



Jam 'Eyyatul Qurra' Institute Enrolment Application Form

Dear Parent/ Guardian

We are delighted that you have chosen to apply to Jam 'Eyyatul Qurra' Institute. We will do our best to ensure that we make the application process as smooth as possible.

In order to achieve this, kindly note the following:

- Please read your application form carefully and ensure that all information is completed in full.
- Please ensure that copies of all certified documents and other forms requested are attached. No copies will be made at the school.
- All certified copies must not be older than 3 months.
- Please be advised that any application not complying with the above will be discarded without notification.
- Please be advised that submission of an application form does not constitute automatic acceptance for enrollment.
- If you have not been contacted by the school by the end of June, please kindly accept that your application has not been successful.
- If any information is withheld JEQ will reconsider the application.
- Interviews will be held with both parents including parents who are separated.

The following documentation must accompany the application form:

Certified photocopy of learner's birth certificate or ID document	<input type="checkbox"/>
Certified photocopy of learner's latest report or Academic progress	<input type="checkbox"/>
Certified photocopy of learner's vaccination records/ clinic card	<input type="checkbox"/>
IF NOT A SA CITIZEN: Proof of immigrant status and valid permit of applicant and parents/guardians (Certified copies)	<input type="checkbox"/>
Certified photocopies of Parents'/ Legal Guardian's ID document	<input type="checkbox"/>
Copy of latest utilities (municipal account) as proof of address	<input type="checkbox"/>
Legal Proof of Guardianship (for applications by a guardian)	<input type="checkbox"/>
Two recent ID colour photos of the learner	<input type="checkbox"/>
Signed Code of Conduct & Consent form (Section F)	<input type="checkbox"/>
Signed Financial Agreement and Consent of verification (Section G)	<input type="checkbox"/>
Signed Declaration by Parents/ Guardians (Section H)	<input type="checkbox"/>
Signed copy of the home schooling form (where applicable)	<input type="checkbox"/>

*** PLEASE USE BLOCK LETTERS AND FILL IN CLEARLY ***

Yours in Education

Nadiema Benjamin
Principal of Pre-primary and
Preparatory Schools

Achmat Siers
Principal of Male Hifth Institute

Suleiman Benjamin
Principal of Female Hifth Institute

A | Section A Information and Contact Details

Please use block letters
and fill in clearly.

1.1. Contact details

School	Contact Number	Physical Address	Email Address	Contact Person
JEQ Pre-primary School	021 007 3368	Erf 675 Thirteenth Avenue, Schaapkraal	pps@jeq.co.za psdeputy@jeq.co.za	Nadiema Benjamin (Principal)
JEQ Preparatory School	021 007 3368	Erf 392 Thirteenth Avenue, Schaapkraal	pps@jeq.co.za ppsdeputy@jeq.co.za	Nadiema Benjamin (Principal)
JEQ Female Hifth Institute	021 007 3368	Erf 392 Thirteenth Avenue, Schaapkraal	fhi@jeq.co.za fhideputy@jeq.co.za	Sheikh Suleiman Benjamin (Principal)
JEQ Male Hifth Institute	021 703 9324	Erf 236 Kraal Road, Schaapkraal	mhi@jeq.co.za mhideputy@jeq.co.za	Sheikh Achmat Siers (Principal)

1.2. Enrollment details

I would like to enrol my child to commence in Term ____ of 20 ____ in: (please tick below)

JEQ Pre-primary School Grade 0 Grade R

.....

JEQ Preparatory School Grade 1 Grade 2 Grade 3

.....

JEQ Female Hifth Institute

.....

JEQ Male Hifth Institute



Office use only

Learners Birth Certificate		ID (Father)		ID (Mother)		Learner report	
Proof of address		Clinic card		Death certificate (if applicable)		Divorce certificate (if applicable)	
Financial agreement & Credit verification		Code of Conduct & Consent		Credit Verification		Declarations	
Date received:		Interviewer:					
Accepted:		Grade:					
Admission fee paid:		Receipt number:					
Student number:		Family code:					
Date captured on learner database:							

B | Section B Personal Details of Learner

Please use block letters
and fill in clearly.

2. 1. Learner's personal details

Surname											
Full name/s											
Gender	Male		Female		Date of birth						
Country of birth											
South African citizen	Yes		No		ID / Passport number						
Nationality						Visa/ Permit expiry date					
Home language					Religion						
Number of children in family					Is 1st, 2nd, 3rd child in family						
Are there any other siblings at JEQ?	Yes		No		If yes, please supply names and grades below:						
House doctor					Telephone						
Doctor's Address											

2. 2. Home address

Address											
Suburb					City					Postal code	
Telephone						Email					

2. 3. Postal address

Same as home address

Address											
Suburb					City					Postal code	

2. 4. Details of the child's current school *(block letters and fill in clearly please)*

School					Principal						
Address											
Telephone						Fax					
Email											
Current grade											

C | Section C Parent/ Guardian Details

Please use block letters
and fill in clearly.

3. 1. Learner is staying with

- Both parents (Please complete section 3.2 and 3.3)
- Mother (Please complete section 3.2)
- Father (Please complete section 3.3)
- Guardian (Please complete section 3.4)
- Marital status: Married Widowed Divorced Separated Single

3. 2. Father's details

Surname													
Full name/s													
Country of birth							Date of birth						
South African citizen	Yes		No		ID / Passport number								
Nationality							Visa/ Permit expiry date						
Home language							Religion						
Address													
Suburb					City					Postal code			
Telephone							Email						
Occupation													
Work Address													
Suburb					City					Postal code			
Work Tel							Fax						

3. 3. Mother's details

Surname													
Full name/s													
Country of birth							Date of birth						
South African citizen	Yes		No		ID / Passport number								
Nationality							Visa/ Permit expiry date						
Home language							Religion						
Address													
Suburb					City					Postal code			
Telephone							Email						
Occupation													
Work Address													
Suburb					City					Postal code			
Work Tel							Fax						

3. 4. Guardian's details

Organisation											
Surname											
Full name/s											
Gender	Male		Female		Date of birth						
Country of birth											
South African citizen	Yes		No		ID / Passport number						
Nationality						Visa/ Permit expiry date					
Home language					Religion						
Address											
Suburb				City				Postal code			
Telephone					Email						
Occupation											
Work Address											
Suburb				City				Postal code			
Work Tel					Fax						

3. 4. Emergency contact details

Surname											
Full name/s											
Relationship to learner											
Address											
Suburb				City				Postal code			
Telephone					Email						
Occupation											
Work Address											
Suburb				City				Postal code			
Work Tel					Fax						

Please be advised of the importance of the above information. Any changes must be reported to the school immediately. In the case of an emergency, should your contact details have changed and you cannot be contacted, JEQ cannot be held responsible in any way for any costs incurred, should your child/children be in need of urgent medical attention.

If parents are divorced/ separated please tick where appropriate

- Person(s) to whom accounts should be sent: Father Mother Guardian
- Person(s) to whom correspondence should be sent: Father Mother Guardian
- Person(s) to whom reports should be sent: Father Mother Guardian

D | Section D Learner Profile (for School records only)

Please use block letters
and fill in clearly.

4.1. Child's name: _____

4.2. Who are the legal guardians of your child: _____

4.3. If there are any relevant legal documentation we should have, please give details and provide a copy with the application.

Example - Guardianship, Barring Orders, Access, etc _____

4.4. Medical conditions we should know about: Speech Hearing Sight Other barriers

4.5. Medical conditions: Asthma Epilepsy Heart conditions Diabetes Other

4.6. Allergies: _____

4.7. Emotional problems: _____

4.8. Laterality: Right handed Left handed Mixed

4.9. Additional information: Please give details and specify any condition not listed above which might be considered to affect the child's ability to benefit from school. If there are any medical reports in relation to any of the above, please attach it to the application.

4.10. Does your child require any regular medication: Yes No

If yes, please provide details below:

D | Section D
Learner Profile (for School records only)

*Please use block letters
and fill in clearly.*

4.11. Does your child show any behavioural challenges: _____

4.12. Did your child attend play school and/ other school: Yes No

Name of play school: _____ Dates: _____

Name of other school: _____ Dates: _____

4.13. Are there any issues you think the school may need to know? _____

4.14. Does your child have any educational, physical, emotional or language needs? _____

4.15. Has your child ever been assessed for any reason? Yes No

4.16. If yes, are reports available? Yes No

4.17. Has there been any major trauma in your child's life? Yes No

If yes, please provide details below:

5.1. Extra-mural Activities for Hifth Institutes

It is a requirement that every learner participate in extra-mural activities, societies and sport. *(please tick below)*

Male Hifth Institute		Female Hifth Institute	
Kickboxing		Kickboxing	
Art		Art	
Soccer		Sewing	
		Netball	
		Archery	

5.2. Extra-mural Activities for Preparatory and Pre-primary school

Pre-Primary (Grade 0 - R)		Preparatory (Grade 1 - 3)	
Soccer stars		Europa Soccer	
Karate		Karate	
Action ball		Action ball	
Curious cubs		Curious cubs	
		Cullinary kids	

** Please note PPS and PS learner’s activities are done during school hours and provided by independent service providers at an additional cost.*

5.3 Complete the questions below if you have participated in any of the below activities:

I have participated in the following extra-mural activities, societies and sport at my previous school
Indicate highest group e.g. Rugby U12

State whether Provincial selection and which sport and age group

I have achieved the following Leadership positions (indicate year achieved) e.g. Prefect, team captain, etc

I take part in the following activities out of school e.g. Hobbies, Interests etc

6.1. School Policy Agreement

1. I undertake to adhere to the School Specific Policies and Code of Conduct.
2. These documents are amended from time to time and available on the official School website (jeq.co.za).
3. I undertake to recognise the authority and responsibility of the school to maintain discipline (legally teachers are in loco parents) and accept that on occasion it may be necessary that this may include disciplinary measures against my child.
4. I undertake to allow my child to use school transport as and when needed and indemnify the school and the staff against liability in this regard.
5. I accept that my child will take part in extra-mural activities, societies and sport at JEQ and acknowledge that the inability to arrange transport cannot be used as a reason for non-participation.
6. I accept that in the case of an emergency the school will endeavour to contact the parents/guardian, failing which the school will contact the doctor listed on page 3. Any costs will be covered by the parents/guardian.

If you disagree with any clause please indicate:

Parent/ Guardian signature

Learner signature (Age 9 or older)

Date

Date

NON-SOUTH AFRICAN CITIZENS: All necessary documentation indicating the status of Parents and the Applicant must be provided. All documentation must be valid and may not exceed the expiry date.

ACCESS OF INFORMATION

I duly authorise Jam 'Eyyatul Qurra' Institute to obtain any information pertaining to my child from a previous school/s which my child has attended.

DECLARATION BY PARENT/S OR GUARDIAN

I hereby declare that all information contained in this application is accurate in every manner.

Parent/ Guardian signature

Date

7.1. Financial Agreement

Financial commitment to Jam 'Eyyatul Qurra', by:

(Name and Surname of Parent/Guardian)

(Name and Surname of Learner)

I/We, as a parent/guardian of the above mentioned child, acknowledge that I am familiar with the admission requirements of Jam 'Eyyatul Qurra' Institute, which includes the statutory obligation to pay school fees as determined by the parents of Jam 'Eyyatul Qurra' Institute and implemented by the Management Committee of Jam 'Eyyatul Qurra' Institute.

I confirm that I shall pay the 'new applicant fee' as determined by the Jam 'Eyyatul Qurra' Institute Financial Committee.

I permit Jam 'Eyyatul Qurra' Institute to do a credit check should my Child's school fees be in arrears are outstanding. I acknowledge that I have read and understand the following. In terms of the South African Schools' Act:

- (a) Biological /adoptive parents are jointly and severally liable for the payment of school fees irrespective of their marital status.
- (b) In the event of non-payment of school fees the school will institute legal action against both parents irrespective of maintenance and court orders which may exist between the parties.
- (c) In terms of Section 40 and 41 of the South African Schools' Act, the school may enforce the payment of these compulsory fees.
- (d) In the event of the school having to take legal action for the recovery of school fees, all legal costs, including attorney/client fees and collection costs incurred by the school will be charged to the parent's account.

Name account should be addressed to	
Identity Number	
E-mail Address	
Physical Address	

PLEASE NOTE: The school policy allows learners to participate in activities at cost to parent/guardian, except in the case of "extras" e.g. grade social activities or tours. In these cases parents must ensure that school fees are up to date, for the learner to participate.

Parent/ Guardian signature

Date

7.2 Consent of credit verification

Note this must be completed by both parents or guardian/s.

Parent 1/ Guardian 1

Surname															
Full name/s															
ID number															

Parent 2/ Guardian 2

Surname															
Full name/s															
ID number															

I/We hereby authorise/consent to verifications being conducted on myself/ ourselves in the event that my/our Jam 'Eyyatul Qurra' fee account is handed over for the collection of the outstanding fees.

I/We understand that all information verified by the collection agency/attorney will be placed on its' databases and will be made available solely for the use of the collection agency/ attorney and associates in collecting all outstanding debt on behalf of Jam 'Eyyatul Qurra' Institute inclusive of all costs and interests.

I/We accept that in the event that we fail to make payment promptly on or before the due date as set out in the annual fees letter, The Jam 'Eyyatul Qurra' Institute shall have the right to demand the immediate payment of the total amount owing to the school by handing the account over for debt collection.

I/We further accept that in such circumstances we shall be liable for the payment of all legal fees on the attorney and the client scale of costs, including collection commission and interest incurred by Jam 'Eyyatul Qurra' Institute in demanding and enforcing compliance with the parents obligations in terms hereof. In such a case, both biological parents and/ or legal guardian's personal information will be disclosed to the collection agency/ attorney in order for the fees to be collected successfully.

I/We acknowledge that non-paying parents can be listed as defaulters with credit information bureaus. The collection agency will send the parents a letter on behalf of the school via the post as well as notifications via SMS or email. The overdue school fees are still due and payable if a person is listed on any Credit Bureau.

This option will be used when non-paying parents do not respond to Jam 'Eyyatul Qurra' Institute fee statements, final notices for payment and emails/telephone calls requesting payment of fees.

In terms of Family Law and the SA Schools Act, parents are jointly and severally liable for the payment of the school fees irrespective of their marital status. In the event of non-payment of school fees, the school will sue or list both parents irrespective of maintenance and court orders which may exist between the parties. I Me hereby acknowledge these terms.

Parent 1/ Guardian 1 signature

Parent 2/ Guardian 2

Date

Date

H | Section H Declaration by Parents/ Guardians

*Please use block letters
and fill in clearly.*

8.1. Educational Screening Tests

During your child's time in Jam 'Eyyatul Qurra' Institute he/she will undergo various Educational Screening Tests (if required).

Should my child require educational screening testing during his/her time in Jam 'Eyyatul Qurra' Institute, I give permission for these tests to be carried out.

Parent/ Guardian signature

Date

Parent/ Guardian signature

Date

8.2. Discipline /Protocol For Challenging Children

Child's Name: _____

I undertake to support, co-operate and carry out Jam 'Eyyatul Qurra' School Policies in the interest of and the welfare of the whole school community. My child will wear the required school uniform and on extra-mural days will wear the extra-mural uniform. I further undertake to change the details on this form if and when the need arises.

Parent/ Guardian signature

Date

Parent/ Guardian signature

Date

8.3. Internet Permission

I have read the Internet Acceptable Use Policy on the website and grant permission for my child to access the internet. Understand that school Internet usage is for education purposes only and that every reasonable precaution will be taken by the school to provide for online safety. I accept my own responsibility for the education of my child on issues of internet responsibility and safety. I understand that having adhered to all the enclosed precautions, the school cannot be held responsible if my child tries to access unsuitable material.

Parent/ Guardian signature

Date

Parent/ Guardian signature

Date

8.4. Photographs of Students

The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial, as well as historical record of life at the school. Learner photographs may be published on our school website or in brochures, year books, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

Consent:

If you are happy to have your child's photograph taken as part of school activities and included in all such records, tick here

Parent/ Guardian signature

Date

Parent/ Guardian signature

Date

8.5. Declaration of commitment

I/ We hereby declare that we will:

- 1.manage and take responsibility of my child's Home Programme issued by the school;
- 2.daily sign and check the Quraan Monitoring book which is a communication book between the parent and the class teacher;
- 3.check my child's Quarterly Progress Report, sign it and return it to the school;
- 4.check daily if there are any parent notices that are issued by the school;
- 5.attend all school and progress meetings which are required by parents;
- 6.support school functions and fundraising events that the institution hosts.

A. Is there a service which you can render or any items which you can donate or assist the school with in your personal capacity? Please specify...

B. Please indicate your field of expertise:

MOTHER _____

FATHER _____

C. Would you like to serve on our Parent Body? Yes: No:

Parent/ Guardian signature

Date

Parent/ Guardian signature

Date

8.6. Declaration by the parent/ guardian

I/We do hereby declare that all of the above information supplied is true and correct. I undertake to inform Jam 'Eyyatul Qurra' Institute immediately should any of the above information change for whatever reason. I have read the Application for Admission Form in full and totally understand the contents and I accept, without prejudice, all the terms conditions stated therein. I do hereby declare that I/we have been advised that in the event of extreme financial restrictions, application for partial or full exemption may be applied for. Application must be made before the 31st March for consideration.

Parent/ Guardian signature

Date

Parent/ Guardian signature

Date