

✿ **Enrolment and Registration Procedure** ✿

**Before an Interview takes place:**

- An **Application Booking Form** needs to be completed IN FULL PLEASE and handed in to the principal
- A booking admin payment of **R200.00** per child needs to accompany this form (if an EFT is done for this, please ensure that you hand in a copy of the proof of payment; it must be attached to the Application Booking Form)
- The completion of the Application Booking Form and the payment of the R200.00 per child **DOES NOT** guarantee a space, nor is it refundable; it starts the process which will either end with your child being accepted or declined to attend at the school.
- With your completed Application Booking Form, please hand in copies of:
  - ✓ Attach a copy of the child's Birth Certificate
  - ✓ Attach a copy of the child's latest school report (from first, second, third or fourth term, whichever is relevant)
  - ✓ Submit 4x ID photos of child
  - ✓ Attach a copy of an up-to-date Immunisation Card
- Please complete and submit the ITC Check "Consent to Consumer Profile" Form with the Application Booking Form
- Please complete and submit the Confidential Church Reference Form with the Application Booking Form
- Grade 1 applicants **must** provide an acceptable Grade 1 readiness done by an **Educational Psychologist** (please see our recommended list) (*Grade 1 learners must be 6 years old already when they enter Grade 1 and they must turn 7 years old IN / DURING their Grade 1 year*)

Suggestions – Educational Psychologists: Grade 1 Readiness Test

- **Cathy Moore**                      **082-459-2542 (For Readiness Test)**
- Colleen Hensman                      (011) 475-7646
- Elizabeth Bezuidenhout                      083-539-8475
- Catherine Pieterse                      072-378-7340
- Ronel Tarnow                      083-268-9383
- Ronel Duif                      (011) 795-2526
- **Ronlynn Lotriet**                      **082-851-2102 (For Therapy)**

R200.00 cash payment or EFT payment made to:

**PAYMENT DETAILS:**

Account Name:	The Kings School Muldersdrift
Bank:	ABSA Bank
Branch:	Universal Code
Branch Code:	632005
Type of Account:	Cheque Account
Account Number:	409 533 9074

Email Proof of Payment to [creditcontrol@tksw.co.za](mailto:creditcontrol@tksw.co.za)

**Once all the checks have been done and if all is "green to go", an interview with the principal is set up and the full admission pack is emailed:**

1. Contractual Agreements completed and handed in at the INTERVIEW (compulsory):
  - 1a) Admissions Procedure – Forms to be SIGNED and submitted 
    - i. Certified Copy of the learner's Birth Certificate (with Application Booking Form)
    - ii. Copy of the learner's most recent school report (with Application Booking Form)
    - iii. Copy of the learner's Immunisation Card (with Application Booking Form)
    - iv. Certified copy of the parent's / guardian's ID documents
    - v. Certified copy of the parent's / guardian's Medical Aid Card
    - vi. Transfer Card from previous school
    - vii. Signed Annual Registration Form
    - viii. Signed Conditions of Admission
    - ix. Signed General Indemnity
    - x. Signed Financial Contract
    - xi. Signed Educational Contract
    - xii. Signed Parent Consent for Third Parties to collect your child(ren)
    - xiii. Signed Principles of Partnership for Parents / Signatories
    - xiv. Signed Principles of Good Conduct for Pupils / Learners
  - 1b) Signed Code of Conduct – Statement of Discipline (compulsory)
  - 1c) Signed Vision Statement, Mission Statement, Statement of Belief and Core Belief (compulsory)

**When the family come for the interview with the principal, they need to hand in all the completed paperwork for processing. Please ensure that ALL the documents are signed in the correct and appropriate places.**

## ❁ APPLICATION BOOKING FORM ❁

**NO APPLICATION WILL BE CONSIDERED WITHOUT THE FOLLOWING:**

- **Complete** APPLICATION BOOKING FORM
- Consent to Consumer Profile (BOTH parents to complete the form)
- Confidential Church Reference Form
- Pay R200.00 Application Booking Fee (can be paid in cash at school office or email Proof of Payment / EFT) Proof of Payment to be attached to booking form. Do NOT send it separately.
- Attach a copy of your child's Birth Certificate
- Attach a copy of your child's latest school report
- Submit 4x ID photos of your child
- Attach a copy of an up-to-date Immunisation Clinic Card of your child

<b>PARENTS DETAILS</b>									
Father Full Name				Mother Full Name					
Father Surname				Mother Surname					
Father ID Number				Mother ID Number					
Marital Status		<input type="checkbox"/> Married		<input type="checkbox"/> Divorced		<input type="checkbox"/> Widowed		<input type="checkbox"/> Living together	
Home Language		<input type="checkbox"/> English	<input type="checkbox"/> Afrikaans	<input type="checkbox"/> Zulu	<input type="checkbox"/> Xhosa	<input type="checkbox"/> Sotho	<input type="checkbox"/> Tswana	<input type="checkbox"/> Tsonga	<input type="checkbox"/> Other
<b>STUDENT DETAILS</b>									
Student Full Name				Student Surname					
Grade Entering 2022				Nationality					
Date of Birth		d d	m m	y y y y	Current Age				
Gender		<input type="checkbox"/> Male		<input type="checkbox"/> Female					
<b>ADDRESS</b>									
Residential Address of where student lives permanently									
Postal Address								Code:	
<b>EMPLOYMENT DETAILS</b>									
<b>Father</b> Place of Employment				<b>Mother</b> Place of Employment					
Occupation				Occupation					
Work Telephone				Work Telephone					
Home Telephone				Home Telephone					
Father's Cell Number				Mother's Cell Number					
Father's email				Mother's email					
<b>CHURCH DETAILS</b>									
Church Attending									
Pastor / Rev / Priest									
Contact Number									
Family's involvement									
Pastor Letter attached		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
<b>CURRENT SCHOOL DETAILS</b>									
School Now attending				Current Grade					
Principal Name				School Contact Number					
Teacher Name				School Email Address					
Reason for leaving current school									
Reason for wanting to attend this school									
I / We _____ parent(s) of _____ agree that the above information is correct.									
I / We request that our child be enrolled in the AFTERCARE: <input type="checkbox"/> Yes <input type="checkbox"/> No									
Father's Signature					Mother's Signature				

• 69 Drift Boulevard, Muldersdrift, P O Box 19 Muldersdrift 1747, 068-202-5378, [muldersdrift@tksw.co.za](mailto:muldersdrift@tksw.co.za), [www.ksmuldersdrift.co.za](http://www.ksmuldersdrift.co.za) •

 **CONSENT TO CONSUMER PROFILE** 

I, \_\_\_\_\_ (full name and surname)

ID Number                        

of (physical address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_ Code \_\_\_\_\_

Home Contact Number \_\_\_\_\_ -

Cell Number \_\_\_\_\_

Work Contact Number \_\_\_\_\_

consent and allow **THE KING'S SCHOOL MULDRSDRIFT**, or its appointed agents, permission to access my consumer profile on the database held by the Credit Bureaux.

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE (dd/mm/yyyy)

• 69 Drift Boulevard, Muldersdrift, P O Box 19 Muldersdrift 1747, 068-202-5378, [muldersdrift@tkswr.co.za](mailto:muldersdrift@tkswr.co.za), [www.ksmuldersdrift.co.za](http://www.ksmuldersdrift.co.za) •

**✻ CONFIDENTIAL CHURCH REFERENCE ✻**

<b>PARENTS DETAILS</b>							
Father Full Name		Mother Full Name					
Father Surname		Mother Surname					
<b>STUDENT DETAILS</b>							
Student Full Name		Student Surname					
<b>CHURCH DETAILS</b>							
Church Attending							
Pastor / Rev / Priest Name							
Contact Number							
Your position and relationship to the applicant							
How long have you known the family?							
In your opinion how would you describe their relationship with God							
Is the home environment stable or secure – validate							
Is the relationship at home secure – validate							
Please provide any additional information which will support this family's application for enrolment into The King's School Muldersdrift.							
<table border="1"> <tr> <td>Pastor's Name</td> <td rowspan="2"></td> </tr> <tr> <td>Date</td> </tr> </table>		Pastor's Name		Date	<table border="1"> <tr> <td>Pastor's Signature</td> </tr> </table>		Pastor's Signature
Pastor's Name							
Date							
Pastor's Signature							

Church Stamp

*Thank you for your counsel and recommendations.  
It is much appreciated!*