



Mitchell House

Application for Admission: Preparatory School

Application for Admission to Mitchell House in Term Grade

Immigrant: Today's Date:

PLEASE COMPLETE THE FORM (X WHERE APPLICABLE) IN PRINT AND ATTACH THE FOLLOWING DOCUMENTS
NEW APPLICATIONS WILL NOT BE ACCEPTED IF ALL THE RELEVANT DOCUMENTATION IS NOT INCLUDED

- 2 copies of Child's Birth Certificate
- Copies of parents/guardians ID documents
- A copy of the last school report
- Study permit of non-resident pupils
- 2 recent passport photographs
- Copy of the Medical Aid Card
- A non-refundable application fee of R500.00
- Report from an optician

Pupil's Information

First names: Surname:
Preferred name: Date of Birth:
Current School: Current Grade: Age:
Home Language: Nationality:
ID/Passport number: Pupil's Contact Number:

Race: Gender:

Religion: No of Children and position in Family: /

Pupil lives with:

Family currently at Mitchell House:

| | | | | | |
|-------|----------------------|---------------|----------------------|--------|----------------------|
| Name: | <input type="text"/> | Relationship: | <input type="text"/> | Grade: | <input type="text"/> |
| Name: | <input type="text"/> | Relationship: | <input type="text"/> | Grade: | <input type="text"/> |
| Name: | <input type="text"/> | Relationship: | <input type="text"/> | Grade: | <input type="text"/> |

Pupil's Medical Information

Name of Medical Aid Scheme:

Medical Aid No: Name of Primary Member:

Name of Doctor: Doctor's Telephone Number:

Allergies:

Illnesses:

Chronic Medication:

Preferred Hospital: (for emergencies and for parent's account)

Barriers to learning (eg ADHD):

Chronology of Medical Reports (e.g. medical reports, occupational and speech therapist, psychologist, social worker, etc. Reports to be attached.)

Date: Description:

Date: Description:

Emergency Contact Details (Not a person living with the child)

Relationship to pupil: Title:

First names: Surname:

Telephone No:

Cell

Work

Home

Parent / Guardian (person with whom the child lives)

Relationship to Pupil: Title:

First names: Surname:

ID/Passport number: Race:

Telephone No: Cell Work Home

Occupation: Employer:

Email:

If Self Employed – Name of the Business:

Type of Business:

Home Address: Postal Address:

Marital Status:

Parent / Guardian

Relationship to Pupil: Title:

First names: Surname:

ID/Passport number: Race:

Telephone No: Cell Work Home

Occupation: Employer:

Email:

If Self Employed – Name of the Business:

Type of Business:

Home Address: Postal Address:

Marital Status:

Financials

Full Names of the person responsible for fees:

If not one of the above, please complete the following and attach proof of identification:

Relationship to Pupil: Title:

First names: Surname:

ID/Passport number: Telephone No:

Marital Status:

Conditions For Enrolment

PREAMBLE

The admission policy of Mitchell House is determined by the governing body of the school in terms of section 5 (5) of the South African School's Act, 1996 (No. 84 of 1996). The policy is consistent with the Constitution of the Republic of South Africa, the South African School's Act 1996 and applicable provincial law.

Mitchell House is a **Christian School**. Pupils of all religions are, however, welcome at Mitchell House, though they **attend all** religious service and lessons.

Mitchell House may check and confirm any information on their application form and may make any enquiries deemed necessary including a general credit check and my credit worthiness with the last school the pupil attend.

ADMISSION CRITERIA

- 1.) Completion in full of the Application for Admission, and compliance with the requirements set out therein (e.g. inclusion of all relevant documentation).
- 2.) Successful completion of the placement assessment as well as subject compatibility (Language of Instruction is English, First Additional Languages – Afrikaans or Sepedi).
- 3.) A positive credit rating.
- 4.) The pupil's previous school reports indicate a positive work ethic and sustained parental support.
- 5.) The pupil is not more than one-year of the Mitchell House age norm for the grade.
- 6.) The application fee is paid.

SUCCESSFUL APPLICATIONS

All successful applications are offered a place, in writing. In order to secure the place offered at the school the following must be fully completed and signed:

- This Application for Admission.
- The Enrolment Contract.
- The debit order form
- All admission fees and deposits are paid in full by the specified date.
- If all the conditions to secure acceptance are not met and the completed forms are not received within **twenty-one days** of the acceptance being granted, the offer of acceptance may be cancelled. This is to assist the large number of applications on the admissions waiting list.

By accepting a place in the school and signing the Enrolment Contract, a parent/guardian agrees to adhere to and enforce **all** academic, sporting, cultural, discipline, financial and uniform requirements and rules in their entirety as set out in the Code of Conduct and the various School policies. Parents/guardians must consider all rules thoroughly, and request clarification a unsure, before accepting the place offered. Particular attention is drawn to the following:

- Promotion requirements for the various phases
- Compulsory sport from Grade 1 to Grade 12
- Dress code as per the Uniform Policy
- The payment of school fees is compulsory and is payable **strictly in advance**.

School contracts expire at the end of the Grade 3, Grade 7 and Grade 9 years. Application to be enrolled into Grade 4, Grade 8 or Grade 10 must be submitted by the end of the **second term** (June) of the Grade 3, 7 or 9 year. Enrolment into the next grade is **not** guaranteed, even if the pupil has met the academic requirements for that Grade.

UNSUCCESSFUL APPLICATIONS

All unsuccessful applications will be notified in writing. The school is not required to give reasons for non-acceptance, and will only do so at the discretion of the Headmaster or Deputy Head.

I/We hereby warrant that the submitted information is true and correct and that I have read and understood the above conditions.

Signature: _____

Parent/Guardian

Date: _____

Signature: _____

Parent/Guardian

