



## **APPLICATION INFORMATION**

Thank you for the interest you have shown in applying for a place at Qurtuba Islamic Academy. Please note that applicants enrolling for Grade R must turn 6 years of age by 30<sup>th</sup> Dec and Grade 1 applicants must turn 7 years of age by 30<sup>th</sup> Dec in the current year of enrolment. The language of learning and teaching at Qurtuba Islamic Academy is ENGLISH; therefore, it is imperative that your child is able to speak and understand English. Please be aware that the First Additional Language (FAL) is Afrikaans.

**You are required to complete a separate application form for each child applying at Qurtuba Islamic Academy.**

### **DOCUMENTATION:**

The following documentation **must** be submitted with the completed application form:

1. Copy of official unabridged birth certificate.
2. Copy of official Immunisation card.
3. 2x ID photos.
4. Latest school **and** Madressa report. (If applicable)
5. Copy of **both** parents' / guardian's identity documents.
6. Proof of residential address, in parent's name, such as statement of rates, water and lights, etc.
7. Proof of payment of the Application Fee.
8. Final year-end school report and Transfer Card. (If applicable)
9. 3 Months bank statement.
10. Proof of employment/Self Employed.
11. Salary advice.


Foreign Nationals must submit the following additional documents:

1. Study permit in respect of learner.
2. Temporary or permanent residence permit from the South African Department of Home Affairs or evidence of application for such documentation.

**In order to ensure that your application has every chance of consideration, it is vital that you read through this form carefully, provide all the information and documents numbered 1 - 11 and return the application form as soon as possible. If the required information is incorrect or incomplete, the application will not be accepted.**

LEARNER'S NAME: \_\_\_\_\_ GRADE APPLYING FOR: \_\_\_\_\_ YEAR: \_\_\_\_\_

PRINCIPAL'S RECOMMENDATION \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**QURTUBA ISLAMIC ACADEMY**

**APPLICATION FORM**

**Grade Applied For:** \_\_\_\_\_ **Highest Grade Passed** \_\_\_\_\_ **Year when Grade was passed** \_\_\_\_\_

**DETAILS OF LEARNER:** (Kindly enter all information in print as per birth certificate)

Gender (Male/Female): \_\_\_\_\_ Date of birth: \_\_\_\_\_

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_ Citizenship : \_\_\_\_\_ Religion: \_\_\_\_\_

Home Language: \_\_\_\_\_ Country of Residence(Foreigner): \_\_\_\_\_

Passport Number(Foreigner): \_\_\_\_\_ Study Permit Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name of Previous School: \_\_\_\_\_

Tel No. of Previous School: \_\_\_\_\_

Address of Previous School: \_\_\_\_\_

Email Address of Previous School: \_\_\_\_\_

**FOR GRADE 1 ONLY: INDICATE PRE-PRIMARY EDUCATION** NONE  NON-FORMAL  FORMAL

**EDUCATIONAL HISTORY OF LEARNER** (please circle where applicable)

Has your child ever skipped or repeated a grade? YES  NO

If yes, which grade, year and why \_\_\_\_\_

Has your child ever been recommended or received an evaluation by an educational psychologist or specialist?

YES  NO  (If yes, please attach the assessment report)

Has your child been suspended or expelled from school in the past two years? YES  NO

If yes, what was the misdemeanor? \_\_\_\_\_

Any concerns the school should be aware of? (Transition, Adjustments, Academic)

**SIBLING INFORMATION:** (cousins are not siblings)

Brother/Sister at Qurtuba Islamic Academy: \_\_\_\_\_ Grade: \_\_\_\_\_

Brother/Sister at Qurtuba Islamic Academy: \_\_\_\_\_ Grade: \_\_\_\_\_

Brother/Sister at Qurtuba Islamic Academy: \_\_\_\_\_ Grade: \_\_\_\_\_

**MOTHER/GUARDIAN DETAILS:** (Kindly enter all information in print as per ID Document)

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

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

ID Number: \_\_\_\_\_ Title: \_\_\_\_\_

Nationality: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Home Language: \_\_\_\_\_

Home Tel Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postal Address/ Correspondence details: \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Tel Number: \_\_\_\_\_

Work Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**FATHER/GUARDIAN DETAILS:** (Kindly enter all information in print as per ID Document)

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

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

ID Number: \_\_\_\_\_ Title: \_\_\_\_\_

Nationality: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Home Language: \_\_\_\_\_

Home Tel Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postal Address/Correspondence details: \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Tel Number: \_\_\_\_\_

Work Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

DECEASED PARENT

MOTHER

FATHER

BOTH

**MEDICAL AID INFORMATION:**

Name of Medical Aid: \_\_\_\_\_

Medical Aid Number: \_\_\_\_\_

Main Member's Initials & Surname: \_\_\_\_\_

Allergies and/or Medical problems: \_\_\_\_\_

In the event of hospitalisation, please indicate private or provincial hospital of choice:

\_\_\_\_\_

SPECIAL PROBLEMS REQUIRING COUNSELLING: \_\_\_\_\_

\_\_\_\_\_

DEXTERITY OF LEARNER:

RIGHT HANDED

LEFT HANDED

AMBIDEXTROUS

**DOCTOR'S INFORMATION:**

Family Doctor's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**NEXT OF KIN/ RELATIVE'S DETAILS:** *(Other than Parent or Guardian)*

Surname: \_\_\_\_\_

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

Relationship to Learner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**EXTRA CURRICULAR ACTIVITIES**

Qurtuba Islamic Academy will offer optional extra-curricular activities at an additional cost. Look out for the notice at the beginning of each term detailing the times and cost of each activity.

Kindly be advised that during the period your child is participating in an extra-curricular activity, your child is under the care and responsibility of the instructor conducting the class.

**INDEMNITY FORM**

The following Indemnity Form, once signed, gives your consent for your child to be present at and to participate in all school activities inclusive of excursions and sports matches for the duration of the child’s stay at this school. Should you not want your child to go on a particular excursion, you may naturally exercise this option.

1. I do hereby give permission for my child: \_\_\_\_\_ (print) to be present, under the supervision of the school, in all school activities, educational excursions and/or extra-curricular activities while he/she remains a learner at the school.
2. I hereby undertake to indemnify and hold harmless, the school, its staff, or its bona fide representatives and agents against any and all claims, costs, or expenses, howsoever arising, including negligence but not gross negligence, arising out of injury, death, loss, or damage suffered as a result of any school activities, and/or educational excursions and/or extra-curricular activities sustained whilst my child is in their care.
3. I accept that all the reasonable precautions that will be taken by the school and staff to ensure the safety of my child. I am responsible for the payment of all medical costs, where applicable, should any injury be sustained. I authorize the school to utilize my medical aid fund, the number and details of which have been provided in this form.

Full Name: \_\_\_\_\_ (print)

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

**UNDERTAKING AND INDEMNITY**

We, the undersigned, being the parents/guardians of the learner's name: \_\_\_\_\_

1. Do hereby certify that the particulars furnished are true and correct;
2. Understand that this application does not guarantee my child a place at this school;
3. Undertake that should our child be accepted, then we will abide by the conditions of acceptance which is printed overleaf (which forms part of this application), the Rules and Regulations as well as the Code of Conduct of the school, all of which we have read and understood, and will ensure that our child will comply with the Rules and Regulations as well as the Code of Conduct of the school at all times. Should our child breach any of the Rules or Regulations of the school, then we will hereby irrevocably authorise the school to immediately de-register him or her, without reference or notification to us, and in which event we will have no claim whatsoever against the school;
4. Do hereby acknowledge that we are responsible for the due and punctual payment of the school fees. By our signatures here to, we irrevocably agree to comply with the school's Fee Policy and agree that if we should fail to pay the fees on the due date, then the school shall be entitled to take legal action in which event we will have no claim against the school whatsoever;
5. Do hereby absolve and hold harmless the school, the Board of Directors, the Principal and staff, employees and agents from any or all claims whatsoever that may arise in connection with any loss of or damage to property, or injury to the person of our child howsoever caused. We fully understand and accept that all activities, conveyance, tour, excursions and extra mural activities shall be undertaken at our child's risk and hereby designate the Principal and/ or any other person nominated by him or any other person acting on behalf of the school to act in loco parentis on our behalf, in the full knowledge that they will, take all reasonable precautions for the safety and welfare of our child. We cede our powers as parents/ guardians to the Principal of the School or his representatives should medical treatment be deemed necessary for our child.

\_\_\_\_\_  
Signature of Father / Guardian

\_\_\_\_\_  
Signature of Mother / Guardian

\_\_\_\_\_  
Date

## CONDITIONS OF ACCEPTANCE

1. The acceptance of any child as a learner at Qurtuba Islamic Academy is subject to **the admission criteria** as set down by the Board of the School.
2. The acceptance of any child as a learner at Qurtuba Islamic Academy is subject to **a reference check** as set down by the Board of the School.
3. The Board determines the admission criteria, the School Fees, the Code of Conduct, Rules and Regulations, and all matters relating to the general operation of the school. All of the following decisions are valid and binding upon the parents/ guardians and the learner.
4. The parents, by their signature hereto, irrevocably bind themselves, and their child, to comply with the Code of Conduct, the Rules and regulations, the Policies of the School which the Board shall, in their sole and absolute discretion, may determine from time to time.
5. A non-refundable application fee, in an amount as determined by the Board from time to time, must accompany this application. The application fee is payable strictly as outlined in the Prospectus Policy. Any application form, which is not accompanied by the application fee, will **NOT** be considered.
6. Parents are obliged to:
  - Immediately inform the school of any change in their residential address, business addresses and telephone numbers.
  - Immediately inform the school of any infectious, communicable or contagious disease that occurs in the learner's household.
  - Ensure that the learner complies with the School's Code of Conduct, Rules and Regulations as well as the Policies.
  - Ensure that the learner attends school punctually every day.
  - Ensure that they do not engage with any educator without the consent of the Principal.
  - Ensure that the school fees are paid on time.
  - Ensure that the learner is properly attired in the official school uniform at all times during school.
  - Attend all functions of the school.
  - Guard against any fact that may bring the good name of the school, or the learner, into disrepute.
  - Respect, and ensure that the learner respects, the Islamic traditions and Rules of the School.

## TEXTBOOKS AND STATIONERY LIST

The textbooks are hired out by the school at a cost and the stationery list is communicated yearly to parents. Please note that work will begin on the first day of the new school year. Grades 000 -3 Textbook packs will be provided by the school for purchase, which is compulsory.

## BANKING DETAILS

**Name of Bank: Nedbank**

**Account Name: Qurtuba Islamic Academy**

**Branch Number: 198765**

**Account Number: 1121679714**

Please forward proof of payment to: [accounts@qurtuba.co.za](mailto:accounts@qurtuba.co.za)

**MEDIA PERMISSION FORM**

During the school year, photographs will be taken of the learners as they participate in various events in the school and on the sports fields. These photographs may be accessed by the staff for inclusion in various media platforms, including newspapers, magazines and electronic media such as our webpage, Instagram, Facebook and Twitter, as well as various presentations to parents/ guardians and other interested parties. The photographs may be of groups of learners or individuals and the learners' names may be used.

Please select one option.

I give permission for my son/daughter/ward's photograph to be published.

I do not wish my son/daughter/ward's photograph to be published.

Please note that from time to time photographs of the whole school/large groups/ teams may be used, for example, sports team photographs. We cannot exclude specific learners from these group photographs.

Should this be a problem, the responsibility lies with the learner to exclude himself/herself from any group or team photographs.

Name of learner: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

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