



RISING STARS ACADEMY

APPLICATION FOR ADMISSION • GRADE 1–12

Pre-Primary • Primary • High School

WELCOME

We are pleased to provide this application package for admission to Rising Stars Academy. Please read the information carefully and ensure that every required section is completed and all supporting documents are attached before submission.

APPLICATION PROCESS

01	Complete the application Complete all sections in full, sign where required and attach every supporting document.
02	Submit the application Submit the completed package to the Enrolment/Admissions Office. Proof of online application must be included.
03	Campus tour Arrange/attend a guided tour of the campus.
04	Admission outcome Successful applicants will be contacted by email, telephone or verbal communication and invited to a compulsory meet-and-greet with the Principal. Unsuccessful applicants will also be notified.

SUBMISSION HOURS

Admissions Office: Monday–Friday, 08:00–14:00

FINANCIAL OBLIGATION

Rising Stars Academy is a fee-paying school. School fees are determined annually by the Board of Trustees and are payable on the **1st of every month, in advance**. A concession may be granted by the Board where fees are paid for 12 months in full by EFT, cash or debit/credit card, subject to the School Fee Collection Policy.

New enrolments: The non-refundable registration fee of **R3,000** and the first month's school fee are payable upon acceptance/enrolment, as stated in the application package.

Parents' evenings are held within the first three to four weeks of the new term. Operational information and parent responsibilities will be discussed at these meetings.

School Trading Hours: Full Day: Monday–Friday 06:30–18:00 | Half Day: Monday–Friday 06:30–14:30

APPLICATION SUBMISSION CHECKLIST

Please use this checklist before submitting your application. **Incomplete applications or applications without the required supporting documentation may not be considered.**

Attached	DOCUMENT
■	Learner's unabridged birth certificate (see note below)
■	Clinic card / immunisation evidence where applicable
■	Proof of residential address
■	Certified ID/passport copies for both biological parents where applicable
■	Latest school report / academic history as applicable to the grade
■	Transfer document if the learner is transferring from another school
■	Proof of online application
■	Completed and signed application form
■	Completed General Consent Form
■	Signed Undertaking on Admission
■	Completed Statutory Obligation Notice
■	Non-refundable registration fee of R3,000 and first month's school fee upon acceptance, as applicable

DOCUMENTATION NOTES

- **Birth certificate:** The school requires the learner's unabridged birth certificate. An abridged certificate will only be accepted with a Home Affairs receipt confirming that the parent has applied for the unabridged certificate.
- **Clinic card:** For Grade 1 learners, provide the clinic card. If it cannot be produced, provide confirmation from the relevant clinic/doctor that immunisations are up to date.
- **Proof of address:** Municipal accounts, a signed lease or a purchase contract from an estate agent valid for at least one year may be accepted. Privately residing families must also provide the owner's certified proof of address, certified ID and an affidavit confirming the tenancy.
- **School reports:** Grade 1 applicants must provide the latest pre-primary report and, where applicable, the June report. Grade 2–7 applicants must provide the latest report from the previous school and the learner's academic history where required.
- **Transfer document:** Required where a learner transfers from another school and must be submitted on or before the learner's first day of school.

ADDITIONAL DOCUMENTS FOR SPECIFIC CIRCUMSTANCES

- **Non-South African citizens:** Valid study permit issued by the Department of Home Affairs, where applicable.
- **Foster parents:** Documentation required under Section 159 of the Children's Act 38 of 2005, including a letter from a registered social worker where applicable.
- **Guardians:** Relevant court/guardianship documents together with the guardian's ID documentation.



SECTION A • LEARNER INFORMATION

Complete this section in full. Please print clearly.

Surname _____	Full name(s) _____
Preferred name _____	Date of birth _____ Gender: ☐ Male ☐ Female
ID / Passport / Permit No. _____	Nationality _____
Current grade _____	Grade applied for _____
Home language _____	Preferred tuition language ☐ English ☐ Afrikaans
Certificate language ☐ English ☐ Afrikaans	CEMIS number _____
Previous school _____	Previous province _____

LEARNING / SUPPORT INFORMATION

Please tick any relevant support need or condition and provide further details where necessary.

- | | | | |
|-----------------------------------|--|--|--|
| ☐ Deaf | ☐ Blind | ☐ Hard of hearing | ☐ Partially sighted |
| ☐ Epilepsy | ☐ Psychiatric support | ☐ Specialised support | ☐ None |

Other / additional support information: _____

SIBLINGS CURRENTLY AT RISING STARS ACADEMY

Name & surname	Grade

FOR OFFICE USE ONLY

Date application received _____	Admission decision ☐ Accepted ☐ Declined ☐ Pending
Admitted to Grade _____	CEMIS number _____



SECTION B • PARENT / GUARDIAN INFORMATION

Please provide complete and accurate information for all relevant parents, adoptive parents and/or legal guardians. The school will liaise with the parent/guardian identified as the main contact for school correspondence.

MAIN PARENT / GUARDIAN

Title ■ Mr ■ Mrs ■ Ms ■ Dr ■ Prof ■ Rev	Relationship to learner _____
Full names & surname _____	ID / Passport no. _____
Residential address _____	Postal code _____
_____	Occupation _____
Employer _____	Work telephone _____
Cellphone _____	Home telephone _____
Email address _____	

SECOND PARENT / GUARDIAN

Title ■ Mr ■ Mrs ■ Ms ■ Dr ■ Prof ■ Rev	Relationship to learner _____
Full names & surname _____	ID / Passport no. _____
Residential address _____	Postal code _____
_____	Occupation _____
Employer _____	Work telephone _____
Cellphone _____	Home telephone _____
Email address _____	

DECLARATION

I/We confirm that the information supplied in this application is true, complete and accurate. I/We understand that the school may verify information and documentation supplied as part of the admissions process.

Parent/Guardian 1 signature _____	Date _____
Parent/Guardian 2 signature _____	Date _____



SECTION C • MEDICAL & EMERGENCY INFORMATION

Compulsory for the parent/guardian to complete. This information is used to assist the school in responding appropriately to illness, injury and emergencies.

Allergies (e.g. bees, nuts, fish): _____ _____	Medication (including medication required in an emergency): _____ _____
Operations / procedures and relevant details: _____ _____	Medical conditions / important health information: _____ _____

MEDICAL PRACTITIONER / CLINIC

Doctor / practice / clinic name _____	Telephone _____
Medical Aid name _____	Medical Aid number _____
Blood group _____	Principal member _____

EMERGENCY CONTACT • OTHER THAN PARENT/GUARDIAN

Full name _____	Relationship _____
Contact number _____	

MEDICAL HISTORY / IMMUNISATION

Illnesses previously experienced: ■ Measles ■ German measles ■ Whooping cough ■ Chickenpox ■ Mumps ■ Other: _____

Immunisations received: ■ BCG/Tuberculosis ■ Diphtheria ■ Whooping cough ■ Tetanus ■ Measles ■ Other: _____

Written evidence of required immunisation may be requested at admission, in accordance with applicable school/WCED requirements.

AUTHORISED PERSONS TO COLLECT THE LEARNER

Surname	Name	Contact number	Relationship

I understand that the school reserves the right to verify information supplied. If fraudulent documents are submitted, the school reserves the right to take appropriate legal action, including laying a criminal charge for fraud where applicable.

Parent/Guardian signature _____	Name _____	Date _____
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UNDERTAKING ON ADMISSION

Learner: _____ Grade: _____

1. I/We support Rising Stars Academy as a partner in the educational process and agree to co-operate with the school, teachers and Principal for the full duration of the learner's association with the school and its Board of Trustees.
2. I/We agree to comply with and acknowledge the school policies issued by the Board of Trustees and forming part of the School Prospectus, including the Code of Conduct and School Rules, Admission Policy, Academic and Homework Policy and Attendance Policy.
3. I/We undertake to reimburse the school for damage to school property caused by the learner.
4. I/We understand that, while every reasonable effort is made to prevent loss or damage to the learner's clothing and equipment, the school cannot be held liable for such loss or damage except where applicable law provides otherwise.
5. I/We undertake to give written notice of any intention to remove the learner from the school, return all school books/equipment in the learner's possession and settle the school fee account in accordance with the applicable notice and fee requirements.
6. I/We undertake to ensure that the learner is punctual at the beginning of each school day and is collected on time at the end of the school day.
7. I/We understand that the school may verify information supplied through this application. Where fraudulent documentation is submitted, the school reserves the right to take appropriate legal action.
8. I/We accept responsibility for ensuring that the learner's required immunisations are up to date and agree to provide proof where required.
9. I/We undertake to inform the educator/school of the learner's absence and to provide a doctor's certificate where required.
10. I/We acknowledge that the Board of Trustees reserves the right, subject to applicable law, to amend or update school policies and rules.
11. I/We understand that the Principal or an authorised representative may act in loco parentis when my/our specific authority cannot reasonably be obtained in time.
12. I/We agree to notify the school in writing of any change to address, email address or contact numbers.
13. I/We confirm that all forms have been completed accurately and that the information supplied is true. I/We understand that admission is dependent on the information provided being accurate and complete.
14. I/We accept responsibility for the monthly school fee account and agree that school fees are payable by the first (1st) of every month, in advance. Failure to comply with payment obligations may result in action in accordance with the school's policies and applicable law, including suspension of services or deregistration where permitted.
15. I/We acknowledge that the school may take further lawful action regarding unpaid school fees, which may include suspension of services and, depending on the circumstances and applicable policy/law, termination of enrolment.
16. This undertaking remains valid from the date of signature until the learner officially leaves Rising Stars Academy, subject to applicable law and the terms of the enrolment agreement.

DECLARATION AND ACCEPTANCE

I, the undersigned legal parent/guardian, confirm that I have read, understood and agree to the above undertaking and the applicable policies of Rising Stars Academy.

Parent/Guardian full name _____	ID/Passport _____
Signature _____	Date _____



GENERAL CONSENT FORM

I/We, the parent(s) and/or legal guardian(s) of the learner named below, acknowledge that participation in school activities may involve inherent risks and provide consent subject to the terms below.

Parent/Guardian full name _____

Learner full name _____

1. I/We consent to the learner participating in activities arranged, organised or offered by the school, including sports, games, camps, excursions, educational and recreational activities and outings.
2. Where relevant, I/We consent to the learner being transported to and from such activities by transport arranged or made available by the school.
3. I/We acknowledge that participation and use of such transport may involve risk and agree that the school and organisations associated with the activity will not be held liable for loss, damage, illness or injury except where caused by negligence, wilfulness or a deliberate act of the school or its employees, or where liability cannot lawfully be excluded.
4. I/We authorise school staff accompanying or supervising the learner to act in loco parentis where necessary and, where reasonably required, to take appropriate steps if the learner becomes ill, is injured or requires medical attention.

MEDICAL INFORMATION RELEVANT TO SCHOOL ACTIVITIES

Does the learner have any medical condition, allergy or other circumstance of which staff supervising an activity should be aware? ☐ YES ☐ NO

If YES, please provide details: _____

Medical Aid Society _____

Medical Aid No. _____

Principal member _____

Medical practitioner / clinic _____

Medical practitioner contact _____

Emergency contact _____

CONTACT NUMBERS

Work _____

Home _____

Cell _____

Parent/Guardian signature _____

Witness _____

Date _____



STATUTORY OBLIGATION NOTICE • SCHOOL FEES

Please complete this notice in full and in clear print.

Parent status ■ Father ■ Mother ■ Guardian	Learner name _____
Parent/Guardian full name _____	Grade applied for _____

1. DEFINITIONS

- 1.1 "the Act" means the South African Schools Act 84 of 1996 and regulations promulgated under it.
- 1.2 "the parent" means the parent or guardian of a learner, a person legally entitled to custody of a learner, or a person who undertakes the obligations of such a person towards the learner's education.
- 1.3 "school fees" means school fees contemplated in Section 39 and includes monetary contributions made or paid in relation to a learner's attendance or participation in a programme of a public/private school.
- 1.4 "the capital sum" means the school fees due per annum together with further costs or damages, including lawful legal, attorney-and-client and collection costs that may arise.
- 1.5 "BOT" means the School Board of Trustees.

2. ACKNOWLEDGEMENT OF SCHOOL FEES

With regard to school fees payable under the Act, I/we jointly and severally acknowledge and consent to the terms and conditions set out in this notice regulating the payment and recovery of monies due and payable to the school.

3. ANNUAL SCHOOL FEES

- 3.1 The annual school fee is determined by the Board of Trustees and may be reviewed or increased for subsequent years.
- 3.2 School fees are payable on the first (1st) of every month for the month in advance.
- 3.3 Where applicable, the biological parents are jointly liable for school fees irrespective of marital status, subject to applicable law.

DOMICILIUM / CONTACT DETAILS

The parent/guardian chooses the following address and contact details for the giving of notices. Please keep these details updated with the school.

Full name & surname _____	■ Father ■ Mother ■ Guardian
Physical address _____	Postal code _____
_____	Contact number _____
Email address _____	

4. NOTICES, PAYMENT AND COLLECTION

- 4.1 The parent may change the domicilium address by giving written notice to the school in the manner required by the applicable agreement/policy.
- 4.2 A notice actually received by the parent may constitute proper delivery even if it was not delivered in the preferred method.
- 4.3 In the event of non-payment and upon lawful demand, the parent acknowledges the amount due to the school in accordance with the applicable agreement and law.
- 4.4 The school may enforce payment of school fees in accordance with applicable law.
- 4.5 The parent consents, where lawful and necessary, to the use of relevant confidential information for administration, collection, tracing and related school fee processes.



STATUTORY OBLIGATION NOTICE • CONTINUED

4.6 Where lawful, the school may obtain or disclose relevant information to authorised third parties, agents or credit bureaux for purposes connected with lawful credit, collection, tracing or record-keeping processes.

4.7 Where the parent has failed to fulfil payment obligations, the school may use lawful tracing or collection processes and the parent may be liable for applicable tracing or collection fees.

4.8 Any dispute regarding the statement of account should be submitted to the financial office in writing.

4.9 The school will administer school fee obligations within the legal framework applicable to the school.

5. I/We undertake to provide written notice of one full term of any intention to remove my/our child/children from the school, and to return all school books and/or equipment belonging to the school.

6. In the event of fraudulent documents being submitted, the school reserves the right to lay a criminal charge for fraud against any party to the application.

7. This commitment remains valid from the date of signature until the learner officially leaves the school, subject to applicable law.

8. No alteration, variation, amendment or purported cancellation of this acknowledgement is valid unless reduced to writing and signed by the relevant parties.

9. If any provision is unenforceable, void or voidable by law, that provision will be severable and the remaining provisions will remain in force to the extent permitted by law.

10. I/We declare that, to the best of our knowledge, we are the known parent(s)/legal guardian(s) of the learner.

SIGNATURES

FATHER / PARENT 1 • Print full name _____	ID number _____
Signature in full _____	Relationship _____
MOTHER / PARENT 2 • Print full name _____	ID number _____
Signature in full _____	Relationship _____
Signed at _____	Date _____

FOR RISING STARS ACADEMY

Witness • Print name & surname _____	Contact number _____
Witness signature _____	Date _____

BANKING DETAILS

Bank Capitec Business Banking	Branch code 450 105
Account holder Sharp Move Trading 70 Pty	Account number 1050626966
Payment reference Your child/children's name & surname	

IMPORTANT: This application form is an admissions document and does not by itself constitute confirmation of admission. Admission remains subject to the school's admissions process, availability and acceptance requirements.