



St Andrew's College

PO Box 182, Makhanda (Grahamstown), 6140,
Eastern Cape, South Africa Tel: +27 (0)46 603 2300
E-mail: admissions@sacschool.com

APPLICATION FOR ADMISSION

Please use block capitals

1. Surname of Pupil:
2. First names:
3. Preferred name: ID No:
4. Date of birth:/...../..... Place and country of birth:.....
5. Home language (that is, language most frequently used at home). **If** relevant, state more than one language, e.g. English/Afrikaans or Xhosa/English:
6. Year and term when entry is desired: and Grade to be entered:.....
7. (a) Name, address and phone number of present school:.....
.....
(b) Pupil's present Grade: Date of admission to present school:(month & year)

8. Names of all previous schools attended:

Grade/Form	Year	School	Town/City	Country
.....
.....
.....
.....

Grades repeated:

9. Religious denomination:
10. Is the Pupil to be a boarder or a day scholar? Boarder Day scholar (Please tick relevant box)
11. Do you have any association with St Andrew's College, Prep or Diocesan School for Girls? Yes No

If an Old Andean or Brother at College/Prep, please give name, dates and House:
.....
.....

If an Old Girl of DSG or Sister at DSG, please give maiden name, dates and House:
.....

Other:

Initials of both Parents / Guardian

12. (a) Brothers:()()()
(Names and ages)
Present schools

(b) Sisters:.....()()()
(Names and ages)
Present schools

13. Is there any additional information: ***financial, behavioural, medical*** or otherwise relating to this application which you consider should be brought to the attention of the Headmaster?

14. **Parent or Legal Guardian Information** **Father / Guardian** **Mother / Guardian**

(a) Title & initials: (Prof/Dr/Mr/Mrs/Ms).....

(b) Surname:

(c) First name:

(d) Preferred name:

(e) Dates of birth:

(f) Occupation/Profession:

(g) Marital status:

(in relation to this Pupil)

(h) ID No./ Passport No.
(Passport no. for non-South Africans).....

(i) Citizenship:

(j) Residential address:

Postal Code: Postal Code:

(k) Postal address:

Postal Code: Postal Code:

(l) Home telephone: Code No..... Code..... No.....

Business telephone: Code No..... Code..... No.....

Cell:

E-mail:

****Please note that you are obliged to notify us promptly of any changes of contact details.***

Address to which the account should be emailed: Father/ Mother/ Guardian / other:

Initials of both Parents / Guardian

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(m) Employer:
Employer's contact details:
 Postal address:

 Tel.: () ()
 E-mail:.....

(n) Name and address of two references (one must be a business reference):

1.) 2.)

 Tel.: () ()
 Email:

The following documents must please accompany this application:

1. A copy of the **last two reports** from the Pupil's present school.
2. 1 colour **passport type photo** of the Pupil – **ONLY** if the application is for this year or next year.
3. Photocopies of the front page of the **IDs /Passport of both parents/guardians.**
4. A copy of the Pupil's **unabridged birth certificate /or proof of requesting a copy, ID & passport.**
5. A copy of a **utility bill** not older than three months (for each parent if residing at separate addresses).
6. A copy of latest **school fee account.**
7. **In the case of a divorce, a certified copy of the divorce order regarding custody and the person responsible for fees must be provided.**
8. **In the case of a guardian / caregiver being responsible for the Pupil and / or fees, please supply full details of this arrangement and supporting official certified documentation.**
9. **Reports** supporting the Pupil's learning barriers / support, be it professional assessments or evaluations of behavioural / emotional / psychological / medical etc. needs.

Please note, any failure to make full disclosure of all information requested on our application form will warrant St Andrew's College to cancel the admissions procedure of the pupil, whether before or after enrolment.

Initials of both Parents / Guardian

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The Protection of Personal Information Act No 4 of 2013 (POPIA) is now enforced in South Africa and St Andrew's College needs your permission to store and process your and your child's personal information.

By completing this document and providing St Andrew's College with the necessary supporting documentation, you are confirming that:

- 1. St Andrew's College may process your and your child's personal information for the purposes of processing this application for admission.
- 2. St Andrew's College may conduct enquiries that are necessary to verify any information given in the application form, including confirmation of credit ratings with a credit bureau.
- 3. St Andrew's College may request and obtain information from your child's current school which pertains to your child in order to facilitate the processing of this application.

St Andrew's College is committed to protecting the privacy of all individuals and organisations whose personal information resides on our databases. We pledge to use all personal information responsibly and in accordance with the POPI Act and the school's Data Protection policy.

St Andrew's College acknowledges that the personal information it stores will not be processed for purposes prohibited by POPIA. St Andrew's College confirms it will not sell, share or rent personal information for commercial purposes to any person or organisation.

In accordance with the Protection of Personal Information Act (POPIA), should this application be withdrawn or an offer to attend St Andrew's College not be accepted, all information relating to this application will be disregarded.

Dated at.....this day of.....
(Month) (Year)

Signed:(Father / Guardian) (Mother / Guardian)

.....
(Full name in block capitals)

.....
(Full name in block capitals)

**Parent — both Father and Mother and / or
Guardian/Custodian/Other to sign
whose liability in terms hereof shall be joint and several.**

Initials of both Parents / Guardian

THE ST ANDREW'S COLLEGE APPLICATION PROCESS

1. **Complete and return a complete Application Form with the supporting documentation as listed.**
Please follow up with us if you do not receive an acknowledgement of receipt of your Form.
2. As originals are not required, **these documents may be emailed back to us.**
3. There is **no application fee.**
4. **Applications must be returned by March of the year preceding required entry.** Due to the demand for places at St Andrew's College, the earlier the forms are submitted the better.
5. Part of the Admissions Process includes an **interview with the Headmaster.** You will be contacted to confirm a date and time for this.
6. **Offers of places** will be emailed to parents **in April of the year preceding admission** on condition all the required documentation has been received.
7. **The place offered will only be confirmed on receipt of the required Entrance Fee and the St Andrew's College Contract of Enrolment.**
8. **House placements and Newboy Packs** will be sent to parents in October of the year preceding entry.

HOW DID YOU HEAR ABOUT ST ANDREW'S COLLEGE?

- FAMILY CONNECTION
- FRIEND / WORD OF MOUTH
- ADVERT IN THE MEDIA
- SCHOOL EXPO / VISIT
- OTHER - PLEASE SPECIFY

November 2022

Initials of both Parents / Guardian