



Remarkable education. Created for you.



2025

FEE STRUCTURE & APPLICATION FORM
Oakley House Plumstead

APPLICATION PROCEDURE

Due to the disruption caused to learners of interested parents and others touring the school throughout the day, we closely follow the application procedure as set out below. Please note that no interviews or tours will be granted without prior arrangements being made.

Consideration for admission is based on the following requirements:

Submission of the following documents

Parents are requested to first submit the following documents to the school for the relevant staff to determine whether an applicant fits our criteria for acceptance:

- Copies of current (last 12 months) professional assessments
- Copies of school reports
- Application form
- Identity documents for parents (certified copies)
- Full birth certificate of child

Please note that the school reserves the right to do reference checks with previous schools and/or other professionals.

Interviews with principal or heads of department

1. Based on the information taken from the above documents, an interview with the principal or heads of department may be arranged.
2. A tour of the school is given at this time.
3. Based on the suitability of the submitted assessment reports, further assessments may be requested.
4. If all is in order, an observation period for the learner is arranged.

Observation period of five days

1. A non-refundable fee of **R2 000.00** covers the cost of assessment and/or administration during the observation period.
2. The learner's performance is observed for a period of five full school days.
3. English and Mathematics proficiency in particular are assessed during the observation period. No written report is given to parents.
4. Acceptance is based on the results of the assessment and the classroom and general observations by teachers during this period.

On acceptance

1. A second interview is arranged with parents, teacher and principal.
2. Parents receive enrolment forms, contact details of therapists to arrange assessments and/or sessions, invoice and fees agreement, school policy and code of conduct.
3. Acceptance is based on receipt of the following:
 - Non-refundable development levy
 - Annual photocopying and printing levy
 - Tuition fees for the month that the learner starts

PREPARATORY SCHOOL TUITION FEES

JANUARY - DECEMBER 2025

TUITION FEES	Monthly Fees (1 January - 1 December)	Quarterly Fees	Annual Fees	Discounted Annual Fees if paid before 31 January 2025
Grades 1 - 6, Foundation and Intermediate ALP	R12 690.00	R38 070.00	R152 280.00	R144 666.00

AFTERCARE FEES	Casual Rates	Monthly Fees 1 January - 1 November (11 months)	Quarterly Fees
	R170.00 per day	R1 950.00	R5 363.00

TAX REBATE

For parents of children attending a special needs school, there are certain circumstances under which school fees may qualify as a tax deductible expense. These guidelines are available on the SARS website to download. We recommend that you consult your tax advisor to find out if you qualify for a rebate on tuition and facilitation fees.

ENROLMENT FEES FOR NEW LEARNERS

In addition to the tuition fees (and aftercare fees if applicable), the following fees shall be payable by parents/ legal guardians for all newly enrolled learners:

- An Observation Fee in the amount of **R2 000.00** (see Application Procedure)
- **Non-refundable** placement fee in the amount of **R30 000.00**, payable on acceptance of admission.

The non-refundable placement fee shall be allocated by Oakley House School towards administration charges, school development costs, teaching resources and classroom equipment.

ADDITIONAL FEES

Parents/legal guardians shall be liable for an annual fee, payable on 1 January 2025, in the amount of **R2 600.00** for each learner that they have registered at Oakley House School. This fee is in respect of printing costs.

Sundry charges may be applicable and are payable upon receipt of the monthly statement from Oakley House School. The following items *inter alia* may be included under sundry charges:

- Facilitator support
- Stationery, workbooks or textbooks supplied by Oakley House School
- School outings and school camps
- Extra-mural activities

ALP only – Annual Curriculum Enhancement Levy (**R1 540.00** per annum (R140 x 11 months))

APPLICATION FOR ENROLMENT

PERSONAL INFORMATION OF THE LEARNER

A certified copy of the learner's identity document / birth certificate must accompany this form.

First name(s):

Preferred name:

Surname:

Date of birth:

Identity number:

Male ☐ Female ☐ Other ☐ *If other, specify:*

Residential address:

Home telephone:

Number of siblings:

Home language:

Practised religion: Christian ☐ Hindu ☐ Muslim ☐ Jewish ☐ None ☐ Other ☐ *Specify:*

Hand dominance:

Foot dominance:

Special interests:

Sensory differences:

Any special medical conditions:

Chronic illness(es):

Current medication:

Allergies to medicine:

Allergies to food:

Other allergies: (e.g. bee stings, grass, dust etc.)

Recent operation(s):

Recent hospitalisation:

Family doctor:

Fax:

Telephone number:

Mobile:

Name of emergency contact person:

Relationship to learner:

Home telephone number:

Work telephone number:

Mobile:

PERSONAL INFORMATION OF THE PARENT/GUARDIAN 1

*A **certified** copy of your identity document must accompany this form.*

First name(s):

Surname:

Date of birth:

Identity number:

Residential address:

Home telephone:

Mobile:

Occupation:

Company / Institution:

Work telephone number:

Email address:

Marital status: *please tick* Single ☐ Married ☐ In partnership ☐ Divorced ☐ Widowed ☐

PERSONAL INFORMATION OF THE PARENT/GUARDIAN 2

A certified copy of your identity document must accompany this form.

First name(s):

Surname:

Date of birth:

Identity number:

Residential address:

Home telephone:

Mobile:

Occupation:

Company / Institution:

Work telephone number:

Email address:

Marital status: *please tick* Single ☐ Married ☐ In partnership ☐ Divorced ☐ Widowed ☐

FINANCE

Person responsible for all school fees:

Bank:

Branch code:

Account name:

Account number:

Residential address:

MEDICAL AID INFORMATION

Name of Medical Aid:

Medical Aid number:

Medical Insurance Plan:

Medical Aid telephone:

ACADEMIC DETAILS OF THE LEARNER*Copies of the learner's latest school report and all current assessment reports must accompany this form.*

Present school:

Present grade:

Present class teacher:

Grade(s) repeated:

School's telephone:

REASON FOR REFERRAL *(please tick)*

Scholastic difficulties	Behavioural	Emotional	Other
Reading	Temper outbursts	Weepy	
Spelling	Frustration	Fearful	
Mathematics	Aggression	Anxious	
Comprehension	Poor concentration	Dependent	
Language	Avoidant	Wide mood swings	
Memory	ADHD	Reserved	
Executive functioning	Social challenges (difficulty making friends)	Poor self-esteem	

Specialist involved	Name	Contact numbers	Assessment report (y/n)	Date of assessment
Psychologist				
Psychiatrist				
Paediatrician				
Occupational therapist				
Speech & language therapist				
Physiotherapist				
Remedial therapist				
Neurologist				
Eye specialist				
Ear specialist				
Other				
Other				

Please add any comments or further information which may be relevant:

Full name (please print):

Signature:

Date:

For Office Use

Accepted: YES ☐ NO ☐

Admitted to grade:

To start:

Date:

Admission number:

Name:

CEMIS transfer form: YES ☐ NO ☐

Sign:

CEMIS unique number:

POPIA – SECTION 18 DISCLOSURE NOTICE

In compliance with the requirements of Section 18 of POPIA we are obliged to advise as follows:

1. The information and purpose for which the information collected when your child joined Oakley House, and subsequently, was in order to load such information to the School's internal Administration System in order to:
 - 1.1. comply with requirements of the Department of Education, Umalusi and the Western Cape Education Department (including the Centralised Education Management Information System) and any other relevant authority or applicable legislation;
 - 1.2. manage and administer, *inter alia*, the learner's curriculum, progress, reports and attendance.
2. The supply of the above information is mandatory.
3. The School is the "responsible party" in terms of the Act. Registered address: 68 Myburgh Road, Diep River, Western Cape. 7800.
4. The consequence of not having the relevant information is that the School may, *inter alia*, be unable to comply with legislative requirements, process reports, deal adequately with emergencies, etc.
5. The information stored in the School's on-line Management System (Staffroom) and on Google Drive is secured by way of suitable IT security measures. Access to these systems is password protected.
6. Personal Information may be accessed by the School's Director, Principal, Deputy Principal, Heads of Department, Head of Training and Support, Class Teachers, Specialist & Support Teachers, Relief/Locum Teachers, Learner Facilitators, Administration Manager/Bursar, Administration Assistants, School Secretary/ies, Marketing Co-ordinator, IT System Administrators, Independent Contractors (including Therapists/Counsellors), and any other relevant professional or staff member involved in the learner's support team, but is strictly controlled by levels of access.
7. The information will be retained for as long as the Learner is enrolled at Oakley House School and thereafter for any statutory period as may be required or prescribed by law.
8. The consequences of withdrawing any permission granted at any stage for the publication of images and any other information/material will be applied retroactively only as far as is reasonably pragmatic; it will not apply to any information or materials already published, whether virtual or in print, and whether released or pending release.
9. You have the right of access to, and the right to rectify, the information collected. Requests for access to the information need to be in writing, submitted to the School's Administration Manager. The information will be provided in the form of a printed paper copy, to be collected from the School, or a saved electronic copy, which will be emailed to your email address on record.
10. You have the right to object to the processing of personal information as referred to in section 11(3) of the POPIA.
11. You have the right to lodge a complaint to the Information Regulator in regard to the specific circumstances in which the information is or is not to be processed. The current Chairperson of the Information Regulator is: Adv Pansy Tlakula.

I have read and understood the contents hereof.

Date

Name & Surname

Signature



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PREPARATORY SCHOOL

PLUMSTEAD – 99 Main Road, Plumstead 7800 • 021 762 7204 • infoprep@oakleyhouse.co.za