



PROVISIONAL APPLICATION AGREEMENT 2022/2023



Learner name and surname: _____

Age: _____ Class assigned: _____

For office use only

Waiting List Number	Date on waiting list		Date of diagnostic test	
Admission status:	New Parent Meeting:	Financial Department:		
<ul style="list-style-type: none"> • A • CA • NA 		<ul style="list-style-type: none"> • WL • D • EF 		

PLEASE NOTE:

1. *This is to be considered as a provisional application agreement.*
2. *King's Way reserves the right to enrolment and re-enrolment. Once submitted, the school reserves the right to reject or accept the application for whatever reason. The school is not bound in any way to disclose any reason as to why an application is successful or unsuccessful.*
3. *The applicant reserves the right to refuse to exercise any enrolment option offered without prejudice.*
4. *Please note that all information must be completely filled in and be accompanied by all the requested documentation. Failure to do so may jeopardise your enrolment. A non-refundable enrolment fee of R650 is payable to secure your child's enrolment after acceptance into King's Way. This fee is payable within three school days to secure your child's placement.*
5. *A diagnostic test is administered to each applicant to ensure the correct placement of learners according to their emotional and academic development milestones.*
6. *This application will be processed according to procedures laid down in the Admissions Policy.*
7. *Once testing is complete, parents will receive written feedback on their child's placement.*
8. *Please note that applicants are to apply annually to be placed on the waiting list for the next enrolment cycle.*
9. *If you download this application agreement from the internet, please ensure that you bring Appendix A to school when you return the completed application. The school will then issue you with a waiting list number to retain for your records.*
10. *Information required in this document will be used for testing and application purposes.*

STUDENT PARTICULARS:

Surname: _____

Male/ Female:_____

First name:_____

Date of birth: _____

ID Number:_____

Age: Years _____

Months:_____

Present school: _____

Province, town, and country of present school: _____

Language of instruction in present school: _____

Does this school use the ACE curriculum? **Yes / No / Uncertain**

Grade in 2022: _____ Grade to enter in 2023: _____

Home language: _____ Citizenship: _____

Are there any specific conditions that your child may have, and that we should take note of during diagnostic testing procedures; such as epilepsy, physical disabilities, recent emotional trauma etc?*

(*Please enclose copies of relevant reports)

Is this your first time applying at King's Way? **Yes / No**

If not please provide your previous waiting list number: _____

I have other children enrolled at King's Way or Emmanuel Private School: **Yes / No**

Please state the name/s of siblings attending King's Way or Emmanuel Private School:

I am also applying for a sibling or other child in my care: **Yes / No**

Please state the name/s of the sibling/s or other child/ren you are applying for:

Name: _____ Age: _____

Name: _____ Age: _____

PARENT/ GUARDIAN PARTICULARS

Marital Status: _____

Child's official parent/Guardian:

Father	Mother	Stepfather	Stepmother
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Facebook Advert	KW Website	Signboard across from the Vaal Mall	Flyer at a marketing exhibition at a mall	Google
Advertising Trailer	Flyer at a business	Flyer at school/preschool	Vaal Info	Vaal Monthly
From Friends	Church	Banners in the community	Information Evening	Open Day
AEE Head office	Another AEE associated school	Newspaper articles	Newspaper advertisements	Staff

Other (Please specify)

Reason for selecting this school?

Are you aware that we are a Christian school, and are you willing to submit to the Christian ethos of the school?

Which church/ religious denomination do you belong to?

*** Please ensure that you receive Appendix A to this document as a reminder of the terms and conditions of this provisional application, as well as the current school fee structure.**

Please note that King's Way Early Learning Centre follows the POPI Act and has policies in place for the processing and protection of data. By completing this provisional application form, I/we provide consent for KW to process the personal information above for the purpose of applying to KW.

I hereby permit King's Way Early Learning Centre to conduct academic diagnostic testing on my child for enrolment purposes and understand that King's Way reserves the right to enrolment. I hereby permit King's Way Early Learning Centre (KW) to contact my child's

previous/current school in order to obtain information relevant to this enrolment. I give permission for KW to conduct a financial background check with my child's present school. I understand and respect the decision of the school as final.

FATHER'S SIGNATURE: _____

MOTHER'S SIGNATURE: _____

GUARDIAN (If child is legally in your care): _____

PLEASE NOTE:

***No application will be processed without the following:**

- Copies of the latest report/s from present school, where applicable.
- If the learner is a Grade R, ACE transfer, a recent copy of his/her SPC must be submitted (No older than a week)
- The Confidential Report must be completed, in full by the child's present school Principal/ Grade Teacher, where applicable. The present school is to send the Confidential Report directly to King's Way Early Learning Centre via email to admin@kingswayvaal.org.za
- Copy of Child's Birth Certificate
- Copies of Parents/Guardians ID's
- Foreign applicants, please submit the following:

<ul style="list-style-type: none"> • Valid passport/visa from country of origin
<ul style="list-style-type: none"> • One of the following: <ul style="list-style-type: none"> • Child birth certificate from country of origin • Registration of birth certificate if born in South Africa
<ul style="list-style-type: none"> • One of the following: <ul style="list-style-type: none"> • Proof of Asylum Seeker status (Parent) • Proof of Refugee status (Parent) • Proof of Permanent Residency (Parent)
<ul style="list-style-type: none"> • One of the following: <ul style="list-style-type: none"> • Proof of application for study permit • Study permit/visa • Parent work permit with endorsement for minor children to study
<ul style="list-style-type: none"> • Proof of consent for the intended stay in SA from both parents or, where applicable, from the parent or legal guardian who has been issued with a court order granting full legal guardianship

APPLICATIONS PROCEDURE

***Please note that the procedure differs for Grade R learners from the rest of the Early Learning Centre.**

1. Provisional application forms must be completed and submitted to school together with the waiting list fee.
2. The child's present school must fax the Confidential Report, where applicable, directly to King's Way.
3. The application will then be placed on the waiting list.
4. An application will be declined and removed from the waiting list at this point if there is a history of disrespect and bad behaviour that is communicated by the present school in the Confidential Report. This will be communicated to parents in writing.
5. Your child's present school will be contacted for a financial background check.
6. An application will be declined and removed from the waiting list at this point if a history of poor payment is communicated by the present school. This will be communicated to parents in writing.
7. Parents will be contacted to bring the learner for a diagnostic test as space becomes available according to the school's macro plan.
8. Parents will be informed of the learner's admission status in writing and must collect and sign for this communication. Admission status may be "Admitted", "Not admitted" or "Conditionally Admitted".
9. A "New Parents' Meeting" is held at the beginning of each academic year. All new parents to the school are required to attend the meeting as an enrolment requirement.
10. Parents will be informed of the learner's acceptance into King's Way in writing.
11. An enrolment package will be handed to parents and all documentation should be returned to the school before the specified cut-off date.
12. An enrolment fee is payable before the cut-off date to secure the learner's place.

I have read, understand and agree to the application procedures of King's Way.

Mother's Signature: _____ Father's Signature: _____

Guardian's Signature: _____ ** If applicable*

Date: _____

Please return this form and the requested documentation to the **school office** or email to admin@kingswayvaal.org.za

- THANK YOU FOR YOUR APPLICATION TO KING'S WAY EARLY LEARNING CENTRE-

APPENDIX A

Dear Parent

This section serves as a reminder of the important matters contained in your provisional application agreement with **King's Way Early Learning Centre** for **2022** and may be kept as your personal record, upon submission of your provisional application. Also included is the current fee structure.

Waiting list number: _____

PLEASE NOTE:

1. Your application is to be considered as a provisional application agreement.
2. King's Way reserves the right to enrolment and re-enrolment. Once submitted, the school reserves the right to reject or accept the application for whatever reason. The school is not bound in any way to disclose any reason as to why an application is successful or unsuccessful.
3. The applicant reserves the right to refuse to exercise any enrolment option offered without prejudice.
4. Please note that all information must be completely filled in and be accompanied by all the requested documentation. Failure to do so may jeopardise your enrolment.
5. A non-refundable enrolment fee of **R650** is payable to secure your child's enrolment after acceptance into King's Way. This fee is payable within three school days to secure your child's placement.
6. A diagnostic test is done to ensure the correct placement of learners according to their emotional and academic development milestones.
7. This application will be processed according to procedures laid down in the Admissions Policy.
8. Please note that applicants are to apply annually to be placed on the waiting list for the next enrolment cycle.

Please ensure the following documentation was handed in at reception:

****No application will be processed without these***

- Copies of the latest report/s from present school, where applicable.
- If the learner is a Grade R, ACE transfer, a recent copy of his/her SPC must be submitted. (No older than a week)
- The Confidential Report must be completed in full by the child's present school Principal/ Grade Teacher, where applicable. The present school is to send the Confidential Report directly to King's Way.
- Copy of Child's Birth Certificate
- Copies of Parents/Guardians ID's
- Foreign applicants, please submit the following:

- | |
|--|
| <ul style="list-style-type: none"> • Valid passport/visa from country of origin |
|--|

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<ul style="list-style-type: none"> • Proof of consent for the intended stay in SA from both parents or, where applicable, from the parent or legal guardian who has been issued with a court order granting full legal guardianship

School contact details:

Telephone: 016 932 1457

Email: admin@kingswayvaal.org.za

APPENDIX B

KING'S WAY EARLY LEARNING CENTRE

ADMISSIONS POLICY- As a campus of Emmanuel Private School

Selection and Application & Enrolment Procedures

The school admits learners of any race, nationality & ethnic origin. Learners and parents must, however, be in agreement with the Biblical standpoint and ethos of the school and must follow laid down application and enrolment procedures. (Annexure A)

The following are discussed during the New Parent Meeting or Parent Interview.

1. Religious Background

Understand that we view this school ministry as “evangelistic” and do not necessarily only enrol “Christian” learners.

All prospective learners should be evaluated as to their potential to contribute positively to the life and character of the School with regards to the school's Christian ethos.

2. Spiritual Attitude

It is not enough that the learner comes from a “religious” background. Care must be taken to determine the openness of the learner and his/her family to spiritual issues. Learners and parents must show a willingness to be supportive of the spiritual development of the learner towards a Christian lifestyle.

3. Scholastic Attitude

Learners and parents are to display a positive and co-operative attitude towards teaching and learning. Although we accept that some learners may have had previous negative experiences in school, the underlying attitude towards academic work must be determined.

4. Scholastic Aptitude

Each learner will undergo diagnostic testing to ascertain at what level of the curriculum he/she should be placed.

King's Way Early Learning Centre is not a remedial school. However, upon evaluation of a learner's special needs, the school may enrol learners with special needs according to the school's macro plan and ability to cater for such special needs. The enrolment of such learners will only be finalised in co-operation with the relevant out of school specialists.

Learners from other A.C.E. curriculum schools will receive preferential placement, based on a positive reference from their previous school- with regards to the learner's character, academic achievement and overall best interest as well as parental support to the school and system.

5. Language of instruction:

The school's language of instruction is English Home Language. The official First Additional Language is Afrikaans. Learners will be admitted based on their ability to communicate and develop academically in English. Learners will be supported in these languages based on their diagnostic test results. Conversational Zulu is offered in the Foundation Phase.

6. Vacancy in the School

The school's macro plan guides in the enrolment of new students. This is based on the following:

- Overall Teacher: Learner Ratio
- Availability of subject Teachers
- Office and physical space availability in Learning Centre
- Annual growth predictions
- Parent commitment to the school and learner progress

ENROLMENT PROCEDURES

***How does enrolment take place at King's Way?**

1. King's Way learners annually apply during re-enrolment to enter the next class- entrance is not automatic, but based on test results and the learner's best interest.
2. Admittance into all classes is subject to an internal diagnostic test as well as an emotional and social evaluation, overall educator learner ratio, future strategic planning of the school, financial history and parent involvement and commitment. Neglect of any contractual obligations may lead to the termination of the admission and enrolment of your child.
3. Preferential admittance of siblings and ACE Grade R transfers into King's Way will be subject to the child's best interests as determined by the school, as well as the standard enrolment procedures and qualifying criteria. ACE Grade R transfer learners would therefore receive preferential placement on the waiting list, subject the confidential report, a financial history check on school fees, SPC results, space availability and parent & learner interviews.
4. Enrolment into Grade 1 at Emmanuel Private School (our affiliate school) is not automatic after attending the King's Way Grade R class, but subject to diagnostic testing and general school readiness. **Learners attending King's Way Early Learning Centre will, however, be considered preferentially, although the learner's best interest remains vital in all enrolments.**
5. A Provisional Application form must be completed for all prospective learners.
6. An enrolment form will only be issued to parents once a learner has been accepted into the school.
7. Enrolment fees are due within three days of acceptance into the school.
8. Learners on the waiting list must apply annually, during the year end enrolment cycle.
9. The admissions communication process is as follows:
 - Parents will be notified in writing of application results.

- These results will be collected and signed for at reception.

APPLICATION PROCESS:

*** How do I apply to the school?**

1. Provisional application forms must be completed and submitted to school.
2. The child's present school must fax the Confidential Report directly to King's Way, where applicable.
3. The application will then be placed on the waiting list.
4. Parents will be contacted to bring the learner for a diagnostic test, as space becomes available according to the school's macro plan.
5. Parents will be informed of the learner's admission status in writing and must collect and sign for this communication. Admission status may be "Admitted", "Not admitted" or "Conditionally Admitted".
6. Parents will schedule a meeting with the Financial Administrator to arrange payment of the enrolment fee as well as the first month's school fees.
7. An enrolment package will be handed to parents at the meeting with the Financial Administrator and all documentation should be returned to the school before the specified cut-off date.
8. Parents will be informed of the learner's acceptance into King's Way in writing.
9. All new parents will be required to attend a New Parent Meeting at the beginning of the academic year.

Policy approved by the Executive Committee: September 2015

Policy reviewed by SMT: August 2016

Policy reviewed by SMT: August 2017

Policy reviewed by SMT: August 2019

Policy reviewed by SMT: January 2021

Policy reviewed by SMT: July 2021

Policy reviewed by SMT: December 2021