



PARKLANDS COLLEGE
& Christopher Robin Pre-Primary (Est. 1980)

"Reaching Outwards, Growing Minds, Building Futures"

APPLICATION FOR ADMISSION

All information on this application is strictly confidential

Kindly submit to admissions@parklands.co.za or contact (021) 521 2700

1. LEARNER'S PERSONAL DETAILS

Surname	_____	Identity Number	_____										
First Name	_____	Date of Birth	<table border="1"><tr><td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y				
Preferred Name	_____	Actual Age	_____ Gender _____										
Home Language	_____	Depart. Of Education EMIS No. (If applicable)	_____										
Place in Family	_____	Nationality	_____										
Home Address	_____	Other Languages	_____										
	_____	Number of Siblings	_____										

2. PARENT'S HISTORY

PARENT 1

PARENT 2

Title	_____	_____
First Names	_____	_____
Surname	_____	_____
Home language	_____	_____
Home Address	_____	_____
Postal Address	_____	_____
e-mail address	_____	_____
Telephone (Business)	_____	_____
(Home)	_____	_____
(Cell)	_____	_____
(Fax)	_____	_____
Marital status	_____	_____
Nationality	_____	_____
I.D./ Passport Number Please provide certified copies	_____	_____
Profession	_____	_____
Company/Employer	_____	_____

3. ALTERNATIVE CONTACT

In the event of us being unable to contact you, in an emergency, the following contact will be used:

Name	_____	Relationship to learner	_____
Address (Business)	_____	(Home)	_____
Telephone (Business)	_____	(Home)	_____
		Cell	_____

We, the parents/guardians agree to provide the College with copies of the following documentation that must accompany application: Passport/ID Photograph of Learner, Birth Certificate, Immunization Card, previous School Reports, Transfer certificate/card and OT and Speech Therapy Reports (if applicable).

Parent/Guardian Signature: _____

4. SCHOLASTIC DETAILS

Number of schools previously attended _____ Last school attended _____
A reference will be obtained by the College

Address _____

Name of Principal _____ Telephone Number _____ Fax _____

Reason for leaving _____

Previous School (1) _____ Reason for leaving _____

(2) _____ Reason for leaving _____

(3) _____ Reason for leaving _____

Last grade passed _____ year _____ Grades not passed _____ (Last two reports should be attached)

Is the learner on the waiting list of any other independent school and, if so, please name the school _____

Name of school that siblings presently attend _____

State name of sibling(s) currently at Christopher Robin/Parklands or who are registered for entry _____

State whether any family member is a past learner _____

Detail special talents - academic/music/sport _____

State your child's swimming ability _____

Parents are required to inform us in writing, upon application if the prospective learner has any special needs i.e. neurological, hearing, visual, physical, behavioural, emotional or any other professionally diagnosed challenge. Should a conditional offer of a place be made, this will be subject to our ability to provide adequately for the learner's education and/or the learner's ability to cope within the College environment. Failure to disclose the necessary information / documentation could result in the cancellation of this agreement.

Intended Date of Admission Intended Grade of Admission

INCREASE IN FEES: WE AVOID INCREASING TUITION FEES DURING THE ACADEMIC YEAR. HOWEVER, WE RESERVE THE RIGHT TO DO SO IF CIRCUMSTANCES NECESSITATE THIS. FEE INCREASES CAN REASONABLY BE EXPECTED EACH YEAR TO PROVIDE FOR INFLATION AND OTHER COSTS.

We reserve the right to amend or alter the terms and conditions of the enrolment application.

5. LEARNER BACKGROUND

Family Doctor _____ Telephone _____ Allergies: _____

Family Dentist _____ Telephone _____

Details of long-term medication, if any _____

Medical history & previous operations _____

Medical Aid Scheme _____ Membership Number _____

Has your child ever been assessed by an Educational Psychologist? (Please provide latest copy of report)

YES		NO	
YES		NO	

Has your child been diagnosed with any learning challenges? i.e. ADD, Dyslexia

Has your child ever received any of the following interventions:

Occupational Therapy	Physiotherapy	Speech Therapy	Social / Emotional Support	Play Therapy	
YES	If yes, please provide details including dates and names of Therapists				
NO					
YES	If yes, please provide name and dosages of medication				
NO					
YES	If yes, please provide details of the diagnosis and by whom the diagnosis was made				
NO					
Reader		Scribe	Extra Time	Facilitation	Learning Support

Any other Therapy or Intervention? _____

Is your child currently on any medication? _____

Has your child ever been diagnosed as having a specific barrier to learning? _____

Have any of the following support measures been recommended? _____

Where possible, accommodations and concessions approved by the Western Cape Education Department will be arranged for assessments in the second and fourth quarter each year. Parents accept that it is necessary to comply with the requirements of the College with regards to any form of intervention, which will be for the parent's account.

Family history, known allergies, previous illnesses, physical or learning difficulties, including any relevant information on past or present medical treatment including therapy, occupational or psychological, must be attached hereto.

Parent 1 Signature: _____

Parent 2 Signature: _____

6. DECLARATION

I declare that my child has never participated in the use or distribution of any illegal substance or undergone any serious disciplinary action. I understand the Terms & Conditions of Enrolment, the Fee Structure, and Additional Costs, and I certify that the information provided is true and correct.

Signed at _____ On this _____ Day of _____ 20 _____

Parent 1 _____ Parent 2 _____

Furthermore, any information relating to learner support shared with counsellors and staff that may impact a learner's academic progress or day-to-day functioning will be relayed, where necessary, to the Principal and Academic Head to ensure that appropriate support and oversight are in place.

Signed: Parent 1 Parent 2 Date:.....

We reserve the right of admission and the right to request a parent to remove a learner from Parklands College should we consider this to be in the best interest of the Learner/Parent/Family/College.

7. TERMS AND CONDITIONS OF ENROLMENT

PLEASE NOTE: The Registration Fee and Terms and Conditions of Payment, should be addressed to Admissions.

- CHRISTOPHER ROBIN PRE-PRIMARY & PARKLANDS COLLEGE OF EDUCATION (hereinafter collectively referred to as the College), is registered by the Western Cape Education Department (Independent School Registration No. 13/3/1/125), the Dept of Social Development (Registration No. 13/3/5/2/2 C10506), Umalusi (Whole School Accreditation No. 13SCH0100021/22) and provides face-to-face tuition in the English medium and is non-denominational.**
- We the parents/guardian, hereby agree that until such time as the payment of the Registration Fee (Registration Fees are non-refundable, however, refer to Clause below) has been made or a payment plan has been agreed to, the prospective learner will not enjoy the benefit of a secured place on the waiting list for enrolment at the College. Once a prospective learner physically takes up a place the Registration Fee becomes non-refundable.
- In the event that the prospective Pupil does not take up his/her place within the College for any reason whatsoever, the following conditions will apply:
 - A cancellation penalty of 45% of the total Registration Fee will apply.
 - If the College is provided with written notification of the cancellation of a prospective enrolment before 30 September, the balance of the Registration Fee, if already paid, will be refunded to us in January of the following year. Failing which the balance of the Registration Fee will only be refunded 12 (twelve) months later in January of the following year.
- Enrolment of the prospective learner will be conditional upon the satisfactory completion of all the relevant documentation prescribed by the College, that there is a place available for the prospective learner; that the prospective learner is of the correct age for the grade level applied for and that the College is satisfied that the prospective learner is academically and emotionally capable of entering at that level.
- We the parents/guardian hereby give our consent for the Pupil to participate in all Co-Curricular activities organised by the College unless the College is otherwise notified, in writing, i.e. College Sport
 - Co-Curricular activities are charged per quarter unless otherwise stated. Kindly refer to current Fee Structure.
 - The full quarter's fee will be charged in the event of a learner attending more than one lesson in a selected activity. Learners who commit to a specific activity will be billed for the full quarter.
- We hereby consent to the person in charge acting "*in loco parentis*" whilst the learner attends the College or participates in any extra-mural activities of the College, including, but not limited to, games, sporting activities, educational tours and excursions.
- We the parents/guardian hereby indemnify, hold harmless and absolve the College, Trustees, Directors, Principals, Educators, Staff, Employees or Agents against all or any loss, damages (direct or indirect, consequential or otherwise) or injury, expenses (including medical expenses), costs (including legal costs) suffered and/or incurred by the Pupil in or on the premises of the College or in the course of any co-curricular and extra-mural activities of the College, including but not limited to games, sporting activities, educational tours and excursions or in consequence of any other act or omission of whatsoever nature and howsoever arising.
- We, the parents/guardians understand that fees are payable in advance unless alternative arrangements have been made between the parents and the Financial Manager. **We agree that notice of one College Quarter, given in writing, is required before removing our child from the College, failing which we will be liable for the payment of the following Quarter's fees in lieu thereof.** We the parents/guardians understand that refunds for absence due to holidays, illness or suspension from the College will not be made. In the event of the College instituting action against us for the payment of any amount due by us, we the parents/guardians will be liable for all legal costs (including legal costs on the scale as between attorney and own client) incurred for the recovery of such amounts. In the event of any fees being in arrears, the College will suspend the relevant learner from the College until all such arrears have been paid.

Signed: Parent 1 Signature..... Parent 2 Signature..... Date:.....

- The College retains the right to terminate the enrolment of a learner if information requested on this application is omitted or proves to be false, or if the Learner/Parent fails to comply with the rules and processes of the College as set out in the Information Directory/ies (prior to enrolment with this application, and thereafter available on the College intranet) or pursuant to a disciplinary hearing convened by the College it is recommended that the enrolment be terminated.** Should the College elect, for any reason, to terminate this contract, then the College will do so by giving the parents/guardian notice in writing. The College may at its sole discretion determine the period of Notice given to the parents/guardian to remove the learner. By signing this application, the parents/guardian hereby further acknowledge that they have been made aware of the College Code of Conduct and that they and the learner agree to the terms set out therein and will abide by them.

Signed: Parent 1 Signature..... Parent 2 Signature..... Date:.....

10. Parents/guardians should make special note of additional costs as set out in current Fee Structure, in particular, the cost of an Apple device for learning as Parklands College runs a standardised Apple One2One Programme, which means that every learner must have an Apple device for learning.
11. The parents/guardians give their permission for the staff at Parklands College and Christopher Robin Pre-Primary to administer or obtain emergency medical care for their child/children, which may include transportation and the parents/guardians understand that the College staff or medical personnel will make contact with them as soon as possible as to what action has been taken regarding their child/children.

INSURANCE

12. The parents/guardians are advised to take adequate insurance to cover any injury/loss/damage to any property of the learner or themselves, as the College does not accept liability for such losses.
13. Parklands College has indemnity cover in order for the College to maintain/continue its services as a place of learning in the event of a disruption of business (loss of gross revenue).

JURISDICTION AND COSTS

14. The parent's/guardian's consent to the jurisdiction of the Magistrate's Court Act No. 32 of 1944, as amended, in the event of legal action arising out of this agreement
15. By our signatures hereto we agree to these terms and conditions and further acknowledge that we understand the Fee Structure and the Conditions of the Registration Fee, together with the Terms and Conditions of Information Directory/ies. We further understand that the College reserves the right to amend the Terms and Conditions if and when required or from time to time. Furthermore, both persons signing this form agree that they are jointly and severally liable for the settlement of the fees account and/or other charges and disbursements made in respect of the learner.
16. The parent's/guardian's agree that the College shall keep an accurate record of the amount still outstanding with the corresponding instalments and dates of payment reflected. For purposes of taking judgement a certificate under hand of the Bursar / Financial Manager stating the outstanding amount shall suffice as *prima facie* proof of the amount of indebtedness.
17. The parent's/guardian's will be liable for any legal costs, on an attorney and own client basis, incurred by the College in enforcing the provisions of this agreement. The parent's/guardian's agree that any legal costs will be added to their school fee account(s).

POPIA

18. The parents/guardians give their consent for their child's name, photo, and/or work to be reproduced in College publications, external publications, live streaming, internet sites and other such publicity media. They will not hold the College staff and their agents liable for any possible actions resulting from privacy or copyright issues. In order to maintain proper records and to perform its functions, both parents consent to the school collecting, storing and updating personal information about the learner and/or the parents/legal guardians, however, such personal information will be kept confidential within the College. Furthermore, the parents/guardians give their consent for their child/children to be registered on the Time Management System (biometrics clock in system) in order to record catering usage as well as arrival and departure from the College.
19. Parklands College is committed to protecting the privacy of personal information in accordance with the requirements of the POPI Act. Information on this form is required to carry out normal school operations and to register learners with the DoE CEMIS. Personal information such as gender, race, language, age, etc., is used for basic educational statistics. Information is aggregated for the purpose of these surveys and census, with no personal identifiers.
20. The parents/guardians hereby give their consent for the College to make contact with previous schools attended regarding academic, disciplinary or financial history.
21. The College will retain parent and learner personal information for a period of seven years from the last day of enrolment. After this period, only basic information will be retained. Learner biometric data will be removed from the College's systems, on the last day of a learner's enrolment except in the case of outstanding account balances.
22. **Learner records or information is strictly confidential and will not be shared with any external parties, with the exception of the learner's legal guardian or parent.** For more information on our Privacy policy please visit <https://www.parklands.co.za/protection-of-personal-information/>
23. The College's rules, regulations, policies and procedures issued from time to time may be amended by the College in its sole discretion. Learner(s) and parent(s) remain subject to these provisions and are obliged to comply therewith. It is the duty of the learner(s) and parent(s) to ensure that s/he is familiar with all of the rules, regulations, policies and procedures and that they remain familiar with these documents, including any amendments that may be introduced from time to time.

AGREEMENT

24. We agree that we will familiarise ourselves with and abide by the rules as set out in the Parent and Learner Information Directory.
25. **By signing hereunder, I/We agree to abide by the Terms and Conditions as set out in this Application for Admission, together with the current Fee Structure and Additional Costs set out therein, together with the rules and processes set out in the Information Directory/ies.**

I/We declare that I/we have not withheld any information from the College regarding the overall development or past history of the prospective learner.

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

Parent 1 (Full Name) Parent 2 (Full Name)

As Witnesses 1. 2.

Guardian / Custodian (other than parent)

This Application for Enrolment will not be accepted unless all information requested is provided, is true, and is signed by both parents/guardian. We reserve the right to amend or alter the terms and conditions of the enrolment application.