



Mayfair Convent School

LEARNER DETAILS

Please fill in the following learner details:

Name: _____

Grade: _____

Date of birth: _____

Gender: _____

Office:

Accepted/Not accepted:

Admission number: _____

Teacher: _____

Date: _____

Registration Fee: _____ Paid/not paid.

Date: _____



APPLICATION FOR ADMISSION TO MAYFAIR CONVENT SCHOOL

SECTION A: INTRODUCTION

Please read the application form carefully and provide all relevant information and submit all documentation with this application form.

It is the responsibility of the parents/guardians to ensure that the testimonial form is timeously completed and returned to the School. If the required information is incorrect or incomplete, or the necessary documentation is not attached, it will delay the processing and evaluation of the application.

Application forms are to be emailed to the School (admin@mayfairconvent.co.za and mayfairconventmcs@gmail.com) or dropped off at the gate with our security Simphiwe.

Depending on the level of lockdown we will decide on the interview procedure and you will be notified. If it is not possible to conduct interviews, we will notify you of whether your child has been accepted at the school.

A payment of R1000.00 is required, should you accept the place offered at the School. All deposit payments will be credited to the school fees account. **Deposit payments are not refundable** and must accompany all notifications of acceptance and must be received by the School before the end of November.

The language of teaching, learning and communication at the school is English.

Learners are required to comply with the Code of Conduct of the School to ensure a disciplined and purposeful school environment dedicated to the improvement and maintenance of the quality of the learning process. A copy of the Code of Conduct is available from the School Secretary for your inspection. All learners will be required to sign this document.

All correspondence from the School will be via the learners, or alternatively made telephonically.

Should any of your personal information set out in this application form change, please inform the School via the Secretary as soon as possible.

In terms of the South African Schools Act No. 84 of 1996: a parent is liable to pay the school fees approved on an annual basis in terms of the Act. The School fees set out on the information sheet are an indicative only. School fees are subject to change and are subject to annual increases. **The School by process of law enforce the payment of school fees against parents who are liable to pay.**

Note: Parent means collectively the natural parent or guardian of a learner, the person legally entitled to custody of the learner or the person who undertakes to fulfil the obligations of any of the above persons towards the learner's education at the School.



SECTION B: DOCUMENTATION

THE FOLLOWING CERTIFIED DOCUMENTS MUST BE ATTACHED TO APPLICATION FORMS:

1. Latest / most recent school report;
2. Certified copy of learner's official birth certificate;
3. Certified copy of parent/guardian's Identity Document;
4. Colour ID photograph of learner;
5. Baptismal certificate;
6. Copy of proof of immunisation [Clinic Card] against measles, polio, tuberculosis, diphtheria
7. Proof of residential address, in parent's name, e.g. telephone account, water and electricity account, rates account, rental agreement, etc.
8. Completed Testimonial Form. The testimonial form is attached to this application form. The form must be completed by the Principal of the learner's current school and returned in a sealed envelope to Mayfair Convent School. It is the responsibility of the parent/guardian to ensure that this document is completed and returned to Mayfair Convent School timeously.
9. A recent copy of a payslip of parent paying the school fees.



SECTION C: APPLICATION FOR ADMISSION TO SCHOOL

Note: This form must be completed in full. All changes to be initialled and signed by parent/guardian. Completing the form does not necessarily mean that the learner has been accepted into the school.

Grade applied for		
Highest grade passed		Year:
Surname		
Initials		
Full first names		
Date of Birth: yyyy / mm / dd		
Gender		
Identity / passport number		
Race		
Citizenship		
Province of Residence		
Physical Address		
Suburb and City		
Home telephone number		
Cell phone number		
Emergency phone number		
Home Language		
Religion		

Grade One Only: indicate pre-primary education:

None: _____

Non Formal: _____

Formal: _____



PREVIOUS SCHOOL INFORMATION

Name of previous school	
Address of previous school	
Province and country	
Telephone number	

LEARNER MEDICAL INFORMATION

Name of Medical Aid	
Name of Plan / Option	
Medical Aid Number	
Name of Main Member	
Doctor's Name	
Doctor's Address	
Doctor's Telephone Number	
Medical Conditions	
Allergies	
Dexterity (Left / Right handed or ambidextrous)	
Social Grant (Yes / No)	



SIBLINGS

Number of other children at this school: _____

Position in family [e.g. 1st] _____

Please provide us with their names and grades

Name	Current Grade



SECTION D: PARENT / GUARDIAN INFORMATION

	Mother	Father
Title		
Initials		
Surname		
First Names		
Gender		
Home Language		
Race		
ID number		
Account payer		
Residential street address		
Suburb and City		
Cell phone number		
Work phone number		
Other phone number		
Email address		
Occupation		
Employer		
Marital Status		
Does learner reside with parent? Yes / No		



I hereby declare that to the best of my knowledge the above information as supplied is accurate and correct.

Name of Parent / Guardian (Mother)	
Signature of Parent / Guardian (Mother)	
Date	

Name of Parent / Guardian (Father)	
Signature of Parent / Guardian (Father)	
Date	

SECTION E: EMERGENCY CONTACT DETAILS

Next of kin/relatives/ friend's details:

[Person other than parent/guardian mentioned in Section B who should be contacted in the event of an emergency]

Surname	
First names	
Relationship to learner	
Residential Address	
Telephone number: cell	
work	



ACKNOWLEDGEMENT:

I hereby confirm that the information supplied above is true and correct. I understand the provisions of this application.

Full name	
Signature	
Capacity: Parent / Guardian	

For School use only:

Date of receipt of application forms: _____

SCHOOL AGREEMENT

The successful education of all pupils depends on an active three way partnership between learners, parents and the School. Each partner has rights, responsibilities and expectations.

Name of learner: _____

Grade: _____ Date: _____

MAYFAIR CONVENT SCHOOL AGREES TO MEET THE EXPECTATIONS OF PARENTS AND PUPILS BY OFFERING:

1. A broad and balanced education.
2. An education based on high expectations.
3. Work which is appropriate to learner's age and ability.
4. A high standard of teaching academic support and personal guidance.
5. A secure, healthy and well-disciplined working environment.
6. The support and protection of the Mayfair Convent School Code of Conduct.
7. Regular homework with a published timetable.
8. Regular marking of work.
9. Written reports 4 [four] times a year.
10. Parent's meetings at least 4 [four] times a year.
11. The use of books, equipment and library facilities, available at school.
12. The chance to participate in a wide range of additional activities outside the classroom.

AS A MAYFAIR CONVENT PUPIL, I AGREE TO MEET THE EXPECTATIONS OF MY PARENTS AND THE SCHOOL BY:

1. Treating all members of the School Community with understanding and respect.
2. Attending school regularly.
3. Being punctual at all times: for school and extra-curricular activities.
4. Working hard and meeting all learning requirements.
5. Completing homework and tasks on time.
6. Keeping the School rules, upholding the Code of Conduct in a responsible way, both in School and when travelling to and from school.
7. Sharing responsibility for the School environment
8. Looking after school property.
9. Remaining on the School premises during school hours.
10. Wearing the correct seasonal school uniform at all times.

Signed by Learner: _____ Grade: _____

AS PARENTS I/WE AGREE TO MEET THE EXPECTATIONS OF OUR LEARNERS AND THE SCHOOL BY:

1. Ensuring excellent attendance and punctuality and informing the school promptly about any reason for absence.
2. Encouraging my child with school work.
3. Actively supporting Mayfair Convent School and all its requirements.
4. Attending Parent's meeting and school functions in which my child is involved and attending any special events or appointments if requested.
5. Checking and signing my child's homework diary every day, after checking completed homework tasks.
6. Providing my child with a well-stocked pencil case, a calculator, a dictionary, an atlas, a prayer book and a bible.
7. Taking no family holidays during school term time without prior arrangement with the Principal.

Signed by Parent: _____



Mayfair Convent School

13 SOMERSET STREET • MAYFAIR • JOHANNESBURG 2092
PO BOX 1030, CROWN MINES 2025
TELEPHONES (011) 830-0877, 839-3459 • FAX (011) 837-0267

TESTIMONIAL

This document is confidential:

This form is to be completed by the present School principal and e-mailed to Mayfair Convent School [admin@mayfairconvent.co.za] Thank you for your co-operation.

NAME OF LEARNER: _____

Academic: Please comment on the learner's ability, work ethic and behaviour: _____

Games: Please comment on the learner's ability, participation, sportsmanship and team membership: _____

Cultural and creative activities: _____

Character: _____

Any known problems: [e.g. emotional, remedial, etc.] _____

Present School: _____

Telephone number: _____

Address: _____

Principal's signature: _____

Date: _____

Status of school fees: Paid _____ not paid _____

Remarks: _____

School stamp: