

APS ENROLMENT



Updated Enrolment Terms and Conditions 2024

Student's Name:

Grade:	
Residential Address:	
Student's Contact No.	

Parent 1 Information:

First Name:	
Last Name:	
Residential Address:	
Mobile Phone:	
Do you wish to receive SMSs from the school on this number?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Email Address:	
Do you wish to receive group e-mails from the school on this address?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Work phone:	

Parent 2 Information:

First Name:	
Last Name:	
Residential Address:	
Mobile Phone:	
Do you wish to receive SMSs from the school on this number?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Email Address:	
Do you wish to receive group e-mails from the school on this address?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Work phone:	

High School Subject Choice: Grade 10 – 12

Notes Regarding Subjects:

1. A student must offer seven subjects.
2. A student must offer two official languages. (Foreign students can substitute Afrikaans for another subject).
3. A student must offer all the compulsory subjects.
4. A student must have PASSED Mathematics the previous year to continue with Mathematics in grades 11 & 12.
5. While Academy Private School endeavours to allow students to take every subject they would like to take from the list, sometimes this is not possible owing to class size limits and staffing constraints. Number Policy: In order to make subjects feasible, certain capacity limits have to put into place. A minimum class size of 3 and a maximum size of 20 students are enforced per subject.
6. Physical Sciences requires Mathematics and so Physical Sciences will not be an option for those who achieve less than 50% in Mathematics in Grade 9 at the end of term 4.
7. NB: Grade 10s who wish to take Mathematics and Physical Sciences subjects in grade 11 and who are on the borderline (achieve 50%) or below 50% must undergo an aptitude test in their grade 10 year (between February and June). The aptitude test costs are for the parents' account. Should the aptitude test result show negative for Mathematics and Physical Sciences then the student will unfortunately not be permitted to continue with these two subjects in grade 11 or 12.

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Section D: CONTRACT WITH ACADEMY PRIVATE SCHOOL

IMPORTANT NOTICE: By signing or initialing or otherwise entering into this Contract the Parent (s)/ Guardian(s) agree to the terms and conditions contained in this document as well as any terms and conditions contained in the Policies of the School, which form part of this Contract.

Agreement between Academy Private School and _____ (Name of parent/guardian) and _____ (Name of parent/guardian) with regards to the following:

2. Admission Policy for Current Students

Admission Deposit:

All current parents must obtain an **Academy Private School Fees Schedule Form** from the School office for their child for the next year to complete, sign and return to the School as well as pay the admission deposit **by 30 September**. The **Admission Deposit** is R1400. The admission deposit is non-refundable should your child leave the school after 30 September as this deposit books your child's place in the class next year and we turn away other students who want to enrol. The admission deposit goes towards the next year January school fees. The payment of the admission deposit ensures your child's admission to the school next year. We receive advance enrolments (sometimes 2 and 3 years in advance) for grades which may result in a waiting list. Once we receive your admission deposit we will put your child on the appropriate grade list for next year.

E.g. January month school fees will be as follows: January school fees less R1400 due by 1 January.

4. Consent to Use My Child's Photograph

I, _____ (full name) parent/guardian of _____

(student full name) hereby consent to Academy Private School using my child's photograph in the school's Facebook posts, website, and other social media posts for the purpose of news, and school promotional purposes:

I consent

I DO NOT consent

5. Conditions and Terms of Enrolment

5.18 Admission Deposit:

All current parents must obtain an Academy Private School Fees Schedule Form from the school office for their child for the next year to complete, sign and return to the school as well as pay the admission deposit by 30 September each year. The Admission Deposit is R1400. The admission deposit is non-refundable should your child leave the School after 30 September as this deposit books your child's place in the class next year and we turn away other students who want to enrol.

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5.22 Subject Choice:

Physical Sciences requires Mathematics and so Physical Sciences will not be an option for those who achieve less than 50% in Mathematics in Grade 9 at the end of term 4.

NB: Grade 10s who wish to take Mathematics and Physical Sciences subjects in grade 11 and who are on the borderline (achieve 50%) or below 50% must undergo an aptitude test in their grade 10 year (between February and June). The aptitude test costs are for the parents' account. Should the aptitude test result show negative for Mathematics and Physical Sciences then the student will unfortunately not be permitted to continue with these two subjects in grade 11 or 12. Parents understand and agree to this Physical Sciences and Mathematics subject choice condition.

6. Permission/Consent to Take Part in All Organised Academic, Sport and Cultural Activities, and Enrichment Activities

6.1 I/We, parent(s)/guardian(s) of _____ (student's name) hereby give permission that he/she may participate in all academic, sport and culture activities, and enrichment activities presented by the school in an organised manner. To participate in assessments conducted by the school learning support team with the object of improvement in school work and to identify other problems.

6.2 I grant permission that my child may be transported by a public bus company approved by the school management team when necessary. If there is only a small group of students that needs to be transported, parents/teachers with valid driver's licences may be asked to transport them.

6.3 I accept that all reasonable precautions will be taken for the safety and wellbeing of my child and that I will be held responsible for the payment of the medical and/or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the responsible personnel's coarse negligence.

6.4 I hereby delegate my powers as parent/guardian to the Principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I know, he/she is physically able to participate in any organised activities and he/she resides in good health.

6.5 I confirm that all medical information supplied in the Applicant's/Student's Information section of this form is accurate and complete. This information may be used in case of an emergency.

6.6 I undertake to inform the school if any of the above information may change.

6.7 I undertake to support my child to obey the Code of Conduct and the disciplinary system of Academy Private School.

9. Consent to Process Personal Information

9.1 By entering into this Contract, and unless the Parent(s)/Guardian(s) at any time instruct the School expressly, and in writing, to the contrary, consent is given for the School to:

9.1.1 collect, store and process credit information about the Parent(s)/Guardian(s) responsible for payment of any or all amounts comprised in the Fees;

9.1.2 collect, store and process names, contact details and information relating to the Parent(s)/Guardian(s) and the student, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing

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relationships between the School, parents/guardians, and current students as well as providing references and communicating with the body of former students;

- 9.1.3 include photographs, with or without name, of the Student in School publications, or in press releases, or on the School's website, to celebrate the School's or the Pupil's activities, achievements or successes;
- 9.1.4 supply information and a reference in respect of the Student to any educational institution which the Parent proposes the Student may attend. The School will take care to ensure that all information that is supplied relating to the Student is accurate and any opinion given on his or her ability, aptitude and character is fair. However, the School cannot be liable for any loss that the Parent or Student is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by the School; and
- 9.1.5 inform any other school or educational institution to which the Parent proposes to send the Student of any outstanding fees.

9.2 The School may not distribute or otherwise publish any personal information in its possession, unless given consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in the consent to the people and for the purpose stated in the written consent.

10. Student Computer, Tablet and Internet Use Policy

10.1 Computer and internet access is available to all students of Academy Private School. Academy Private School provides internet access to promote educational excellence in the School by facilitating resource-sharing, innovation and communication. If an Academy Private School user violates any terms and conditions of the School's Internet Use Policy, his or her privilege will be terminated, and future access can and will be denied.

10.2 The School's network may not be used for any of the following:

- The creation or transmission of any offensive, obscene, or any indecent material.
- The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.

10.3 Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Maintain the security of the network by keeping information, especially passwords and account numbers, private.
- Refrain from behaviour or activity that damages or disrupts the performance of the network.
- Use the network for approved, legal activities which have educational relevance.
- Honour all rules of copyright and personal property.
- Avoid the knowing or inadvertent spread of computer viruses.
- Use only acceptable appropriate language. Avoid offensive or inflammatory speech.
- Use real name in all communications. Impersonation, anonymity, or pseudonyms are not permitted.

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10.4 Disclaimer

- All internet activity at the School is monitored and logged. Logs include websites and web pages visited as well as all search queries used on sites such as Google and Wikipedia. These internet usage logs are not personal or private information and can be made available to the School's management upon request.
- The School has the right, but not the obligation, to monitor and supervise all computer use, network communication or system accounts. Messages relating to, or in furtherance of, illegal activities will be reported to the authorities.
- Any facility, including software, is used entirely at the risk of the user.
- The School will not be liable for any loss, damage or inconvenience arising directly or indirectly from the use of any computing facility.
- Any breach of these conditions of use will be considered serious misconduct.

11. Testing for Prohibited Substances

- 11.1 In accordance with section 8A of the South African Schools Act of 1996 ("the Schools Act"), the Head or his/her delegate may administer urine or other non-invasive test to any student or group of students. To the extent possible the consent of the parent/guardian and the consent of the student will be obtained. In this regard, the consents will be provided by the parent/guardian or student concerned on the prescribed forms. The Student in question will have to give consent for the drug testing procedure. Failure to give consent will imply that the Student is using the drug in question. However, the School reserves the right, as contemplated in section 8A of the Schools Act, to test for illegal drugs without such consent.
- 11.2 The School will be in control of the testing programme. The costs will accrue to the parents/guardians. In the event of a test being required for the abuse of anabolic steroids, the School will bear the cost, given the expense of such tests. If the student tests positive, the costs of any subsequent testing (for anabolic steroids) will be for the account of the student.
- 11.3 Details of when such tests occur will be kept strictly confidential and only disclosed to those persons who are required to know such details, to ensure that students cannot determine or anticipate when testing will take place or who will be selected for a test.
- 11.4 Once a student has been notified of selection for a drug test, the student will be accompanied and observed by a member of the testing team from the time of notification until the testing process is complete.
- 11.5 When the student arrives at the testing area he/she will be informed of the testing process that is about to take place and the consequence of a positive test result, before testing commences.
- 11.6 The test will be conducted in the presence of a witness of the same gender as the student, and out of sight of any other person.
- 11.7 A test report with a unique reference number will be completed for every test. It will include the full details of the person being tested, details of any medication or supplements which the student claims to have ingested in the last 48 hours, any comments that members of the testing team or the student may wish to record, and the test result.

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12. Parent's General Obligations

12.1 The Parent will inform the School, in writing, prior to admission and enrolment, of any special educational needs of the student known to them.

12.2 In order to fulfil the School's obligations, the School needs co-operation from the Parent. Without detracting from any specific obligations contained in this Contract, the Parent is required to: fulfil obligations under these terms and conditions; encourage the student in his or her studies, and give appropriate support at home; keep the School informed of matters which affect the Student; maintain a courteous and constructive relationship with School staff; and attend meetings and otherwise keep in touch with the School where the Student's interests require the Parent to do so.

12.3 The Head may at his or her discretion require the Parent to remove or may suspend or expel the Student if the Parent's behaviour is, in the reasonable opinion of the Head, so unreasonable as to affect or likely affect the progress of the Student or another child (or other children) at the School or the well-being of the School staff or to bring the School into disrepute.

12.4 The Head may, at his or her discretion, require the Parent to remove or may suspend or expel the Student from the School, if he or she considers that the student's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head, the Student's removal is in the School's best interests or those of the Student, other children or the wider School community. In this case, the Parent will be asked to remove the student either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. The School will not be required to give the Parent(s)/Guardian(s) a full term's written notice under these circumstances.

14. Undertaking and Declaration

I/We the parent(s)/guardian(s) of _____ (Name of Student) undertake to honour the agreement as set out above. I/We do hereby declare that I/We have read and understood this Contract, including the Code of Conduct, the School Rules and Regulations, and the Policies of the School. I/We declare that the forms have been completed correctly.

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

Name: _____
Parent(s)/Legal Guardian(s)

Name: _____
Parent(s)/Legal Guardian(s)

ID/Passport No: _____

ID/Passport No: _____

Signature: _____

Signature: _____

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Name of School Director: _____ Signature: _____

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