



ADMISSIONS 2024 – LEARNER INFORMATION FORM – GRADE 1 - 7

- PLEASE SUPPLY **CERTIFIED COPIES** OF ALL DOCUMENTS. We will **ONLY** accept **FULLY COMPLETED ORIGINAL** application forms.
NB - If the required information is incorrect, incomplete, or documentation is missing, the application will not be accepted.

	School Report (latest one available) CERTIFIED COPY
	Un abridged Birth Certificate CERTIFIED COPY
	Immunisation Card CERTIFIED COPY
	Homeowners - Proof of both parents and child's residence address (Water and lights account or Eskom bill only)
	Renting Property - Proof of Rental Agreement if renting property+ Statement (If renting from a friend or relative a full affidavit by the owner, ID and water bill.
	Proof of BOTH PARENTS' work address
	If self-employed, CK/CC DOCUMENTATION
	ID Document (Biological Father/Guardian) CERTIFIED COPY
	ID Document (Biological Mother/Guardian) CERTIFIED COPY
	Work Permit (Immigrants) ORIGINAL
	Study Permit (Immigrants) ORIGINAL
	Residency Permit (Immigrants) ORIGINAL
	Where the parent is not the natural parent of the child, documentation supporting the parent's legal relationship with the learner. (Legal guardianship documents obtained from Department of Social Development or High Court.
	Where parents are divorced, divorce decree CERTIFIED COPY
	2 x Colour ID or Passport Photo's only, of the learner. NO OTHER PHOTO'S
	Medical notes/Prescriptions (Chronic Illness) Only if applicable
	Any assessments done on a learner e.g. Psychologists reports. Only if applicable.
	Transfer Card from previous school. Only once child has been accepted

IMPORTANT POINTS TO CONSIDER

- Mercy Learning Institute English Private School **is a Fee-Paying school.**
- We charge fees to keep pupil-teacher ratios low and to provide additional facilities.
- We are a Combined English school; Afrikaans is the First Additional Language. Zulu is offered as a second additional language.
- Receiving a waiting list number does **not** guarantee a place in our school.
- If your form is incomplete, or any supporting documentation is missing, you will **not** get a waiting list number, but will instead be asked to return once the missing documents are remedied and re-join the back of the queue
- We will **ONLY** accept **FULLY COMPLETED** application forms.
NB - If the required information is incorrect, incomplete, or documentation is missing, the application will not be accepted.
Please note that only on submission of a duly completed and properly signed application document to Mercy Learning Institute English Private School (MLIEPS) will you be provided with a written response indicating your application number. In order for the Admissions Committee to expedite this application it is vital that you read through this form carefully, provide all of the information and certificates required, and return the application form from the 06th of October 2023 – 05th February 2024.



APPLICATION FOR ADMISSION - 2024

PLEASE COMPLETE WITH A BLACK PEN

DO YOU HAVE ANY LEARNERS CURRENTLY/PREVIOUSLY IN THIS SCHOOL?

Yes

No

Name of other learner(s) : _____

LEARNER INFORMATION

LEARNER	
Full names:	_____
Surname:	_____
Preferred name:	_____
Date of birth:	_____
ID number:	_____
Nationality:	<input type="checkbox"/> South Africa <input type="checkbox"/> Other
Other Nationality:	_____
Religious denomination:	_____
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Ethnic group:	_____
Home language:	_____
Learner's language preference:	_____
Dexterity:	<input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Both
Learner mobile number:	_____
Learner e-mail address:	_____
Admission date:	_____
Grade in 2024 :	_____
Years in grade for 2024 :	_____
Years in phase for 2024 :	_____
Pre-primary education attended:	<input type="checkbox"/> Formal <input type="checkbox"/> Informal <input type="checkbox"/> Other: _____
Registered for social grant:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receives social grant:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Benefit from school nutrition programme:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want to apply for hostel residence:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of hostel:	_____

NEXT OF KIN INFORMATION

Name:	_____
Contact number:	_____
Alternative contact number:	_____
Relation:	_____
Method of transport: _	_____
Taxi/Bus registration number:	_____
Name of driver:	_____
Contact	_____

OFFICE USE ONLY

Family code: _____	Waiting list: <input type="checkbox"/> A <input type="checkbox"/> B
Register class: _____	Number on waiting list: _____
Admission number: _____	ID copy: <input type="checkbox"/>
	Transfer card: <input type="checkbox"/>
	Report card: <input type="checkbox"/>
	Birth certificate: <input type="checkbox"/>

FAMILY INFORMATION

Family status:	<input type="checkbox"/> Both parents	<input type="checkbox"/> Single parent - Unmarried	
	<input type="checkbox"/> Foster care	<input type="checkbox"/> Childrens home	<input type="checkbox"/> Single parent - Divorced
	<input type="checkbox"/> Other	<input type="checkbox"/> Re-composed	<input type="checkbox"/> Widow/Widower
Parents deceased:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> None

LEARNER HEALTH INFORMATION

Chronic diseases:	_____
Allergies:	_____
Medication:	_____

MEDICAL AID INFORMATION

Name:	_____
Telephone number:	_____
Member number:	_____
Primary member:	_____

FAMILY DOCTOR INFORMATION

Name:	_____
Telephone number:	_____
Business address:	_____

INFORMATION OF PREVIOUS SCHOOL/PLAY GROUP/NURSERY

First registration of learner at MLIEPS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Learner attended school last year	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, in which Province/Country:	_____
Previous school	_____
Telephone Number	_____
Address	_____
Province	_____
Highest grade in previous school	_____
Reason for leaving the school	_____

BIOLOGICAL PARENT / LEGAL GUARDIAN 1 INFORMATION

Title: _____

Full names: _____

Surname: _____

Initials: _____

Preferred name: _____

ID number: _____

Nationality: South Africa Other

Other Nationality: _____

Home language: _____

Communication preference: SMS E-mail Mail
 By hand

Language preference: _____

Mobile number: _____

Home tel: _____

Fax: _____

E-mail: _____

Residential address: _____

Postal address: _____

Occupation status: Own Employer Professional
 Own Employer Non-Professional
 House wife Part time
 Contract worker Pensioner
 Student Temporary
 Full time Unemployed

Occupation: _____

Employer: _____

Work telephone number: _____

Employer physical address: _____

Is the learner living with this parent? Yes No

BIOLOGICAL PARENT / LEGAL GUARDIAN 2 INFORMATION

Title: _____

Full names: _____

Surname: _____

Initials: _____

Preferred name: _____

ID number: _____

Nationality: South Africa Other

Other Nationality: _____

Home language: _____

Communication preference: SMS E-mail Mail
 By hand

Language preference: _____

Mobile number: _____

Home tel: _____

Fax: _____

E-mail: _____

Residential address: _____

Postal address: _____

Occupation status: Own Employer Professional
 Own Employer Non-Professional
 House wife Part time
 Contract worker Pensioner
 Student Temporary
 Full time Unemployed

Occupation: _____

Employer: _____

Work telephone number: _____

Employer physical address: _____

Is the learner living with this parent? Yes No

ACCOUNTABLE PERSON'S INFORMATION

Biological Parent 1

Biological Parent 2

Other

Only if 'Other', please complete section A or B below:

A) INDIVIDUAL

Title: _____
Full names: _____
Surname: _____
Initials: _____
Preferred name: _____
ID number: _____
Home language: _____
Communication preference: SMS E-mail Mail
 By hand
Language preference: _____
Mobile number: _____
Telephone number: _____
Fax number: _____
E-mail: _____
Residential address: _____
Postal address: _____
Postal Code: _____

B) COMPANY / CLOSED CORPORATION / TRUST

Title: _____
Name: _____
Registration number: _____
Language preference: _____
Contact number: _____
Fax number: _____
Business address: _____
Postal address: _____

BANKING DETAILS

Bank: _____
Branch: _____
Branch code: _____
Account type: Cheque Transmission Savings
Bank account number: _____
Account holder: _____

MERCY LEARNING INSTITUTE ENGLISH PRIVATE SCHOOL 2024 SCHOOL FEES STRUCTURE

TSWELOPELE CAMPUS

Grades 1 -2 R650

Grades 4-5: R750

Grades 3 – R700

GLEN AUSTIN CAMPUS

Grades RRR: R1 200

Grades R – 1: R1 000

Grades 4 -7 R1 150

Grades 2 – 3 : R1 100

Grade 8: R1 200

CONTRACT WITH SCHOOL WITH REGARDS TO PAYMENT

Agreement between MLIEPS and _____(Name of parent / guardian) with regards to the payment of school fees.

1. Mercy Learning Institute English Private School is a Section 21 Public School and may raise school fees in terms of the South African School Act (Act No. 84 of 1996) and the National Educating Policy Act (Act No. 27 of 1996) - National norms and standards of School Funding.
2. Mercy Learning Institute English Private School is a full fee-paying school. School fees are payable in advance on the first day of each month, preferably by meansof debit order.
3. As a parent/guardian you are liable to pay school fees determined in terms of Section 39 of the South African Schools Act, unless or to the extent that you have been exempted from payment in terms of the said Act.
4. The PARENT/Guardian undertakes to purchase such books and materials as may be reasonably required by the learner as determined by The School, or by its duly authorised representative, in which the learner participates from time to time.
5. The Parent/Guardian undertakes, where requested by The School, to pay for all school excursions and activities, which may be organised by the School or its duly authorised representative, in which the learner participates from time to time.
6. Even though a court has determined that another person is liable to pay the prescribed school fees, as may be included in divorce settlements orders, and / or any other appropriate court order, it remains the responsibility of all persons who meet the definition of "parent" in the South African Schools Act, to pay school fees and all "parents" are jointly and severally liable for the payment of all school fees that are charged or will be charged by the school in respect of a particular learner.
7. ALL NEW LEARNERS WILL NEED TO PAY AN AMOUNT OF R500.00 NON-REFUNDABLE REGISTRATION FEE IN ORDER TO SECURE PLACEMENT ONCE YOUR APPLICATION HAS BEEN ACCEPTED.
8. Payment of school fees to Mercy Learning Institute English Private School will be made as follows:)(Please tick the applicable block with a cross)

- A Full payment (Once-off) on or before the 20th of January.
- B Payment over 12 months.
- C Alternative arrangements will be made with the School in writing at my own responsibility and initiative.

9. Should payments of school fees be in arrears, I shall be accountable for the payment of fees that may arise in the effort to collect the fees on an attorney and client scale.
10. In the unfortunate and unlikely event of the learner willfully causing damage or loss to the property of the School, The Parent/Guardian agrees, and undertakes to compensate The School for such losses or damage.
11. School fees are the current fees and only serve as a guideline as the next year's fees will be confirmed by way of voting by the current parents at the Annual General Meeting in October 2024.
1. Please note that learners go on tour and day outings during the year, every child is entitled to go on these trips the cost of which will be forwarded to the registered guardian who is responsible for the learner's school fees. These outings/trips are compulsory since they form part of curriculum under Life Skills and or Life Orientation. If there is a query that ~~not~~ to be addressed, please be considerate and do not leave it to the week before the tour / day outing to solve it.
2. On the cancellation of the placement of a learner or withdrawal from Mercy Learning Institute English Private School, A FULL TERM'S NOTICE is required in writingto both the Admissions and Finance department or the equivalent fee in lieu thereof is required prior to withdrawal.
3. FEES TO BE PAID AUTOMATICALLY WITHOUT REMINDERS
4. I choose the following address as my domicilium citandi et executandi for delivery or serving of any notices or pleadings.
Residential address (Not a postal address):

5. Permission to do an ITC check if the account is in arrears.
6. I / We the parents / guardian of _____undertake to honour the agreement as set out above.

Signature of Parent / Guardian: _____Date: _____

PERMISSION / CONSENT TO TAKE PART IN ALL ORGANISED ACADEMIC, SPORT AND CULTURE ACTIVITIES

1. I, parent / guardian of _____hereby give permission that he/she may participate in all academic, sport and culture activities presented by the school in an organised manner. To participate in tests conducted by the school support team with the object of improvement in school work and to identify other problems.
2. I grant permission that my child may be transported by a public bus company approved by the school management. If there is only a small group of learners that needs to be transported, parents / teachers with valid drivers licences may be asked to transport them.
3. I accept that all reasonable precautions will be taken for the safety and wellbeing of my child and that I will be held responsible for the payment of the medical and / or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the responsible personnel's coarse negligence.
4. I hereby delegate my powers as parent / guardian to the Principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I know, he/she is physically able to participate in any organised activities and resides in good health.
5. I confirm that all medical information supplied in the Learner Information section of this form is accurate and complete. This information may be used in case of an emergency. I undertake to inform the school if any of the above information may change.
6. I undertake to support my child to obey the Code of Conduct and the disciplinary system of Mercy Learning Institute English Private School as included in the Policyof the school. I hereby confirm that the school is allowed to use imagery of my child in any publication, in any format.

Signature of Parent / Guardian: _____Date: _____