



ACEK ACADEMY

Service and Excellence

Education Department Registration No. EMIS 030452

Principal: 071 588 2878



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South Africa

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ADMISSION FORM



Please submit the following documents together with this form

- 2 passport size photographs (one must be pasted on the form)
- Letter of transfer from previous school and fourth term report
- Copy of either ID, birth certificate or passport of both learner and parents

1. PARTICULARS OF PROSPECTIVE LEARNER

SURNAME.....

FIRST NAME(S).....

DATE OF BIRTH.....

ID/PASSPORT NO.....

MALE ☐ FEMALE ☐ NATIONALITY.....

HOME LANGUAGE.....RELIGION.....

PROSPERCTIVE GRADE..... NAME OF PREVIOUS SCHOOOL.....

STUDENT PHOTO



2. PARTICALARS OF PARENTS/GUARDIAN (PERSON RESPONSIBLE FOR FEES PAYMENTS)

FATHER ☐ MOTHER ☐ OTHER (PLEASE SPECIFY).....

SURNAME AND FIRST NAME(S).....

NATIONALITY..... ID/PASSPORT NO.....

RESIDENTIAL ADDRESS.....

POSTAL ADDRESS.....

OCCUPATION.....

EMPLOYER'S NAME AND ADDRESS.....

..... TOWN CODE.....

TELEPHONE (HOME).....WORK.....CELL.....

3. PARTICULARS OF NEXT OF KIN (OTHER THAN THE ONE IN SECTION 2 ABOVE)

SURNAME..... NAME(S).....

RELATIONSHIP TO LEARNER.....

NATIONALITY..... ID/PASSPORT N0.....

RESIDENTIAL ADDRESS.....

..... POSTAL ADDRESS.....

..... OCCUPATION.....

TELEPHONE (HOME)..... WORK..... CELL.....

4. MEDICAL INFORMATION

NAME OF MEDICAL AID

MEDICAL AID N0

NAME OF FAMILY DOCTOR

DOCTOR’S N0..... TOWN

DETAILS OF ANY ALLERGIES (SPECIFY).....

DETAILS OF ANY DISABILITIES OR MEDICAL CONDITION THE SCHOOL SHOULD BE AWARE OF

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5. DECLARATION

I.....

PARENT/LEGAL GUADIAN OF

DO HEREBY DECLARE THE FOLLOWING:

- ✓ The details herein given are true and correct
- ✓ I agree to make all relevant payments when and where due as per the regulations set out by Acek Academy through its relevant authorities.
- ✓ I agree to pay any interests levied on the outstanding amount should I fail to make timely payments
- ✓ My child will abide by all the school rules and that common sense shall be regarded as a rule.
- ✓ I give permission to the school management to transport my child to a medical facility should the need arise when my child is in the school's custody.
- ✓ I give the learner my consent to take part in the extra mural activities of the school and any educational tours and or sporting fixture for which he/she may be selected. I understand that all tours and excursions shall be taken at his/her own risk and I undertake, on behalf myself, my executors, my wife/husband and the learner to indemnify, hold harmless and absolve the institution, management and staff against or from any or all claims whatsoever that may arise in connection with any loss or damage to the property or injury to the person of my child in the course of any such tours, excursions, nevertheless, take all reasonable precautions for the safety and welfare of my child.

SIGNATUREDATE.....

CHOICE OF LEARNING AREAS (ONLY FOR GRADE 10-12)

Please note that this should be done in consultation with the parent/guardian, the learner as well as a designated school authority

COMPULSORY LEARNING AREAS

- LIFE ORIENTATION
- MATHEMATICS /MATHEMATICAL LITERACY
- ENGLISH HOME / 1ST ADDITIONAL
- SISWATI HL/FAL OR AFRIKAANS FAL OR SEPEDI HL

OTHERS (PLEASE SPECIFY)

1.

2.

3.

4.

5.

LEARNER'S SIGNATURE DATE

SCHOOL RULES AND REGULATIONS

1. **ACEK ACADEMY** is an English medium school therefore English shall be used at all times, in and out of class and for official correspondence.
2. **All** students **must** be punctual for classes at all times. School starts at 07h30.
3. Proper school uniform must be worn all the time, in and out of the school premises
4. **No learner shall bring any weapon, explosive substances or object that can be used for the purposes of inflicting harm on a person – staff or student.**
5. Rudeness and intimidation of teachers will not be tolerated
6. Fighting is strictly prohibited and any learner involved in a fight will be severely punished
7. Consumption (drinking or smoking) of intoxicating substances warrants expulsion.
8. Toilets must be used responsibly that is; they must be kept as you would want to find them.
9. School grounds and yard must be kept clean.
10. School prefects **must** be respected all the time. They are appointed by the staff and therefore they represent the staff.
11. Eating and chewing bubblegum during learning time is not allowed
12. No cell phones will be allowed in and around the school premises
13. Any learner who intentionally or negligently damages property owned, possessed or occupied by the academy will be made to pay or replace the property.
14. Extra curricula activities such as sports and music **are compulsory**. Only on proven medical grounds will a pupil be exempted from certain activities.
15. Every learner who signs this form becomes subject to the disciplinary code of the academy
16. **Common sense shall be taken as a general school rule.**

I declare that I have read and understood the school rules and that I will abide by them and a respectful and responsible manner

NAME OF LEARNER.....

SIGNATURE OF LEARNER DATE.....

APPLICATION RECEIVED BY:DATE.....

SIGNATURE

SCHOOL FEES POLICY

1. School fees should be paid on or before the 5th of every month
2. An interest 10% will be levied on the outstanding amount should a parent / guardian fail to make timely payments.
3. Quarterly fees should be paid on the first month of each quarter
4. Should a parent / guardian not pay fees in time, his or her child will be inconvenienced during examinations
5. Fees is payable up till November for grades 7-12 and all fees must be paid up by the 5th of November
6. No special arrangement of fees payment will be allowed except arrangement to make early payment.
7. All payments including hostel fees, uniforms etc. will follow the same above policy.
8. Parent / guardian should activate stop order with their bank, stating ACEK as beneficiary; considering clause 1, 2, and 5 of the policy above.

I..... Parent / Guardian ofwith
ID N0:.....stand N0:..... PO Box..... Cell N0:.....work / house tell
N0:..... email agrees to abide by the above agreement that binds me with the
institution

Signature (parent / guardian)

Signed at on this..... day of 20.....

Payment Method:

EFT

☐

STOP ORDER

☐

SCHOOL ACCOUNT DETAILS

BANK:	STANDARD BANK
ACCOUNT NAME:	ACEK ACADEMY
ACCOUNT NUMBER:	032934734
BRANCH CODE:	052852
REF: STUDENT NUMBER	

SCHOOL UNIFORM POLICY

BOYS

- ❖ **White shirt** must be worn with the tie and must be tucked in, only white t-shirts or vest are allowed to be worn inside. Any other colour that shines through the shirt is **NOT** allowed.
- ❖ **Long sleeve shirt or blouses** must always be rolled down as it implies 'Long Sleeves'
- ❖ **Trouser**-gray in colour with normal length
- ❖ **Jersey**-navy blue may be worn under the blazer
- ❖ **Pullover**-navy blue maybe worn under the blazer
- ❖ **Blazer**-navy blue for ordinary students and sky blue for prefects and student representatives
- ❖ **Socks**-gray
- ❖ **Belt**-black unbranded with small buckle
- ❖ **Track suit**-navy blue with the school logo, to be worn on Wednesday and sports day with white Takkies or sneakers.
- ❖ **Golf t-shirt**-red with a school logo, may be worn under a tracksuit top or shorts on Wednesday
- ❖ Mixing or cross wearing of sport wears and normal uniform is prohibited except on '**Fun day**'

GIRLS

- ❖ **White shirt** must be worn with a tie and must be tucked in, only white t-shirts or vest are allowed to be worn inside, any other colour that shines through the shirt in **NOT** allowed.
- ❖ **Trouser**-gray with normal length
- ❖ **Jersey**-navy blue may be worn under the blazer
- ❖ **Pullover**-navy blue may be worn under the blazer
- ❖ **Blazer**-navy blue for ordinary students and sky blue for prefects and student representatives
- ❖ **Socks**- gray on gray trouser and white on navy blue stockings
- ❖ **Belt**-black unbranded with a small buckle
- ❖ **Track suit**-navy blue with the school logo, to be worn on Wednesday and sports days with white Takkies or sneakers
- ❖ **Golf-t shirts**-red with the school logo, may be worn under a track suit top or shorts on Wednesday
- ❖ **Girls must have red skirts which is more than 7-8 cm above the knees**
- ❖ Girls must always put on navy blue stockings
- ❖ **Whites** socks are compulsory on navy blue stockings
- ❖ **Winter hats and scarfs** must be worn **ONLY** in winter periods

GENERAL APPEARANCE

BOYS

Hair: Must be natural without shaping of any sort. The use of any substance that changes the texture and colour is not allowed e.g. gel, dye, highlights, extensions, braids, dreadlocks ARE NOT ALLOWED.

- Nails must be short, neat and clean. NO jewelry is permitted. All boys are to be cleanly shaved.
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GIRLS

Hair: Must be natural without shaping of any sort. The use of any substance that changes the texture and colour of hair is **NOT** allowed e.g. gel, dye, and highlight. **Braids are NOT allowed. No dreadlocks, spikes or pineapple ponies or birds nest are permitted. NO bonding is allowed.**

- Nails must be short, neat and clean. No jewelry is permitted. NO make-up is permitted on uniform; only one pair of identical dotted earrings is permitted in the middle of the flashing part of the earlobe.

SUBJECTS CHOICES (POLICY)

Subject requirements (Grade 10 and 11 only)

1. Compulsory subjects

- 2 Languages (one language as home language and the other as first additional language).
- Life Orientation
- Mathematics or Mathematical Literacy
- Afrikaans First or SiSwati Home Language
- If English is Home Language then Afrikaans will be First Additional Language or Sepedi
- If English is First Additional Language then SiSwati will be Home Language
- Afrikaans offered in First Additional Language ONLY
- 5 compulsory NCS approved subjects for Grade 10 and 11
- 4 compulsory NCS approved subjects for Grade 12.

PURE SCIENCES		PURE COMMERCIALS	
1.	Physical Science	1.	Accounting
2.	Life Science	2.	Business Studies
3.	Agricultural Science or Engineering Graphics & Design (GRDS)	3.	Economics
4.	Geography	4.	Geography
5.	Computer Applications Technology	5.	Computer Applications Technology
		6.	History

NOTE: You can either do Agricultural Science (AGRS) or Engineering Graphic and Design (GRDS) but you **cannot** do both however one can do both AGRS and BSTD.

You can only pick one from the following group.

GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F
SiSwati Or Sepedi Or Afrikaans	Mathematics Or Mathematical Literacy	Physical Sciences Or Business Studies	Engineering Graphics And Design Or Economics Or Agricultural Science	Accounting Or Geography Or CAT	Life Science Or History

PROMOTION REQUIREMENT FOR GRADE 10 – 12

Grade 10 and 11 must do at least **Eight (8)** subjects.

Grade 12 can do at most **Nine (9)** subjects.

40% Achieved in 3 subjects, one of which is Home Language.

30% Achieved in 3 subjects, provided School based assessment component is submitted in the subject failed.

A condonation of a maximum of one (1) subject will only be applied to a grade 10 -12 candidate and a candidate requires 2% either to obtain a pass at 30% or 40 % to obtain National Senior Certificate Qualification.

SUBJECTS CHOICES

Subject requirements (Grade 07 – 09)	
<ul style="list-style-type: none"> • Mathematics • English • Afrikaans/SiSwati/Sepedi • Art & Culture • Economic Management Science 	<ul style="list-style-type: none"> • Computer Technology • Natural Science • Life Orientation • Social Science

HOSTEL POLICY

Requirements

- ✓ Lockable trunk
- ✓ Bedding [blankets, sheets, pillows etc.]
- ✓ Cereal bowl
- ✓ Coffee mug
- ✓ Plate, spoon and fork

THE FOLLOWING WILL NOT BE ALLOWED INTO THE HOSTEL AND WILL BE CONFISCATED FOR THE DURATION OF THE ACADEMIC YEAR.

- ✓ Radios/ Stereo/MP3's Players/DVD's/or CD's players
- ✓ TV games / Play Stations
- ✓ Electric kettles/Jugs/ Mini geyser
- ✓ Cellphones/Communication devices
- ✓ Hair driers/Hair straighteners

ADDITIONAL RULES AND REGULATIONS

1. No screaming, shouting and any behavior or action that can be taken to mean noise will not be accepted
2. Hostel property and items must be handled and treated in a responsible, proper and respectful manner. Any hosteller who negligently damages property owned, possessed or occupied by the academy will be made to pay or replace the property.
3. Parents are not allowed to visit the hostel at their own will and time. Visitation days will be communicated to parents and maximum cooperation of parents is highly recommended.
4. No hosteller will be released from the hostel without proper documentation (i.e. release form, from school signed by the principal)
5. Late coming of hostellers will not be tolerated.
6. Clothing: school track suite and sportswear will be the uniform at the hostel except fun days. No fancy Jeweleries and accessories allowed in the hostel.
7. Only one small lockable trunk is allowed per hosteller for packing of belongings and nothing more
8. Food will be served in the hostel according to menu provided, no hostellers will be allowed to purchase food out of the hostel, and necessary provision of personal groceries must be done before resuming at the hostel.
9. Dates for hosteller's weekend off will be communicated appropriately to parents.
10. Study and preparation time must be respected and no learner will be allowed to interfere with another's study time.
11. No form of substance abuse will be tolerated and also drinking, drugs, parties, escaping and other incriminating attitude is prohibited.
12. While every precaution and security measures will be taken by the academy, hostellers are reminded that they are solely responsible for their clothing, bedding, stationary and other personal belongings.
13. Any infringement of these rules and regulation may lead to immediate expulsion from the hostel.
14. Any learner who needs to withdraw from the hostel should have to pay the term fees in lieu of notice.

Signed at..... On this..... day of20.....

Parent [signature]..... learner [signature].....