrolment fee) must be paid in full, and once a pupil is accepted the Registration Fee is due and must be settled in full together with the contract and other relevant forms, all completed in full before a pupil will be admitted to the class.

4.5 School fees are strictly payable in advance or by debit order. If fees are not paid, the school has the right to:

- ✓ Suspend the pupil from the school premises and all academic and other school activities until the outstanding payment is received.
- ✓ Charge interest on overdue accounts, levied at prime interest rate plus 5%.
- ✓ Instruct attorneys to recover the outstanding amounts and all costs and collections charges, which will be for the account of the signatories to the contract.
- ✓ After due notice is given and there is still no reaction, report signatories of overdue accounts to a credit bureau for blacklisting.

4.6 If Advanced College is concerned about a pupil's progress we will consult with the parents and may refer the pupil for additional professional support at the parents' cost.

4.7 Should problems manifest which were not identified at the early stages of development, the school reserves the right to refer the pupil to a more suitable learning environment. This will always occur in consultation with the parents.

4.8 Pupils applying for Grades 2 and upwards must undergo an Advanced College academic assessment to establish whether the pupil is able to integrate into the grade applied for. Should this assessment result be unfavourable, a recommended course of action will be discussed with the parent(s).

5. SPECIFIC ADMISSION REQUIREMENTS

5.1 PRIMARY SCHOOL

- a. Learners will only be submitted to Gr 1 in the year they turn 7.
- b. The age of the pupil should not exceed two years above the chronological average age of the grade.
- c. Pupils with special needs will be considered, provided that Advanced College is able to cater to this need within its existing structures.

- d. Pupils who have attended the Advanced College Pre-School receive preferential placement in the Primary School for Gr 1. Although, admission to Advanced College is not automatic, it is subject to the condition that the pupil meets the school readiness requirements for that Grade.
- e. Pupils applying from other Pre-Schools will need to undergo a school readiness evaluation.
- f. Advanced College requires a progress report from the current school before the application will be considered.
- g. Pupils entering Advanced College from the second term of Gr 1 onwards will undergo an admission evaluation and may also be required to be assessed by an Educational Psychologist at the parent's cost.

5.2 HIGH SCHOOL

- a. The age of the pupil should not exceed two years above the chronological average age of the grade.
- b. Pupils who have been attending Advanced College Primary School receive preferential placement in the High School for Gr 8, subject to the entrance evaluation outcome.
- c. New applications for High School (Gr 8 – 12) may be required to undergo an admission test in Mathematics and Languages.
- d. Pupils may be required to be assessed by an Educational Psychologist at the parent's cost.
- e. All Gr 8 pupils, whether they were at Advanced College Primary School or any other school will be required to submit all applicable documentation.
- f. A progress report from the current school must be submitted before the application will be considered.
- g. Previous school reports will be taken into account.
- h. A meeting with the parents is part of the admission process.
- i. Applications for entry into Grade 12 will be considered, but strict conditions will apply.

6. GENERAL

Advanced College complies with the POPI (Protection of Personal Information) act. All personal documentation provided by parents/guardians is considered private and confidential and will not be available to anyone but Advanced College administrative personnel.

Printed name of Parent/Guardian

Signature of Parent or Guardian

Signature Date

This policy was formally adopted by Advanced College Brooklyn in October 2018 and will apply until the policy is reviewed and amended. The policy is reviewed annually to ensure that Advanced College remains compliant with statutory regulations as amended/introduced by the South African government.

PROTECTION OF PERSONAL INFORMATION ACT (POPIA) 2013

Dear Parent

YOUR PRIVACY REMAINS A TOP PRIORITY

Advanced College Brooklyn wishes to assure you that we will take every precaution to protect and secure your and your child's personal information. We are committed to meeting our obligations in terms of the *Protection of Personal Information Act (POPIA), 2013* (Act No. 4 of 2013).

The collection and processing of personal information is done in line with the provisions and safeguards set out in the *Protection of Personal Information Act (POPIA), 2013*, which outlines how information is collected, stored, processed and shared to ensure that the integrity and confidentiality of personal information is maintained at all times.

As a *Department of Education* registered independent school, we have the obligation of sharing student, parent and teacher information with the Department, via data sets generated by the annual school survey in the *Education Management Information System (EMIS)*. EMIS is a system for the collection, integration, processing, maintenance and dissemination of data/information to support decision-making, policy-analysis, formulation, planning, monitoring, education management and curriculum development.

Department of Education compliance structures require of schools collecting and holding such data to do so responsibly and in line with Departmental guidelines, which in turn ensure compliance with POPIA.

The amendments to the POPI Act will not limit or restrict the manner in which the school engages with you. As parents/guardians of a registered student, you will continue to receive relevant communication relating to your child, the school and or the Department of Education.

Please feel free to call us should you have any concerns.

Best regards

ADVANCED COLLEGE BROOKLYN