**APPLICATION FOR REGISTRATION 2024**

**GR. R – 7**

**NEW LEARNER: FIRST ENROLMENT**

**EMIS NO: 991104305**

ADVANCED COLLEGE PRIMARY



11 Jourdan Street

 Thabazimbi, 0380

 Tel: 071 656 9659

 Fax: 086 513 9728

 Email: TBZ@advancedcollege.co.za

 Dear Parent or Guardian

**REGISTRATION: NEW LEARNER 2024**

Thank you for considering joining the Advanced College family. We only cater for families that want the very best for their children. Our small classes and quality staff allow for a very personal approach to learning. We believe that education is more than just studies and sport and have created an environment where every child is developed through an array of activities, with special emphasis on their individual strengths.

The following information will clearly stipulate the procedure that needs to be followed. Should there be any questions, please do not hesitate to contact the school so that these may be answered.

**TAKE NOTE:**

**Re-registration of learners must be done YEARLY; it is not automatic. Should a learner’s application not be successful, parents/guardian will be contacted and notified by sms/email.**

1. **APPLICATION / REGISTRATION FORM**

Available directly from the school. Please complete each section completely. Incomplete applications will not be considered. Applications must be returned to the School within 3 days to ensure a speedy applications process.

1. **ADMISSIONS PROCEDURE**

The learner will be expected to write an admission test in both the language of instruction and mathematics. The secretary will call to schedule the date and time for such tests.

1. **DOCUMENTATION**

 Copies of the following documents are required:

* ID-document (copy) of both parents/guardian, marriage certificate and/or divorce letter
* Birth certificate of learner
* Copy of Immunization Card (Gr R – Gr 1) / Medical Aid Card
* Proof of Residence (Water & lights / telephone account)
* Payslip of parent/guardian responsible for payment of fees
* 2 x Passport photos of learner
* Transfer Card and Promotion / Progress report
* Foreign learners: Passport (copy), temporary or permanent residence permit and study permit
* Asylum seekers: Proof of application to Dept of Home Affairs for status
* Registration Fee – R750 per learner
* Sport/Cultural Levy – R200 per learner per year
* Admission Fee – R1 500 **(before 31 October 2023)** written off against January school fees

**Please take note that no application can be processed should the information be incomplete or IF the above-mentioned documents are not submitted with the application.**

1. **INTERVIEW**

After completion and submission of the application form with the accompanying documentation, parents/ guardian will be contacted by the school secretary to schedule an interview with the Principal.

The interview, with the information in your application form and admissions tests will determine if your child will be accepted to Advanced College. Please expect a call in this regard.

1. **ADMISSIONS TESTS AND INTERVIEW**

**The admission tests fee must be paid before testing will take place.** A school readiness test will be done for Gr 1 and diagnostic assessment test for new applicants in other grades.

**Grade 1 learners will be provisionally accepted. The final decision will be based on the results of the School readiness test that must be made available to the school.**

1. **APPROVED OR UNAPPROVED**

You will be contacted by the secretary to inform you if your child’s application has been successful or not. **A *non-refundable* registration fee of R750 per learner is immediately payable with acceptance. An admissions deposit of R1500 also needs to be paid by 31 October 2023. The deposit is non-refundable as it reserves your child’s space for the applicable year. The admissions deposit goes towards your January school fees.**

**Should the application be unsuccessful the School Management is under no obligation to give reasons for the application being unapproved and no further correspondence or discussions will be entered into regarding the unapproved application.**

1. **SCHOOL FEES**

**School fees are paid monthly in advance, without exception.** School fees are normally increased annually but with no more than 10%. For School Fee Payment options for 2024 please refer to Registration forms as discount is applicable for fees paid in advance. School fees are payable over 11 months and are as follows:

**BANK DETAILS:**

NAME: Advanced College Thabazimbi

BANK: FNB

ACCOUNT NO: 625 439 836 98

BRANCH: 252 445 (Menlyn Square)

REFERENCE: Learner Reference

 Grade R School Fee of R1 500 per month

 Grade 1 to 3 School Fee of R1 650 per month

 Grade 4 to 6 School Fee of R1 900 per month

 Grade 7 School Fee of R2 100 per month

 **OTHER FEES:**

1. Textbooks and Set works – must be ordered and purchased by the parent/guardian. This is NOT the responsibility of the school; however, the school will assist where possible.
2. Sport/Cultural Levy of R200 per year.
3. School Uniform (compulsory) as prescribed by the Policy of the School. All learners are required to have a sports shirt and shorts for physical activities. The sport shirt may be purchased from the office.

Should any information be unclear with regards to the application process, please contact the office for more information.

Kind Regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MS. JENNY DE KLERK

OPERATIONAL DIRECTOR