McAuley House

A Mercy, Catholic, Independent School

Established in 1907 by the Sisters of Mercy

"Vincit Veritas"

APPLICATION FOR ADMISSION– STRICTLY CONFIDENTIAL

- McAuley House School reserves the right to accept or decline any application.
- Payment of the R600 non-refundable administration fee does not guarantee admission to McAuley House.
- McAuley House caters for boys from Grade R to Grade 7 and girls from Grade R-12.
- Only applications for Grades R-10 will be considered.
- The Learner may be required to complete an assessment and attend an interview with the relevant Section Principal as part of the admission process.
- Incomplete, unsigned, or undocumented applications will not be processed.

Grade applying for (please tick applicable Grade)

R	1	2	3	4	5	6	7	8	9	10

Year of entry Y Y Y Y

ID/PASSPORT PHOTO

LEARNER'S PERSONAL DETAILS– PART 1

Surname: ..... First Name(s): .....

Preferred name: ..... Gender: Female ☐ Male ☐

I.D/Passport No: ☐☐☐☐☐☐☐☐☐☐☐☐☐ Date of birth: D D M M Y Y Y Y

Country of origin: ..... Immigrant: Y ☐ N ☐ Current Age:.....

Learner's Residential Address: .....

..... Code: .....

Home Language: ..... Second Language: .....

REQUIRED SUPPORTING DOCUMENTATION

- Passport photo of learner
- Certified copy of unabridged Birth Certificate
- Certified ID Document or Passport & study permit (foreign students)
- Copy of Vaccination Card (Grades R-7 only)
- Copy of the Learner's latest academic report
- Latest School Fee Statement from current school
- Certified copy of both parents/legal guardians' ID/Passports
- Baptism Certificate (Catholic applicants)
- Testimonial Form (*Parent to hand it to current school. The current school to email it directly to us)*
- Non-refundable Administration Fee of R600.00 – Our banking details:
  Standard Bank
  Acc No 0033 455 21
  Reference: 1160 / Learner Name
- Additional documents may be requested during the application process.
- On acceptance, a non-refundable Enrolment Fee of R10,000.00 is required to confirm placement.

FOR OFFICE USE:

Financial Check: ..... Assessment Date: ..... Interview Date: .....

Comments: .....

Approved: Y ☐ N ☐ Principal Signature : ..... ACCOUNT REF. ☐

LEARNER'S PERSONAL DETAILS- PART 2

Religious denomination of Learner: .....

If Catholic, which sacrament has the learner received? Please tick.

Baptism (Attach Certificate) ☐ Reconciliation ☐ Eucharist ☐ Confirmation ☐

Name of Parish: ..... Parish Priest: .....

SIBLING(S) INFORMATION

Complete if learner has a sister/brother currently attending McAuley House.

Name of Sibling: ..... Grade: .....

Name of Sibling: ..... Grade: .....

Name of Sibling: ..... Grade: .....

Does the learner have siblings whose applications are pending? Name and grade below, if applicable:

Name of Sibling:..... Grade applied for:.....

LEARNER'S CURRENT SCHOOL

Current School: ..... Principal Name: .....

Tel no: ..... Email Address: .....

Details of any remedial teaching or therapy received: .....

LEARNER'S MEDICAL DETAILS

Family Doctor Name:..... Tel. No: .....

Medical Aid Name: ..... Medical Aid No.: .....

Main Member: ..... ID No: .....

Does the Learner suffer from any allergies? Yes ☐ No ☐

If YES, please give details: .....

Does the Learner have any illnesses/disabilities? Yes ☐ No ☐

If YES, please give details: .....

Consent to act in a medical emergency

In a critical medical situation, please bear in mind that there may be no time to refer to the learner's records. The School, therefore reserves the right to utilise the quickest medical service available.

I, ... being the parent/guardian of .....
hereby agree that a medical practitioner or hospital may provide emergency medical care to my child.

.....
Signature of parent/guardian

D D M M Y Y Y Y
Date

Parent/ Guardian 1 Information

Relationship to Learner (Mother/Father/Step-parent/ Uncle/Grandparent): .....

Surname: ..... First Name(s):.....

ID/Passport No.

Residential Address: .....

..... Code:.....

Postal Address: ..... Code: .....

Telephone No: (H)..... Cell: .....

Email Address: .....

Marital Status: Single Married Divorced Separated

If Divorced or separated, who has legal custody?.....

Occupation: ..... Employer: .....

Position in Company:..... Work Tel No: .....

Parent/ Guardian 2 Information

Relationship to Learner (Mother/Father/Step-parent/ Uncle/Grandparent): .....

Surname: ..... First Name(s):.....

ID/Passport No.

Residential Address: .....

..... Code:.....

Postal Address: ..... Code: .....

Telephone No: (H)..... Cell: .....

Email Address: .....

Marital Status: Single Married Divorced Separated

If Divorced or separated, who has legal custody?.....

Occupation: ..... Employer: .....

Position in Company:..... Work Tel No: .....

EMERGENCY CONTACT (Other than Parent(s)/Guardian(s)

Surname:..... First Name(s):.....

Cell No: ..... Relationship to Learner: .....

Email Address: .....

CONSENT AND UNDERTAKING

1. **Declaration**

1.1 I/we, the undersigned, declare that we are the parent(s) and/or legal guardian(s) of the learner whose details appear in this Application for Admission.

1.2 I/we confirm that all information provided in this application form, together with any supporting documentation submitted, is to the best of our knowledge true, complete and accurate in every respect.

1.3 I/we acknowledge that the School relies on the accuracy of the information provided when considering this application and that any false or misleading information may result in the application being declined or the enrolment being cancelled.

1.4 I/we acknowledge that this Application for Admission forms part of the admission process of McAuley House School and that, should this application be successful, the School will issue an Enrolment Contract which will contain the full terms and conditions governing the learner's admission and continued enrolment at the School.

1.5 I/we understand and agree that acceptance of a place at McAuley House School will be subject to the signing of the Enrolment Contract by the parent(s)/guardian(s) and, where applicable, the responsible party.

1.6 I/we further acknowledge that the Enrolment Contract will regulate matters including, but not limited to:

- payment of school fees and levies
- notice periods for withdrawal
- the rights and responsibilities of parents, learners and the School
- the School's policies, rules and Code of Conduct.

1.7 I/we agree that by submitting this Application for Admission we accept the conditions set out herein and undertake to comply with the terms of the Enrolment Contract should the learner be offered a place at the School.

2. **Acknowledgement of School Ethos**

2.1 I/we acknowledge that McAuley House School is an Independent Catholic School and we undertake to respect and uphold the Catholic ethos and values of the School.

2.2 I/we accept that our child will be required to attend and participate in Religious Education classes, school Masses, retreats, liturgical celebrations and other faith-based activities organised by the School, whether held on or off the School premises.

2.3 I/we acknowledge that learners are required to attend and participate in Physical Education lessons and related activities, including swimming where applicable.

3. **Consent for Participation**

I/We give permission for the learner to participate in school activities, outings, cultural and sporting events organised by the School.

4. **Consent to Processing of Personal Information (POPIA)**

In terms of the Protection of Personal Information Act, I/we hereby consent to McAuley House School collecting, processing, storing and using personal information relating to the learner and the learner's parents/guardians for purposes directly related to the learner's application, admission, education, administration and wellbeing at the School. Such information may include identification details, contact information, academic records, financial information, and medical information relevant to the learner's welfare.

4.1. I/we further consent to the School verifying information relevant to this application, including obtaining academic records from the learner's current or previous school and conducting credit bureau enquiries where applicable.

4.2. I/we acknowledge that the School will take reasonable steps to protect personal information and process such information in accordance with applicable data protection legislation.

5. **Communication and Media Consent**

We acknowledge that the School may communicate with parents/guardians through electronic means including email, newsletters and messaging groups used for official school communication.

The School may from time to time take photographs, videos or other recordings of learners participating in school activities, events, academic programmes, sporting activities or cultural functions.

These images may be used by the School for educational, informational or promotional purposes, including the School's website, newsletters, social media platforms or other official School publications.

The School undertakes that such material will be used responsibly and respectfully and will not disclose sensitive personal information.

Please indicate your preference:

☐ **YES** – I/We give permission for photographs or videos of our child to be used for School publications, newsletters, website and official social media platforms.

☐ **NO** – I/We do not give permission for photographs or videos of our child to be used for School publications, newsletters, website or social media platforms.

6. **Final Declaration**

I/we (full name)....., the undersigned, hereby certify that the information given in this application is complete and correct.

I/we do hereby, subject to the above terms and conditions, apply for the admission of the learner whose details appear on this application form to McAuley House School.

Signature Parent/Guardian 1: ..... Signature Parent/Guardian 2: .....

Date: D D M M Y Y Y Y Date: D D M M Y Y Y Y

DETAILS OF PERSON RESPONSIBLE FOR THE ACCOUNT

Designation (Mr/Mrs/Ms/Dr./Adv/Rev.).....

Surname: ..... First Name(s):.....

ID/Passport No.

Residential Address: .....

..... Code:.....

Postal Address: ..... Code: .....

Relationship to Learner: Parent/Guardian Sponsor/Third party

Telephone No: (H)..... Cell: .....

Email Address: .....

Occupation: ..... Employer: .....

Employer Address: .....

Position in Company:..... Work Tel No: .....

ACCEPTANCE OF FINANCIAL LIABILITY

I/We accept liability to McAuley House School and assume full responsibility for the payment of all school fees, levies and charges that may become due as a result of the admission of the Learner whose details appear on this application form.

Signed in ..... on this ..... day of ..... 20.....

Signature Parent/Guardian 1: ..... ID. No.

Signature Parent/Guardian 2: ..... ID. No.

Signature Third Party (if applicable) ..... ID No.