



***EMMANUEL***  
***COLLEGE***

**222 Anderson streets, Johannesburg Marshalltown 2001**

**Tel: 011 334-0013 cell number: 065 729 4826**

**Email address: [info@emmanuelcollege.co.za](mailto:info@emmanuelcollege.co.za)**

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**APPLICATION FOR ADDMISSION**

**(PRIMARY AND HIGH SCHOOL-GRADE R-12)**

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**[A] DOCUMENTATION:**

1. A progress report confirming a promotion to the designated grade
2. A transfer letter from the previous school
3. A copy of identification document or birth certificate must accompany the above
4. Two identity photos required for the student card and personal file (Student card compulsory)

**[B] PARENT/GUADIAN:**

1. Complete the indemnity and medical forms (Primary learners must submit clinic cards)
2. Meet all financial obligations to the school
3. The parent or Guardian will attend all school parent meetings
4. Negotiate and conclude terms of settlement of the balance of fees
5. Complete and sign the agreement of financial undertakings to the school
6. Submit copy or copies of identity documents
7. Submit an original copy of proof of residence
8. Submit proof of income

**[C] THE LEARNER:**

1. Must meet all the requirements as set out in the list of requirements
2. Comprehensively read the rules and regulations set out by the school commit him/herself to adhere to the rules and regulations of the school
3. Every learner is required to have all textbooks required by the school

**[D] PAYMENT METHODS:**

We advise parents to organize a stop order, debit order with their employers or banks. You may also deposit your or full fees in the school account (Receipt will only be issued after the amount has reflected on our bank)



**ENROLMENT/REGISTRATION AND INDEMNITY FORM**

**CHILD'S DETAILS:**

Name of child: .....

Surname of child: .....

Date of birth: .....

ID/Passport Number: .....

Grade: .....

Illness or Disability: .....

**PARENT/GARDIAN'S DETAILS:**

State of relationship: (Father, Mother, Sister, etc.).....

Name: .....

Surname: .....

Date of birth: .....

Residential Address:

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## **SCHOOL REGULATIONS: CODE OF CONDUCT:**

1. School commences at 07:30 and finishes at 15:00 hrs. Monday to Thursday and on Friday at 13:00 hrs. Unless otherwise stipulated and notification will be given via Letterhead.
2. Learners will report to school 10 minutes before class commences in a courteous and exemplary manner at all times
3. Learners will report to school daily and only be permitted to leave at designated times
4. Learners will always report to school in correct school uniform. School attire must be worn correctly and learners caught with shirts hanging out or hands in the pockets will be given instant demerit
5. Learners will at all times adhere to the instructions given to them by the educators
6. When in school premises, learners will be required to keep noise levels to a minimum. No disturbing noise and wandering about of learners will be tolerated during classes
7. Learners are to refrain from damaging any school property. Damage to school property will be paid for by the parents or guardian responsible for the learner
8. Consumption or injection of any intoxicating substance or any drug is strictly prohibited and will lead to expulsion
9. No violent (Bullying) or any unlawful activity with or towards any person will be tolerated. No foul, obscene or abusive language is permitted on school premises
10. Weapons or any dangerous objects are not permitted on school premises
11. All complaints and problems are to be reported to the registered educator or administration
12. Learners are at all times responsible for their personal items
13. A learner who has warned twice for any infringement of school rules may be dismissed or suspended from school on the third transgression
14. General cleanliness in and around the school must be observed at all times
15. Seduction of fellow learners and members of staff is strictly prohibited
16. Wearing of caps and other forms of fancy attire (dress) is strictly prohibited. On civvies day, no torn, tight jeans/pants or strappy tops will be allowed. School shoes are to be black with black shoe laces only, no platform Takkies are to be worn for sports
17. No makeup, lip ice/gloss/sticks that changes the colour of the lips may be used during school times
18. No visitors allowed during school times
19. Learners are not allowed to bring cell phones to school at all times. If there are any problems, parents are communicated to by the school
20. No form of physical contact which might be regarded by others as sexual in nature is permitted
21. No form of racial discrimination by any learner will be tolerated at the school
22. Homework that is given to all learners in the intermediate phase, senior phase or FET required that the parent must check and sign the children's homework daily



23. If a learner is transferring from the school during the year, please inform the school in writing within a term's notice. A form will be sent via your child for the teachers to sign regarding the

24. Signing off of textbooks and other outstanding items. Outstanding school fees will be payable before a transfer card can be issued

25. This code of conduct applies wherever a learner may be associated with **EMMANUEL COLLEGE** and not only during school hours, on school premises or in school uniform

26. Learners failing to abide by these rules will be disciplined in an orderly manner and if commencement of unsatisfactory behavior continues, they will be expelled

**NB: FAILURE TO ABIDE BY THIS CODE DURING SCHOOL TIME WILL RESULT IN APPEARING BEFORE THE DISCIPLINARY COMMITTEE OR CAN FACE EXPULSION.**

**I HAVE READ AND UNDERSTOOD THE ABOVE RULES AND REGULATIONS. I UNDERSTAND THAT THE SCHOOL WILL TAKE MEASURES IF I BREAK ANY OF THE RULES**

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**LEARNER'S FULL NAMES**

.....

**DATE**



**TERMS AND CONDITIONS:**

**PLEASE READ AND SIGN THE FOLLOWING:**

1. I hereby accept the terms and conditions of **EMMANUEL COLLEGE** and give permission to my child/children to attend **EMMANUEL COLLEGE** and will not hold **EMMANUEL COLLEGE** responsible for any injuries, loss or damage whatsoever
2. Except where supervision or negligence can be proven to the cause, I do not hold **EMMANUEL COLLEGE** responsible for any illness or injuries which may arise in the day care of my child/children

**VERY IMPORTANT NOTICE:**

**[A]**Should your child/children stay absent from school for whatever reason, whether it is due to illness, vacation or reason beyond your control, the parent/guardian are still liable for payment of school fees for that particular month(s) that your child/Children were absent

**[B]** Please note that registration, school fees and levies paid are non-refundable

3. I agree to pay fees on or before the 4<sup>th</sup> of every month
4. All payments made after the above date will be charged with an interest of 20% per month handling fee
5. I agree to give full term written notice should I wish to withdraw my child/children from the school
6. I agree to cooperate and support the school in all its fund raising efforts.

I ..... parent/guardian of  
..... acknowledge that I have read and understood the terms and conditions of Emmanuel College and will abide by them.

Signed on ..... Day of ..... 202.... At .....

.....

(Signature of parent/guardian)

Contact number.....

Emergency contact person's name in full and Cell No .....



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**PARENT INFORMATION FORM:**

**PARENT/GUARDIAN 1:    PARENT 2/GUARDIAN**

**Surname.....**

**First names.....**

**ID number.....**

**Marital status.....**

**Occupation.....**

**Physical address.....**

**Place of employment.....**

**Address.....**

.....

**Employer's contact No .....**



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**LEARNER ADMISSION FORM:**

**Admission No:** .....

**Surname:** .....

**First Names:** .....

**Nick name:** .....

**Birth/ID number:** .....

**Daye of birth:** .....

**Grade:**.....

**Admission date:**

**No of children in the family:** .....

**Sex:** .....

**Home language:**

**Country of origin:** .....

**Cultural affiliation:**.....

**Previous school:** .....

**Previous school's contact numbers:**.....

**Emergency contact numbers:** .....

**Allergies:** .....

**Grade repeated:**.....

**Any siblings at ST. PEACE COLLEGE:** .....

.....**END**.....