



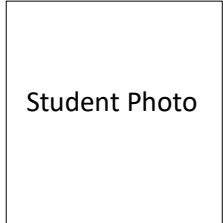
COUNTRY HOUSE SCHOOL APPLICATION FORM

🔄 DON'T PRINT, AND GO GREEN, READ FROM YOUR SCREEN!

Please complete the below form electronically, fields are editable.

Applications will not be processed unless copies of all documentation requested below are provided, both parents are required to initial each page of this application, as well as signing where necessary before submitting

1. The student's unabridged / abridged birth certificate and passport if available
2. Student's latest progress reports and / or latest assessment reports
3. Recent colour ID photo (head and shoulders picture of student, please attach above)
4. CEMIS transfer document (if applicable)
5. I.D. Documents of both parent/s / guardians or person responsible for payment of fees
6. A certified copy of the latest tax certificate (ITA34 / IRP5)
7. Consent for credit check
8. Fee schedule and policy
9. Debit order form
10. Parent contract of enrolment
11. Financial Clearance Certificate from previous school if applicable (detach from application)
12. Proof of guardianship (if applicable)
13. S.A. Study / work permit (Immigrants only)
14. My school card application form
15. In the intent of divorce, attached relevant documentation e.g. Restraining order, custody etc.



Exact date of entry		Grade / Class applying for	
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HOW TO ENROL?

STEP 1:
Kindly complete the application form in its entirety, along with all your supporting documents, as highlighted above

STEP 2: Admission Payment: FNB 62023901243
Provide proof of payment for the non-refundable admission fee (**R300**) and have it accompany the application form

STEP 3:
Your application will be assessed and if successful, parents will be notified via a welcome email

STEP 4:
On clients confirmation or response, a once off, non-refundable registration fee will be invoiced and needs to be paid to secure the students place

Payment made	Yes		No	
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OFFICE USE ONLY	Completed by		
Interview date			
Siblings		Grade / Age	
Approved	Yes		No
Reason			



WHICH CLASS / GRADE ARE YOU APPLYING FOR?

Please tick ✓ where applicable

PRE SCHOOL

- Little Chicks (under 1 year of age)
- Little Ducklings (1 year turning 2 years) Little Bunnies (2 years turning 3 years)
- Little Piglets (3 years turning 4 years) Little Lambs (4 years turning 5 years)

FOUNDATION PHASE

- Little Calves (Grade R) Grade 1
- Grade 2 Grade 3

INTERMEDIATE PHASE

- Grade 4 Grade 5 Grade 6

SENIOR PHASE

- Grade 7 Grade 8 Grade 9

WHICH DAILY OPTION ARE YOU SELECTING?

Please tick ✓ where applicable

- School Hours
Half day (13:30pm, no later than 14:00pm)
- Afternoon care
Full day (17:00pm, no later than 17:30pm)

GENERAL INFORMATION

Do you have any family / friends currently attending Country House School?

Yes

No

Please outline the 2 main reasons for choosing Country House School?

Reason 1

Reason 2

Does the student you are applying for have siblings that don't attend Country House School? If yes, give your reason

Yes

No

How did you hear about us? (church, advert, social media, word of mouth etc.)

How far do you live from Country House School? (in km)

STUDENT INFORMATION

First Names		Surname	
Known as		Birth date (M/D/Y)	
Position in family		Siblings currently in CHS	

Male		Female		Current age	
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Citizenship		Country of birth	
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Population group is required by Government, for statistical reasons (African, white, coloured etc.)

Population		Language		ID / Passport	
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Home address			

Any learning difficulties we should be aware of (attach relevant professional tests or diagnosis)	
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Current School			
Reason for leaving			
Students interests, hobbies, sport or cultural participation			

STUDENT MEDICAL INFORMATION

Medical aid		Medical plan	
Main member		Medical aid number	

Has the student received all necessary immunizations (attach copy) if not, please specify reason?

Yes		No	

Auditory tests	Yes		Date	
Visual screening	Yes		Date	

List of known allergies			

Specify any other relevant medical needs			

General practitioner		Contact number	
Physical address			

ALTERNATIVE CONTACTS

In the event of an emergency, kindly provide 2 alternative contacts (not parental or living with student)

Name		Surname		Relationship	
Cellular number		Work number		Home number	

Name		Surname		Relationship	
Cellular number		Work number		Home number	

MEDICATION POLICY

Country House School and its First Aid appointees will administer the following treatment to the student when the circumstance arises.

Strictly no oral medication will be given, this will include antibiotics, parents are reminded a student is too ill to be at school should he / she require daily medication, only medication prescribed as chronic will be considered, keeping in mind the time and complications thereof, would determine if we are able to assist. (all medication to be labelled clearly)

In all instances a Doctors letter will be requested, confirming the student's condition.

No verbal instructions will be accepted, all information pertaining the administration of the medication must be recorded in writing and first and foremost be approved by the Heads of the School. (in accordance with our **HEALTH POLICY**)

Medication	Injury
Germolene / Bactroban	Open scrapes and cuts, plasters and bandages will be used
Mercurochrome	Minor scrapes and scratches
Burn shield	Burns and abrasions
Allergex cream	Insect bites, hives and allergic rashes
Dettol	Cleaning of wounds (will be diluted)
Vicks	Insect bites, itchy stings, muscle pain or bruises

Father Signature (Parent 1)	
Mother Signature (Parent 2)	
Date (M/D/Y)	

EMERGENCY PROCEDURE POLICY

Should we feel due to any incident or injury that a student requires immediate medical care, parents hereby consent Country House School and / or its representatives to transport their child to the nearest hospital.

Parents will be informed of the emergency with urgency, in all cases a School representative will accompany a child in a vehicle and to the nearest hospital.

We are not qualified physicians, however we have intuition whether or not an injury is seen as life threatening.

In less serious cases parents will be contacted and notified. Parents are reminded, should they not have private Medical Aid cover, their child will be transported to the District Hospital for George, should you have private medical or hospital cover your child will be transported to Mediclinic George Hospital.

All our Country House School employees obtain a minimum of Level 1 in Basic First Aid.

Parents indemnify the School from any contra indication or side effect if so occurs when administering the above medical treatment or approved oral medications, furthermore they indemnify the School and its Employees against any lawsuit, prosecution and / or actions that may arise as a result of injuries sustained or death, during transportation whilst following the Medical Procedure in case of a medical emergency. Parents are aware of the risks involved thereof.

Parents declare that they will notify the School immediately of any changes in status or contact information.

They consent to a School representative to administer the above-mentioned medications when necessary, and to transport their child (whose details appear in the Student Information) to the closest medical facility in an event of a medical emergency.

Furthermore Parents give authorisation for another adult to act, in the event that parents are unreachable.

Parents aware in a critical situation there may not be time to check a student's records.

The School and its appointees reserves the right to use their discretion in taking necessary actions and to utilise the quickest medical service available.

Father Signature (Parent 1)	
Mother Signature (Parent 2)	
Date (M/D/Y)	

PARENT 1 INFORMATION

Guardian / Step parent

First name		Surname	
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Title		Marital status	
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Spouse or partner (if details are not the same as who appears in Parent 2 Information)

Full name and surname		Contact number	
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Personal email address	
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Physical home address	
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ID / Passport number		Religion	
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Cellular number		Home number	
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South African citizen	Yes		No		Income tax no.	
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If no, provide details of citizenship	
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Complete applicable

Home owner		(M/D/Y)		Tenant		(M/D/Y)	
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If you are renting, kindly provide below information

Landlord / Agency		Contact details	
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Employer		Occupation	
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Commencement (M/D/Y)		Work number	
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Work email	
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Work address	
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PARENTAL STATUS

Complete yes to the below applicable

Living with student		Legal guardian	
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Access right to student		Access in emergencies only	
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No access granted		Not living with student	
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Step parent		Biological parent	
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COMMUNICATION

Parents are urged to be attentive to our designated WhatsApp groups, this is our primary means of communication, Please be diligent in completing and returning newsletters and reply slips

Number that should be added to the Country House communication WhatsApp group?	
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Who does this number belong to? (Parent 1 or 2, provide name)	
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Who should be contacted daily for general queries, questions or concerns? (provide number and name)	
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PARENT 2 INFORMATION

Guardian / Step parent

First name		Surname	
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Title		Marital status	
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Spouse or partner (if details are not the same as who appears in Parent 2 Information)

Full name and surname		Contact number	
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Personal email address	
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Physical home address	
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ID / Passport number		Religion	
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Cellular number		Home number	
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South African citizen	Yes		No		Income tax no.	
If no, provide details of citizenship						

Complete applicable

Home owner		(M/D/Y)		Tenant		(M/D/Y)	
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If you are renting, kindly provide below information

Landlord / Agency		Contact details	
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Employer		Occupation	
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Commencement (M/D/Y)		Work number	
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Work email			
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Work address			
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PARENTAL STATUS

Complete yes to the below applicable

Living with student		Legal guardian	
Access right to student		Access in emergencies only	
No access granted		Not living with student	
Step parent		Biological parent	

PERSON RESPONSIBLE FOR PAYMENT

Please complete the below section

First name		Surname	
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Title		Marital status	
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Spouse or partner (if details are not the same as who appears in Parent 1 or 2 Information)

Full name and surname		Contact number	
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Personal email address	
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Physical home address	

ID / Passport number		Religion	
Cellular number		Home number	

South African citizen	Yes		No		Income tax no.	
If no, provide details of citizenship						

Complete applicable

Home owner		(M/D/Y)		Tenant		(M/D/Y)	
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If you are renting, kindly provide below information

Landlord / Agency		Contact details	
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Employer		Occupation	
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Commencement (M/D/Y)		Work number	
Work email			
Work address			

Designation		Relationship to student	
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INVOICES AND STATEMENTS

Email address invoices and statements should be sent to	
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In the event of the parents being divorced, the onus rests entirely on the person completing this form to ensure that the parent and / or guardian and / or other entity stipulated as the fee payer is in terms of the agreement of settlement and / or court order handed down in respect of such divorce, that the fee payer is correctly stipulated as in terms of such court order. In the event of the person responsible for payment of fees fails to effect payment of the fees when due, the persons signing this application form shall be responsible for payment of any fees due to Country House School.

Signature of person responsible for payment	
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Date (M/D/Y)	
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ENTITY (TRUST) RESPONSIBLE FOR PAYMENT

Please complete the below section if applicable

If a company, close corporation or trust, a resolution authorizing the said person is to sign the application form

First name		Surname	
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Title		Marital status	
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Spouse or partner

Full name and surname		Contact number	
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Personal email address	
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Physical home address	
-----------------------	--

ID / Passport number		Religion	
Cellular number		Home number	

South African citizen	Yes		No		Income tax no.	
If no, provide details of citizenship						

Complete applicable

Home owner		(M/D/Y)		Tenant		(M/D/Y)	
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If you are renting, kindly provide below information

Landlord / Agency		Contact details	
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Employer		Occupation	
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Commencement (M/D/Y)		Work number	
Work email			
Work address			

Designation		Relationship to student	
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ENTITY

Name of entity		Type of entity		Registration number	
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INVOICES AND STATEMENTS

Email address invoices and statements should be sent to	
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If the entity fails to pay for any reason whatsoever, the person signing this application form shall be responsible for the payment of any due or outstanding fees to Country House School.

Signature of person responsible for payment	
Date (M/D/Y)	

FINANCIAL CLEARANCE CERTIFICATE

To be completed by the previous school, if applicable

Full name & surname of student			
Schools name		Schools contact details	
Schools physical address			
Schools email address			
Schools current monthly fees	R	Fees outstanding	R
Adequate notice given	Yes		No
General comments			
Completed by		Designation	
			Date (M/D/Y)
Principal		Contact details	
Signature of person responsible			

SCHOOL STAMP

CONSENT FOR CREDIT CHECK (INDEMNIFICATION)

As part of the student's admission process, the School is required to obtain credit reports or other related information on the account of the account holder, as may be deemed necessary.

The purpose of the credit report is to assess the account holder's financial means and ability to satisfy the financial obligations as set out in the Fee Schedule.

You are required to complete the section below and return to the School's finance department with your completed application form.

We the undersigned, hereby authorise Country House School and / or any of its associates to conduct credit enquiries and / or obtain credit reports in respect of our credit profile, as may be necessary, with the credit bureau of its choice.

ACCOUNT HOLDER 1

Account holder full name		ID / Passport number	
Date of birth		Cellular number	
Home address			
Email address			

Signature of account holder		Date (M/D/Y)	
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ACCOUNT HOLDER 2

Account holder full name		ID / Passport number	
Date of birth		Cellular number	
Home address			
Email address			

Signature of account holder		Date (M/D/Y)	
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Furthermore, we the undersigned acknowledge that any Personal Information supplied to Country House School is provided voluntarily and that Country House School may not be able to comply with its obligations if the correct Personal Information is not supplied to Country House School. We understand that privacy is important to Country House School and that Country House School Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of the Protection of Personal Information Act, No 4. Of 2013 (POPI).

We warrant that all information, including Personal Information, supplied to Country House School is accurate and current and agree to correct and update such information when necessary.

By submitting any Personal Information to Country House School in any form, we acknowledge that such conduct constitutes an indefinite unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by Country House School and / or its third parties.

Personal Information may be shared by Country House School with the relevant verification information suppliers for verification, credit check or other legitimate purposes.

A copy of Personal Information kept by Country House School will be furnished to me upon request in terms of the provisions of POPI. We unconditionally agree to indemnify Country House School against any liability that may result from the processing of Personal Information and or verification of such personal information.

This includes unintentional disclosures of such Personal Information to - or access by - unauthorized persons, and / or any reliance which may inadvertently be placed on inaccurate Personal Information provided to Country House School by myself and / or any third parties.

