



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)]: _____

Student residential address: _____

Current caretaker at residential address: _____

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: _____

Student Emergency and Medical Information

Emergency contact person	
Emergency contact's phone number	
Family Doctor	
Doctor's phone	
Doctor's address	
Medical aid	
Member number	
Known medical conditions	
Known allergies	
Current medication	
<p><i>NB:</i> Family history, known allergies, previous illnesses, physical or learning difficulties, including any relevant information on past or present medical treatment, including therapy, occupational, psychological, should be attached hereto.</p>	

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 & Cell)	

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 & Cell)	

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:

Name and ID number of the person responsible for the account.

Name: _____ ID No: _____

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

Signature: _____

Father / 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.

PAYMENT INFORMATION

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 November. Advanced College does not grant any discount or subsidies for pupils, irrespective of the number of children you may have attending.
- 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!)
- 6. Matric examination registration**, which is charged per subject.

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.)

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:

- ✓ 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
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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 requires 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

7. PARENTAL CONSENT FORM FOR USE OF IMAGES

Advanced College Brooklyn uses social media platforms to promote the College to prospective new parents.

On the platform these platforms there may be information regarding the following:

- General Information
- Newsletters
- Photographs/videos of educational activities
- Photographs/videos of extra-mural activities
- Photographs/videos of excursions
- Photos/videos of the school, it's students and the facilities

We would like all our parents to be part of this initiative and form part of the Advanced College Brooklyn experience. Advanced College Brooklyn recognizes the need to ensure the welfare and safety of all young people part taking in any activity associated with our organization, and as such will endeavour to take all reasonable precautionary measures within our power, to keep such information safe and not use it for any means other than communicated above.

Permission needs to be granted by parents for any photos/videos included on these media platforms. In the event that you do not agree to photos / videos being placed, your child's face will be covered.

I/we,.....the parent(s)/guardian(s) of:
 (Child's full name).....
 (Child's full name).....
 (Child's full name).....

hereby give Advanced College Brooklyn CONSENT to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our children named above, taken by any employee of Advanced College Brooklyn on behalf of Advanced College Brooklyn, for any of the following uses:

- Advertising/promoting ACB, leaflets, or any other use such as for training, educational or publicity purposes.
 - On the Advanced College Brooklyn Facebook page;
 - Instagram:
 - On the Advanced College Brooklyn Website.

The above consents will apply throughout the world and run for an indefinite period.

Signed..... Date.....

Address.....Postcode.....

8. DRUG TEST CONSENT

Since 2001, when regulations for 'safety measures' at Public Schools (gg22754) were published, all South African schools were declared drug-free zones. No person may possess illegal drugs on school premises.

DEFINITION:

A drug can refer to legal substances (e.g. alcohol, tobacco, over-the-counter medications, and household goods, such as glue) and illegal (e.g. cannabis, cocaine, methamphetamine, heroin, and cocaine). Alcohol and tobacco are two of the main drugs used by youth and are known as 'gateway' drugs because they often lead to stronger substances, but the focus of these guidelines is on illegal drugs that young people use to get 'high'.

RIGHTS:

Many people are worried that drug testing violates a young person's rights. The South African Schools Act of 1996 states that random drug searching, seizure and testing can violate basic rights, which is why it is so important that drug searches and tests are conducted sensitively and according to the Department of Education's guidelines. The Act does give principals freedom to determine what is in the best interest of all learners, who are entitled to the safety and security of a drug free environment. When school staff suspect that substance abuse is making it challenging to teach, or to ensure a learner safety, we will take fair and reasonable action in handling the issue. This action may include driving the learner(s) to a medical professional equipped to test for drug use. This action is aimed at reducing a student's risk for substance abuse or addiction.

CONSENT:

I/ WE, THE UNDERSIGNED, HEREBY GIVE CONSENT FOR MY/ OUR CHILD TO BE SCREENED FOR DRUGS WHERE USE/POSESSION IS SUSPECTED. SHOULD THIS BE DONE AND THE RESULTS PROVE POSITIVE, I/WE WILL BECOME INVOLVED IN THE PROCESS TO ENCOURAGE MY/ OUR CHILD TO JOIN A SUPPORT GROUP AND SEEK THE NECESSARY PROFESSIONAL HELP. I/ WE WILL SUPPORT ACB IN THE DISCIPLINARY PROCESS, SHOULD THIS BE THE OUTCOME.

Signed at on this Day of20

Signature of parents/guardians:

Parents/guardians Full Names:

Signature of Learner:

Learner Full Names:

DISCLAIMER/ INDEMNITY BY PARENT/ GUARDIAN

1. I/ We hereby indemnify the principal and staff of *Advanced College Brooklyn*, acting in good faith as agents of the college, against all claims whatsoever as may arise from accident or injury to, of any loss or damage to the property of the student which may occur while on the College premises or as part of an official college function, activity or visit away from the college, or arising from or in consequence thereof.

2. The principal and personnel of *Advanced College Brooklyn* will act 'in loco parentis' and will exercise such behaviour toward and control over the learner as is consistent with that of a reasonable parent.

3. I/ We agree that in the event of the student requiring emergency medical attention which may or may not involve the administration of an anaesthetic and/ or an operation, by a suitably qualified medical practitioner or specialist, due permission may, in such instances, be given by the principal or any authorised personnel member where no contact can be made with the parent(s)/guardian(s). Such a decision will be made on the clear understanding that the person providing the necessary consent is acting as 'in loco parentis' and acting as a responsible parent in giving the approval.

4. Notwithstanding the provisions of this indemnity, neither the learner nor I/ We are denied the safeguards which are afforded according to the laws of South Africa to which jurisdiction this indemnity pertains.

5. The Directors, Principal, its agent(s) and/or its employee(s) ("The School") shall not be liable for, and the student(s), parent(s) of the students and legal guardians hereby waive and abandon any claims of whatever nature including but not limited to that for any misunderstanding, loss or damage of whatever nature, against the College, whether arising from the College's inability to update the information on the document, negligence or otherwise. The student(s)/ parent(s) of the students and legal guardians, in addition to the aforesaid, hereby indemnify the college against any claims which may arise from whatever nature, whether arising from the College's default, negligence or otherwise. This disclaimer notice is clearly printed and is valid and shall be deemed to be accepted by student(s), parent(s) of the students and legal guardians.

Signature of parent(s)/guardian(s):

Full Names:

ID(s) or passport number:

STUDENT PLEDGE (Gr 4 – 9)

I understand that my education is very important to my future. Education will help me become a successful, productive person and help me make a difference to this world. I know that by working hard now, I will be prepared for university and a future career that I am passionate about, therefore I commit to:

- ✓ Arriving at school on time every day unless I am sick;
- ✓ Attending each class on time;
- ✓ Following the school rules;
- ✓ Showing P.R.I.D.E. – **P**ositive Attitude, **R**espect for all, **I**ntegrity, **D**oing the right thing, **E**ffort towards learning and pride in my work;
- ✓ Dressing appropriately at all times: NO short skirts/trousers, low-cut or revealing tops/dresses.
- ✓ Completing and handing in class work and homework on time, as instructed;
- ✓ Returning letters, corrected work, and other school materials to my parents/teachers;
- ✓ Not smoking; chewing gum; or using bad language;
- ✓ Being respectful to my peers, teachers and other school staff
- ✓ Being polite and greeting all teachers, students and visitors with respect;
- ✓ Not preventing my peers from their right to a good education by disrupting the class/preventing my peers from receiving a quality lesson;
- ✓ To be properly groomed at all times:
Hair to be of natural colour, neat and kept out of the face. For boys, no facial hair is permitted. For girls, acrylic and or painted nails are permitted, but must be painted in neutral colours and be kept short. For both boys and girls, no visible piercings are permitted, other than earrings for girls. For boys and girls, no outlandish makeup is permitted. Girls should keep makeup to a minimum.
- ✓ To act in the best interests of all, including but not limited to refraining from hate speech. No bullying;
- ✓ Work together as a team irrespective of my opinions;
- ✓ Accept and respect diversity in others, and
- ✓ **Give my very best every day!**

Each of these responsibilities speaks to my commitment to learn and become the best person, student, and leader I can be.

Student Name: _____

Student Signature: _____ Date: _____

PARENT PLEDGE

I/ We understand that my/ our child's education today will influence the kind of future he or she will have in the future. I/ We am committed to supporting my/our child in the following ways:

- ✓ Ensure that we are informed of your child's absence from school timeously;
- ✓ Ensure that your child is dressed and groomed appropriately, according to the school's dress code;
- ✓ Set high expectations for your child and encourage them to work towards these;
- ✓ Be flexible, positive, progressive and collaborative, in an effort to help your child achieve their personal best;
- ✓ Lead by example to inspire and motivate your child to dream bigger, learn more, do more and become more;
- ✓ Encourage healthy eating habits and pack healthy lunches for your child;
- ✓ Show respect and support for your child, our staff and the school;
- ✓ Ensure that you child attends school daily and is on time;
- ✓ Foster a peaceful, loving and supportive home environment;
- ✓ Provide a quiet place for your child to study at home;
- ✓ Encourage your child to complete all homework assignments;
- ✓ Attend parent-teacher consultations;
- ✓ Support the school in developing positive behaviour in your child;
- ✓ Schedule the time to look through your child's workbooks;
- ✓ Schedule regular sessions to discuss school with your child;
- ✓ Avoid enabling disparaging behaviour by making excuses for your child;
- ✓ Pay school fees on time. i.e. by the 1st day of each of the 11 months;
- ✓ Encourage your child to read at home and apply this learning to daily life;
- ✓ Limit your child's screen time and access your child's search history to be informed of what they are accessing/engaging in;
- ✓ Monitor your child's social media accounts for irregular/alarming/inappropriate content which places them at risk, and
- ✓ Encourage your child to be mindful of how their actions impact on others.

Parent(s) name(s) 1: _____ 2: _____

Parent(s) signature 1: _____ Date: _____

Signature 2: _____ Date: _____