



ID photo of child

## Application for Admission

|                  |       |               |       |
|------------------|-------|---------------|-------|
| Admin Year       | _____ | Year of Entry | _____ |
| Grade (applying) | _____ | Term of Entry | _____ |
| Boarder          | _____ | Day Scholar   | _____ |

## Scholar Details

|                    |       |                                   |       |
|--------------------|-------|-----------------------------------|-------|
| Surname            | _____ | Name of current school            | _____ |
| Forenames          | _____ | Current school's telephone number | _____ |
| Gender             | _____ | Current school's email address    | _____ |
| Home Language      | _____ | Current school's Fax number       | _____ |
| Date of Birth      | _____ | Nationality                       | _____ |
| Place of Birth     | _____ | Present Grade                     | _____ |
| ID/Passport number | _____ | Religious denomination            | _____ |

## Scholar Medical Details

|                      |       |                             |       |
|----------------------|-------|-----------------------------|-------|
| Medical aid provider | _____ | Blood group                 | _____ |
| Medical aid number   | _____ | Medication taken by student | _____ |
| Medical aid type     | _____ |                             | _____ |
| Primary Member       | _____ |                             | _____ |
| Allergies            | _____ | Immunizations up to date    | _____ |
|                      | _____ | If not, specify why         | _____ |
|                      | _____ |                             | _____ |

## Emergency contact details

|                       |       |              |       |
|-----------------------|-------|--------------|-------|
| Forenames and Surname | _____ | Relationship | _____ |
| Cell Number           | _____ | Work Number  | _____ |
| Home Number           | _____ |              | _____ |



## Parents' Details

|               |                 |       |
|---------------|-----------------|-------|
| Forenames     | Mother/Guardian | _____ |
|               | Father/Guardian | _____ |
| Surname       | Mother/Guardian | _____ |
|               | Father/Guardian | _____ |
| ID numbers    | Mother/Guardian | _____ |
|               | Father/Guardian | _____ |
| Date of birth | Mother/Guardian | _____ |
|               | Father/Guardian | _____ |
| Email address | Mother/Guardian | _____ |
|               | Father/Guardian | _____ |

|                                        |        |        |                   |
|----------------------------------------|--------|--------|-------------------|
| School correspondence to be emailed to | Mother | Father | Mother and Father |
|----------------------------------------|--------|--------|-------------------|

|                |                 |                 |
|----------------|-----------------|-----------------|
| Postal Address | Mother/Guardian | Father/Guardian |
|                | _____           | _____           |
|                | _____           | _____           |

|                  |                 |                 |
|------------------|-----------------|-----------------|
| Physical Address | Mother/Guardian | Father/Guardian |
|                  | _____           | _____           |
|                  | _____           | _____           |

|          |                 |                 |
|----------|-----------------|-----------------|
| Employer | Mother/Guardian | Father/Guardian |
|          | _____           | _____           |
|          | _____           | _____           |

|                 |                 |      |                 |      |
|-----------------|-----------------|------|-----------------|------|
| Contact numbers | Mother/Guardian | Home | Father/Guardian | Home |
|                 |                 | Work | Work            |      |
|                 |                 | Cell | Cell            |      |
|                 |                 | Fax  | Fax             |      |

|                |         |          |         |        |           |
|----------------|---------|----------|---------|--------|-----------|
| Marital status | Married | Divorced | Widowed | Single | Separated |
|----------------|---------|----------|---------|--------|-----------|

|                                         |                 |                 |
|-----------------------------------------|-----------------|-----------------|
| If divorced/separated, who has custody? | Mother/Guardian | Father/Guardian |
|-----------------------------------------|-----------------|-----------------|



### Family Details

| <u>Sibling no.1</u>   | <u>Sibling no.2</u>   | <u>Sibling no.3</u>   |
|-----------------------|-----------------------|-----------------------|
| Name of Sibling _____ | Name of Sibling _____ | Name of Sibling _____ |
| Age _____             | Age _____             | Age _____             |
| Grade _____           | Grade _____           | Grade _____           |
| Current School _____  | Current School _____  | Current School _____  |

We hereby apply for admission for the abovementioned child to Wembley College. We enclose our application fee, which we understand is non-refundable and does not guarantee acceptance.

| <u>Mother/Guardian</u> | <u>Father/Guardian</u> |
|------------------------|------------------------|
| Signed at _____        | Signed at _____        |
| Date _____             | Date _____             |
| Signature _____        | Signature _____        |

The completed application form, together with the application fee, or proof of payment of application fee, should be sent or hand-delivered:

The Headmaster  
Wembley College  
Private Bag X5606  
Greytown  
3250

Payments should be made to:

Wembley College  
Nedbank Greytown  
Branch no: 198765  
Account no: 1344016731  
Reference: App. Fee (Child's Name & Surname)

### Accompanying documentation

Certified copy of the student's birth certificate or ID document \_\_\_\_\_

The scholar's most recent report \_\_\_\_\_

Documents required after acceptance

Completed & signed debit order and family information form (renewable each year) \_\_\_\_\_

Completed & signed Agreement to Pay School Fees form (renewable each year) \_\_\_\_\_

The scholar's transfer card (from previous/current school) \_\_\_\_\_

Copy of Medical aid card / proof of medical aid details \_\_\_\_\_

A deposit amounting to one month's fees (to be paid as soon as possible) \_\_\_\_\_

Copy of parent(s) ID document(s) \_\_\_\_\_

Payment for annual Alexander Forbes Insurance (specific to grade) \_\_\_\_\_



## Undertaking by Parents

We (Full name of father) \_\_\_\_\_  
and (Full name of mother) \_\_\_\_\_  
understand and agree that if (Full name of scholar) \_\_\_\_\_  
is admitted as a scholar at Wembley College.

- 1 He/she will be expected to conform with the rules, regulations, and Code of Conduct of the school.
- 2 All fees and charges will be paid, in advance, or in accordance with the credit terms provided by the school.
- 3 We undertake to pay our accounts on/before the date stipulated on the monthly formal statements. In the event of payment of any outstanding amount on/before the due dates stipulated on the monthly formal statements.
- 4 In the event of payment of fees and charges falling in arrears, Wembley College deserves the right to discontinue any account, cancel any agreement relating to credit terms and refuse to allow the child to continue as a scholar at the school. In the event of any of these rights being exercised, any amounts owing, shall immediately become payable of demand.
- 5 Wembley College deserves the right to withhold examination results and/or reports and/or testimonials if fees fall into arrears.
- 6 Before removing your child from the school or Boarding Establishment or in the event of him/her requesting to discontinue a subject, a full Term's (3 calendar months) written notice will be given to the Headmaster, failing which a Term's (3 calendar months) fees will be payable in lieu of notice).
- 7 We are jointly and severally liable for the payment of all fees and disbursements and undertake to pay all attorney and client costs and collection commission in the event of our account being handed over for collection.
- 8 The Headmaster, in maintaining the discipline of the school, has the sole right to refuse or allow our child admission to the school, or to demand his/her immediate withdrawal from the school, or to suspend his/her attendance from the school for a specific time period. In such circumstances, we acknowledge that the school fees and boarding fees for a full term (3 calendar months), shall nevertheless be payable to the school.

Name of Father/Guardian \_\_\_\_\_

Signature of Father/Guardian \_\_\_\_\_

Name of Mother/Guardian \_\_\_\_\_

Signature of Mother/Guardian \_\_\_\_\_

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_ .



Wembley College

Indemnity and Consent (Day scholars and Boarders)

I, \_\_\_\_\_ ID no. \_\_\_\_\_ parent of  
(Forenames and surname of parent)

\_\_\_\_\_ ID no. \_\_\_\_\_  
(Forenames and surname of scholar)

Hereby give my consent for my child ward to participate in all the organized activities of Wembley College.

I delegate all my powers as parent/guardian to the responsible teacher and/or coach in case any emergency may occur. To my knowledge my child/ward is in a good state of health. And if not, I will notify the responsible teacher/coach.

As parent/guardian I would like to bring the following to your attention:

(List all information about your child's health and/or activities he or she may not partake in)

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

Should medical/surgical treatment be required for my child, I hereby give my consent to the representative of the above-mentioned school to act on my behalf and in their discretion, obtain the best medical treatment available under the circumstance.

Parents/guardians are reminded that as from 2006 it is mandatory to be part of the school's insurance at Alexander Forbes. This fee will be automatically charged to your account yearly.

Signature of Parent/Guardian

Date

\_\_\_\_\_  
Name of parent/Guardian

\_\_\_\_\_



## PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

1. Your attention is drawn to the Protection of Personal Information Act 4 of 2013 (POPI) and the POPI policy adopted by the school (the Policy). POPI aims to promote the protection of Personal Information and Special Personal Information by private and public bodies and provide for minimum conditions that should be followed in the lawful Processing of information.
2. Your attention having been drawn to POPI; you warrant that you are familiar with:
  - 2.1. POPI and the meaning of terms defined in POPI.
  - 2.2. the Policy and the purposes recorded therein for the collection of Personal Information.
3. By signing this document, and unless you at any time instruct the school expressly and in writing to the contrary, your Consent is given for the School to:
  - 3.1. collect, store and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees.
  - 3.2. collect, store and process names, contact details and information relating to yourself and your Child, 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 relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;
  - 3.3. include video recordings and photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your Child's activities, achievements or successes;
  - 3.4. retain records of you and your Child's Personal Information and/or Special Personal Information for so long as the School deems it necessary in its sole discretion, it being necessary to retain such Personal Information even after the termination of the Contract.
  - 3.5. supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
  - 3.6. inform any other school or educational institution to which you propose to send your Child of any outstanding fees.
4. The above provisions of this clause shall survive the termination of the Contract.

Signed by the Parent

Signed by the School

Name

Name

Signature

Signature

Date

Date



## Wembley College

### Permission to Conduct Credit Searches

I/We grant permission to the School's Bursar to make any enquiries and conduct any investigation as deemed necessary, including credit checks with credit unions, to ascertain/determine and monitor my/our creditworthiness.

Forenames

Surname

ID Number

Physical Address

Postal Address

Contact details

Telephone

Home

Work

Signature



## Learner Evaluation & Financial Clearance document

As schools are not permitted to give out personal information without parental consent, we kindly request that you as the parent please obtain the following information from your child's current school. To be sent to us, completed, as soon as possible (no later than one week).

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

### Student's Details

|                  |       |                |       |
|------------------|-------|----------------|-------|
| Name             | _____ | Surname        | _____ |
| Current School   | _____ | Grade          | _____ |
| Province/Country | _____ | Postal code    | _____ |
| Years in Grade   | _____ | Years in phase | _____ |

### Section A: Learner Development

Please rate the learner on the following scale:

5 Excellent      4 Good      3 Average      2 Weak      1 Very Weak

|                              |       |                        |       |
|------------------------------|-------|------------------------|-------|
| Homework Completion          | _____ | Ability to Concentrate | _____ |
| Self-Control                 | _____ | Following Instructions | _____ |
| Interaction with peers       | _____ | Behaviour              | _____ |
| Adherence to Code of Conduct | _____ | Leadership skills      | _____ |

### Section B: Discipline

Disciplinary action taken against the learner for any of the following offences:

|           |  |                     |  |                     |  |
|-----------|--|---------------------|--|---------------------|--|
| Stealing  |  | Dishonesty          |  | Disruptive in class |  |
| Vandalism |  | Bullying/aggression |  | Swearing            |  |

Has learner ever been suspended?  Yes  No      Has learner ever been expelled?  Yes  No

### Section C: Involvement in School Life

Please rate the learner on the following scale:

5 Excellent      4 Good      3 Average      2 Weak      1 Very Weak

|         |  |       |  |                   |  |
|---------|--|-------|--|-------------------|--|
| Culture |  | Sport |  | Community Service |  |
|---------|--|-------|--|-------------------|--|

Are the learner's parents (or guardians) involved in /supportive of the school?  Yes  No

### Section D: General Information

- ❖ Would the learner be an asset to Wembly College
- ❖ Current annual fees?
- ❖ Are the learner's fees up to date?
- ❖ Have you ever had trouble with fee payments?

|   |     |    |
|---|-----|----|
|   | Yes | No |
| R |     |    |
|   | Yes | No |
|   | Yes | No |

|                   |       |                       |       |
|-------------------|-------|-----------------------|-------|
| Name of teacher   | _____ | Teacher's signature   | _____ |
| Name of Principal | _____ | Principal's signature | _____ |
| Date              | _____ |                       |       |





## CODE OF CONDUCT

### AGREEMENT

I have received and am fully aware of and agree to the contents of the Wembley College Code of Conduct.

As parent/guardian, I have advised my child \_\_\_\_\_  
of the contents.

We hereby subscribe fully and bind ourselves to the Wembley College Code of Conduct.

Signature of parent/guardian \_\_\_\_\_

Date signed \_\_\_\_\_

Signature of Scholar \_\_\_\_\_

Date signed \_\_\_\_\_

\*To access the complete "Code of Conduct" document press 'Ctrl' and click on "CODE OF CONDUCT" on top of this form.