

**DA SILVA**  
**ACADEMY**



**Physical Address**

212 Klopper Street,  
Rustenburg  
0299

**Fax/Office Tel:** (014) 592 5613

**E-Mail:** [dasilvaacademy@gmail.com](mailto:dasilvaacademy@gmail.com)

**EMIS:** 600105372

**PRIMARY APPLICATION**

**Please complete in full: Incomplete Applications will not be accepted  
2023**

Grade for which you are applying: \_\_\_\_\_

Proposed date of entrance: \_\_\_\_\_

Date of application: \_\_\_\_\_

Learner's Surname: \_\_\_\_\_

Learner's First Names: \_\_\_\_\_

Preferred First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Male / Female: \_\_\_\_\_ Ethnic Group: \_\_\_\_\_

Is the Learner a RSA Citizen: \_\_\_\_\_

If Not, Specify: \_\_\_\_\_

Visa/Study Permit Number: \_\_\_\_\_

Home Language: \_\_\_\_\_

Religion and Denomination: \_\_\_\_\_

Last School attended: School Name: \_\_\_\_\_

Town / City / Province / Telephone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. Da Silva Academy

**NB: Kindly provide the following documents when returning the application form. Application forms will NOT be ACCPETED without ALL these documents: (Please tick ( ) to indicate item provided)**

Certified Copy of Birth Certificate \_\_\_\_\_

Transfer card \_\_\_\_\_

4 Recent passport-size photos

Copy of Father's / Guardian's I.D. \_\_\_\_\_

Latest school report \_\_\_\_\_

Testimonial from current school \_\_\_\_\_

Copy of Mother's I.D. \_\_\_\_\_

Copy of latest Financial Statement from

Previous School \_\_\_\_\_

Copy of Residence Permit (If not SA) \_\_\_\_\_

National Tracking Number (LURITS No.) \_\_\_\_\_

(Available from previous School)

.....

### **FOR OFFICE USE ONLY:**

**Date of Application: Registration Receipt**

**Number:** \_\_\_\_\_

**Application Number: Admission Receipt**

**Number:** \_\_\_\_\_

**Admission Number: Admission Paid: R** \_\_\_\_\_

**Text Books Receipt No: R Grade:** \_\_\_\_\_

**School Fees Receipt No: R First day(date)** \_\_\_\_\_

**References Checked:** \_\_\_\_\_

**Photograph:** \_\_\_\_\_

**Inter house group of the learner:** \_\_\_\_\_

## Da Silva Academy

**Learner's Particulars** Please tick ( ) the appropriate)

Lives with own parents Lives with guardian \_\_\_\_\_

Lives with mother only Lives with father only \_\_\_\_\_

Has step-mother \_\_\_\_\_ Has step-father \_\_\_\_\_

Lives with mother (father deceased) \_\_\_\_\_

Lives with father (mother deceased) \_\_\_\_\_

Lives with mother (parents divorced) Lives with father (parents divorced) \_\_\_\_\_

Lives with grandparents \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

**2. PARENTS/GUARDIANS PARTICULARS**

2.2 FIRST PARENT/GUARDIAN (with whom the child resides)

2.2.1 Surname:

---

2.2.2 First names:

---

2.2.3 Identity Number:

---

2.2.4 Marital Status:

Married  Unmarried  Divorced  Separated  Widow/er

2.1.5 Title:

Mr  Mrs  Ms  Other

---

2.1.6 Work Tel:

---

2.1.7 Home Tel:

---

2.1.8 Cell:

---

2.1.9 Email Address:

---

2.1.10 Physical Address:

---

2.1.11 Postal Address:

---

2.1.12 Occupation:

---

2.1.13 Employers Name:

---

2.1.14 Employers Address:

---

2.1.15 Relationship to child:

Father  Mother  Guardian

2.1.16 If guardian, state relationship:

---

## **2.2 SECOND PARENT/GUARDIAN**

2.2.1 Surname:

---

2.2.2 First Names:

---

2.2.3 Identity Number:

---

2.2.4 Marital Status:

Married  Unmarried  Divorced  Separated  Widow/er

2.2.5 Title:

Mr  Mrs  Ms  Other

---

2.2.6 Work Tel:

---

2.2.7 Home Tel:

---

2.2.8 Cell:

---

2.2.9 Email Address:

---

2.2.10 Physical Address:

---

2.2.11 Postal Address:

---

2.2.12 Occupation:

---

2.2.13 Employers Name:

---

2.2.14 Employers Address:

---

2.2.15 Relationship to child:

Father  Mother  Guardian

If guardian, state relationship:

---

#### 4. Da Silva Academy

##### Address of Learner

Residential:

.....  
.....  
.....

Code: .....

Home telephone Number: .....

Number of children in family: .....

Position of learner in family (eg. first) .....

How will the learner get to school? (e.g. parent /  
taxi / bus) .....

Who will be at home when the learner returns  
from school? .....

Names and relation –(e.g. sister, cousin) of  
family members who presently attend Da Silva Academy

.....

Names and relation of family members who  
previously attended Da Silva Academy .....

##### Emergency Contact Person – (NOT Parent or Guardian)

Name: .....

Address:

.....  
.....

Relationship to learner: .....

Telephone Number: (W) (H) .....

Cell Phone Number: .....

##### Medical Information and Learner's Medical History (Kindly provide copy of Medical Aid Card)

Medical Aid: .....

Main Member's Name: .....

Medical Aid Number: .....

Doctor: .....

Doctor's Telephone Number: .....

Doctor's Practice Address: .....

.....

.

## 5. Da Silva Academy

Please state the dexterity of the learner (Right of left handed): \_\_\_\_\_

### Has the learner been inoculated against:

Diphtheria Yes No Date: .....

Polio Yes No Date: .....

Whooping Cough Yes No Date: .....

Tuberculosis Yes No Date: .....

### Tick ( ) any contagious diseases the learner has had:

Chicken Pox..... Mumps .....German Measles ..... Measles...

Diphtheria .....Scarlet Fever .....Rheumatic Fever .....Whooping Cough.....

### Tick ( ) if the learner experiences any of the following:

Asthma .....Hay Fever .....Epileptic Fits .....Bed Wetting.....

Hyperactivity..... Dyslexia..... Allergies..... Diabetes.....

Hard of Hearing .....Poor Eyesight..... Physical Handicap .....Other: .....

**Please give details, and list any medication and treatment the learner is receiving if he/she has any of the conditions listed above:**

## DECLARATION OF PARENT / GUARDIAN

I, the undersigned, hereby knowingly authorise the School Authorities of Da Silva Academy to grant consent on my behalf for any emergency treatment or where it is necessary and / or expedient, and on advice by a medical doctor, for an operation on my child. This authority will be operative where I cannot reasonably be contacted.

I hereby knowingly and irrevocably indemnify Da Silva Academy for any costs, medical or otherwise, that may be incurred in the process.

I furthermore grant my full consent for my child to participate in any sport, educational visits and extramural activities undertaken by the school.

I solemnly declare that I fully absolve Da Silva Academy of any liability in respect of any injury occurring to my child from any accident by whatever cause. I undertake not to take any action against Da Silva Academy and/or any of its staff in case of an accident.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 6. Da Silva Academy

### CONTRACT OF PAYMENT

**Please note: Parent/Guardian in this case is to whom all accounts and correspondence should be sent.**

Learner's Full Name.....  
Parent / Guardian's.....  
Surname and Title (eg. Mr.) .....  
First Names (in full) .....  
Identity Number /.....  
Passport Number.....  
Telephone Number.....  
Postal  
Address.....  
.....  
Home  
Address.....  
.....

I, \_\_\_\_\_, the undersigned, declare that I am responsible for the payment of all tuition fees, book fees and any other fees due for this learner.

Should any instalment remain unpaid for a period of one month, the whole balance of the account will fall due and will be paid immediately.

I accept liability for payment of all costs on an attorney and client scale, inclusive of collection commission calculated at 10% per instalment together with Value Added Tax calculated on all costs incurred pertaining to collecting the school fees should I fail to pay. Payment made in respect of the outstanding debt will first be allocated to costs, interest, collection, commission and thereafter capital.

I undertake to inform the school in writing should I change my address, failing which I shall be liable for tracing costs which may be incurred to trace me.

No indulgence or grace allowed by the Plaintiff shall be regarded as a waiver of any of the School's rights and it will not be necessary for the school to place me in mora.

I consent to an Emolument order in terms of Section 65j of the Magistrate's Court Act 32 of 1944, as well as judgement in terms of Section 58 of Act 32 OF 1944 for the outstanding debt plus costs.

I declare that I will be liable for interest on outstanding school fees.

ASchool fee check will be done with other schools.

## 7. Da Silva Academy

I declare that I will be responsible for any costs incurred should any of my cheques be returned.

I accept that 1 (one) month's written notice in writing is required upon withdrawal of the learner from the school.

Upon withdrawal, any fees paid for periods exceeding the notice period, will be refunded.

In the event of the child being moving to another school the following school year, parents must inform Da Silva Academy in advance before children are allocated to new classes. Failure to give the required notice period, your account will be charged for 3 months extra upon giving the required transfer card for the next school.

I accept that 1 (one) month's written notice in writing is required upon withdrawal of the learner from aftercare classes.

Upon withdrawal, any fees paid for periods exceeding the notice period, will be refunded.

In the event of the child being removed from aftercare, parents must inform Da Silva Academy 1 month in advance.

In the event of the School being unable to meet its obligations to the learner/parent/guardian for

any cause whatsoever, fees paid in advance for any full month will be refunded, and the School

shall not be obliged to provide an alternative Institution of Education for any learner.

**I agree to pay the school fees in 12 monthly instalments, by the third day of the month or the first day of a new term, as laid down by the School Board for the current year.**

**I am aware that failure to meet my financial obligations will result in my child forfeiting his/her place at DA SILVA ACADEMY with immediate effect.**

**November and December will not be accepted as notice month**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_



## 8. Da Silva Academy

### FINANCIAL POLICY

Please take note of the following guidelines concerning School Fees for 2023, and carefully read the contract which you have signed with your application form.

Failure to comply with your contract will unfortunately result in your child losing his/her place at Da Silva Academy

1. An Admission Fee of R500.00, The book fee and Registration fee of R800.00 is payable on initial admission to Da Silva Academy on the day that the child has been accepted at Da Silva Academy. This is non-refundable and does not form part of the annual School Fees.

2. All School fees are payable in advance and must be paid by the 3<sup>rd</sup> of the month that is payable, i.e.

February school fees are due by 3<sup>rd</sup> February. If the monthly school fee is not paid by the 3<sup>rd</sup>, a late payment fine of R250.00 will be added to the account. The R250 fine will be added for ANY outstanding amount on school accounts.

2.1 January school fees must be paid in December by currently enrolled children. All new children January, School fees must be paid together with registration.

3. Fees for 2023 are R2200.00 per month, for 12 months of the year (January to December). School will be closed according to the Departmental guidelines for all school holidays.

The Annual Fee is R26400.00 per annum.

4. If the full annual fee is paid on or before 31<sup>st</sup> January 2022, a discount of R2000,00 will be given, i.e.R24200,00 is payable.

5. There is a yearly charge of R1300.00 per learner for events which is a fee. This fee is **COMPULSORY** and is to be paid by 3 February 2023.

6. All extra mural activities are at your own cost and are not compulsory.

7. All School Fees must be paid directly into the school's bank account.

Learners name and surname must be shown on each deposit made. The bank details can be obtained at the school office.

8. The first day of school will be devoted to registration. Teachers will check that all learners have receipts for Fees, the correct stationery, uniform and books for the year.

*If these requirements have not been met, your child/ren will not be admitted for 2023.*

The above policy has been implemented to ensure the smooth running of our school.

It is your responsibility to ensure that your fees are paid timeously, and we would appreciate your full cooperation.

Please refer to your Contract of Payment for further details of your financial obligations.

**NAME: CHILD'S NAME:**

**(PLEASE PRINT)**

**SIGNED: DATE:**

## 9. Da Silva Academy

### SCHOOL RULES

At our School learners will, at all times, aim to uphold the principles and code of conduct of the School, as these are the acceptable norms of behaviour in society. The learners will aim to bring credit to our School by their courtesy and behaviour, especially when in School uniform.

### BEHAVIOUR

- a) Politeness to teachers, visitors and one another is expected from learners at all times.
- b) Learners should greet an Educator or visitor first.
- c) Abusive language, swearing, whistling or chewing of gum will not be tolerated.
- d) No aggressive behaviour, playful or otherwise will be tolerated.
- e) No undesirable literature, pictures or articles are to be brought to School.
- f) Cell Phones are not allowed in School.

### SCHOOL UNIFORM

- a) Official School uniform must be worn at all times between School and home and at all School functions.
- b) Learners may not wear coloured vests or T-shirts which show above their shirts/blouses.
- c) No jewellery, except a plain neutral coloured wrist watch may be worn.
- d) All property must be clearly marked, including school bags.
- e) No graffiti allowed on school bags, sports bags or other personal belongings used for school.

### HAIR (Learners may not have coloured hair at school.)

**Girls:** No hair extensions of any sort are allowed at school. Long hair must be tied back neatly away from the eyes. No more than two ponytails are allowed. All hair styles must be neat and appropriate for school.

Bands and accessories must be orange and black.

**Boys:** Must be cut above the ears and collar. Steps and styled hair are not permitted. Hair may not be shaved off completely (no shorter than number 3) – if done so for medical or religious reasons, a note from a doctor and/or parent is required.

**Boys & Girls:** No tinting or highlighting of hair is permitted. Earrings may not be worn at school.

### GROUND AND BUILDINGS

- a.) Before School or during breaks, learners may not enter the buildings or corridors, but are to remain outside

in the playing area.

- b) No learner may leave the School grounds at any time without the prior permission of the Principal.
- c) The School grounds must be kept free of litter.
- d) Learners must not damage School or personal property. Graffiti is not permitted.
- e) No learners may remain in a classroom at break unless an Educator is present.
- f) All movement along the corridors must be quiet and orderly. Children must be quiet when going to and leading off to Assembly.

## 10. Da Silva Academy

g) Learners must queue quietly in front of the Tuck Shop.

h) Theft will not be tolerated.

i) Behaviour in public areas of the school may be monitored by CCTV for discipline purposes and safety.

### DISCIPLINARY CODE

- ◆ No corporal punishment will be administered.
- ◆ Learners will be counselled and disciplined. Parents will be consulted if the School counselling should fail to elicit a response from the learner.
- ◆ A learner will be suspended by the Principal for serious misdemeanours, e.g. anti-social behaviour.
- ◆ The Executive of the Board of Governors reserves the right to expel a child if he/she does not fit into the Code of Behaviour of this School.

**I agree that my child will abide by the rules of Da Silva Academy.**

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<b>Admin fee</b> for new enrolments: R500.00
<b>Registration Fee:</b> R800.00 Annually      Non refundable
<b>Events Fee:</b> R1300.00 Annually
<b>Grade R School Fee:</b> R2000
<b>Primary School Fees 1-7:</b> R2200 (6.30AM-13.30PM)
<b>Aftercare:</b> R550.00 (13:30pm-16:00pm)
<b>Included in School fees:</b> Computer classes and Kidzgym.
<b>School uniform:</b> Professional Schoolwear, 53 Steen Street Rustenburg Babusi Schoolwear, 1A Oliver Thambo Drive, Rustenburg
<b>Tuckshop:</b> R50 per day. R250 per week. R1000 per month. R10000 for the full year. (not compulsory)
Extra murals provided by the school upon trials: Choir classes, Hockey, Netball, Athletics and Soccer. (only learners who have been selected to represent the school will be chosen).
Morning extra murals – Not included in school fees: Beaux Arts, Soccer Strikers, swimming
<b>Book Fee:</b>
<b>Grade R:</b> R1000
<b>Grade 1 – 3:</b> R1300
<b>Grade 4 – 5:</b> R1500
<b>Grade 6:</b> R1600
<b>Grade 7:</b> R2200