



Learner Admission Form

Admission information and requirements:

- Please read your admission 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.
- A non-refundable admission fee of R350 must accompany this form, payment via EFT or cash. Card payment facilities are available at all campuses.
- All certified copies must not be older than 3 months.
- Interviews will be conducted with the learner, with both parents or legal guardian/s present.
- Please be advised that submission of an admission form does not constitute automatic acceptance for enrolment.

The following documentation must accompany the admission form:

- Certified photocopy of learner's birth certificate or ID document
- Certified photocopy of learner's most recent academic report
- Certified photocopy of learner's vaccination records/ clinic card
- IF NOT A SA CITIZEN: Proof of immigrant status and valid permit of applicant & parents/guardians (Certified copies)
- Certified photocopies of Parents'/ Legal Guardian's ID document
- Copy of current proof of address
- Legal Proof of Guardianship (for applications by a guardian)
- Proof of payment for admission fee
- Two recent ID colour photos of the learner
- Signed Declaration of Commitment & Consent (Section E)
- Signed School Finance (Section F - 6.1 & 6.2)
- Signed Declaration by Parents/ Guardians (Section G)
- Signed copy of the home schooling form (where applicable)

An application will not be considered should:

- Any of the documentation listed above not be submitted.
- The admission form is incomplete and not correctly signed off.

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

Office use only

Learner's Birth Certificate		ID (Father)		ID (Mother)		Learner report	
Proof of address		Clinic card		Death certificate (if applicable)		CEMIS number	
Financial agreement & Credit verification		Code of Conduct & Consent		School Finance		Declarations	

Date received:		Interview date:	
Accepted:		Last Grade passed:	
Admission fee paid:			

A | Section A Personal Details of Learner

Please use block letters
and fill in clearly.

1.1. Enrolment 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 Grade 4

Grade 5 Grade 6

JEQ Female Hifith Institute Last grade passed

JEQ Male Hifith Institute Last grade passed

PASTE
CHILD'S PHOTO
HERE

1.1. Learner's personal details

Surname											
Full name/s											
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of birth											
South African citizen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	ID / Passport number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality						Visa/ Permit expiry date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home language					Religion						
Number of siblings			Is the applicant the 1st, 2nd or 3rd etc. child in family								
Are there any other siblings at JEQ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, please provide the names and grades below:						
Family doctor					Telephone						
Address											

1.2. Home address

Address												
Suburb				City					Postal code			
Telephone												
Email												

1.3. Postal address

Same as home address

Address												
Suburb				City					Postal code			

1.4. Details of the learner's current school (block letters and fill in clearly please)

School											
Principal											
Address											
Telephone											
Email											
Current grade											

B | Section B Parent/ Guardian Details

Please use block letters
and fill in clearly.

2. 1. Learner resides with

Both parents Mother Father Legal Guardian

2. 2. Parent / Guardian Details

	Mother	Father	Guardian
Surname			
Full name/s			
Country of birth			
South African citizen			
ID / Passport number			
Nationality			
Visa/ Permit expiry date			
Home language			
Religion			

Home Address	Mother	Father	Guardian
Street/ Apartment			
Suburb			
City			
Postal code			

Home Address	Mother	Father	Guardian
Occupation			
Address			
Suburb			
City			
Postal code			

Contact details	Mother	Father	Guardian
Mobile number			
Email: Mother			
Email: Father			
Email: Other			

	Mother	Father	Guardian
Who is to receive the fees account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who is to receive the school report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who will attend school meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who must be added to the class Whatsapp group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who will be the primary emergency contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

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

Please use block letters
and fill in clearly.

3.1. Should there be any relevant legal documentation we should have, please provide details and a copy with this admission form. Example - Guardianship, Barring Orders, Access, etc

3.2. Medical challenges we should know about: Speech Hearing Sight Other barriers

3.3. Medical conditions: Asthma Epilepsy Heart conditions Diabetes Other

3.4. Allergies: _____

3.5. Laterality: Right handed Left handed Both

3.6. Additional information: Please give details and specify any condition not listed above. Should there be any medical reports in relation to any of the above, please attach it to the admission form.

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

If yes, please provide details below:

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

Name of play school: _____ Dates: _____

Name of other school: _____ Dates: _____

3.9. Does your child require any educational, physical, emotional or language support?

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

3.11. If yes, are reports available? Yes No

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

If yes, please provide details below:

D | Section D Extra-mural Activities

Please use block letters
and fill in clearly.

4.1. Extra-mural Activities for Preparatory and Pre-primary schools

It is encouraged that every learner participates in extra-mural activities, societies and sport.

Pre-Primary (Grade 0 - R)	Preparatory (Grade 1, 2 & 3)	Intermediate (Grade 4, 5 & 6)
Developing Future Maestros (Soccer)	Developing Future Maestros (Soccer)	Developing Future Maestros (Soccer)
Karate	Karate	Karate
Action ball	Curious cubs	Speech and Drama
Curious cubs	Speech and Drama	KFC Mini Cricket
Speech and Drama	KFC Mini Cricket	

* Please note Pre-Primary and Preparatory learner's activities are done during school hours and are provided by independent service providers at an additional cost.

4.2. Extra-mural Activities for Hifh Institutes

Male Hifh Institute	Female Hifh Institute
Cricket	Netball
Touch Rugby	Touch Rugby
Soccer	Table Tennis

4.3 Complete the questions below if you have participated in any of the following:

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

4.3.2. State whether Provincial selection and which sport and age group.

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

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



Section E Declaration of Commitment and Consent

Please use block letters
and fill in clearly.

5.1. Commitment and Consent

5.1. We, _____ (mother) and _____ (father)
_____ (guardian) of _____ (child)
hereby declare that we will ensure that my child commits to the current academic year

- 5. 2. To adhere to the School Specific Policies and Code of Conduct.
- 5. 3. I understand that these documents are amended from time to time and available on the official School website (jeq.co.za).
- 5. 4. 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.
- 5. 5. 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. 6. 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.
- 5. 7. 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 2. Any costs will be covered by the parents/guardian.
- 5. 8. I will ensure that my child arrives punctually at school.
- 5. 9. Adhere to the Detention Disciplinary System of the school.
- 5. 10. Manage my child’s Daily Home Learning Programme issued by the school.
- 5. 11. Sign and check the Quran Monitoring book daily, which is the communication book between the parent and the class teacher.
- 5. 12. Ensure that my child is properly attired in school uniform.
- 5. 13. Attend all school and parent meetings.
- 5. 14. Where possible, support school functions and fundraising events.
- 5. 15. Ensure that I am listed in the Whatsapp group facilitated by the school.

5.2. Parent Body

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

Signature of Parent 1/ Guardian 1

Signature of Parent 2/ Guardian 2

Date

Date

6.1. 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 or 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 of Addressee	
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.

Signature of Parent/ Guardian

Date

6.2 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/ We hereby acknowledge these terms.

Signature of Parent 1/ Guardian 1

Signature of Parent 2/ Guardian 2

Date

Date

G | Section G Declaration by Parents/ Guardians

Please use block letters
and fill in clearly.

7.1. 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.

7.2. Internet Permission/ Media Platforms

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.

7.3. Photographs of Learners

The school maintains a database of photographs of school events held over years. It has become customary to take photos of learners 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 or used on our social media platforms. In the case of website photographs, learner 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.

I allow do not allow my child's photograph to be displayed for school activities & included in all such records.

7.4. 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 therein. I accept, without prejudice, all the school policies, terms & conditions.

Signature of Parent 1/ Guardian 1

Signature of Parent 2/ Guardian 2

Date

Date