

NAME: \_\_\_\_\_

ADMIT TO GRADE: \_\_\_\_\_

YEAR: \_\_\_\_\_

Photograph of child

*For office use only:*

Application Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_

Financial Clearance: \_\_\_\_\_

Interview: \_\_\_\_\_

Accepted for Grade \_\_\_\_\_ in \_\_\_\_\_

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

# APPLICATION FOR ADMISSION

**HERITAGE ACADEMY**  
*Independent Christian School*

---

8 STOTT ROAD PRESTBURY PIETERMARITZBURG 3201  
P.O. BOX 21664 MAYORS WALK 3208  
PHONE: 033 – 3441862 FAX: 033 – 3442852  
E-MAIL: [admin@heritageacademy.co.za](mailto:admin@heritageacademy.co.za)



Thank you for your enquiry regarding admission to Heritage Academy.

**Please take note of the following:**

1. The medium of instruction of all children attending Heritage Academy will be English.
2. An application will only be processed once all the following have been received:
  - a. Application fee
  - b. a certified copy of the child's birth certificate
  - c. a certified copy of the parents' (or guardians') identity documents
  - d. the completed Financial Clearance form (in Application Form)
  - e. latest salary advice or bank statement
  - f. a written guarantee by the person responsible for payment of fees
  - g. proof of address
  - h. a copy of the most recent report
  - i. Grade R – 3 applicants: a copy of the Immunisation Card
  - j. A passport size photograph
  - k. Completed Application Form (obtainable from the office on payment of the Application Fee).
3. Your child may be required to write a Placement Test.
4. Payment of the Application Fee does NOT guarantee a place in Heritage Academy.
6. Once ALL the documentation (**fully completed**) has been received, the application will be processed. An interview will then be arranged to confirm whether your child has been accepted at our school.
7. On acceptance a non-refundable deposit will be required to secure your child's place at Heritage Academy.

## **APPLICATION FOR ADMISSION**

Proposed Date of Admission : \_\_\_\_\_ Admit to Grade : \_\_\_\_\_

### **PERSONAL DETAILS OF CHILD**

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

First Names : \_\_\_\_\_

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

Nationality: \_\_\_\_\_

Identity No: \_\_\_\_\_

Home Language : \_\_\_\_\_ Child's Cell Phone No.: \_\_\_\_\_

Church Denomination : \_\_\_\_\_

**Home Postal Address:** \_\_\_\_\_

Name and Address of Previous Schools attended :

YEAR	GRADE	NAME OF SCHOOL

In which province is the school your child last attended? \_\_\_\_\_

In which province does your child reside? \_\_\_\_\_

Are you applying for Boarding at our School? \_\_\_\_\_

### **FAMILY DETAILS**

With whom does the child reside? Mother / Father / Aunt / Uncle / Grandmother / Grandfather /

Other (please specify) : \_\_\_\_\_

Is either of the child's parents deceased? \_\_\_\_\_ Please specify: Mother / Father / Both

With whom should the school communicate? Mother / Father / Other (specify) \_\_\_\_\_

**PERSONAL DETAILS OF PARENTS OR GUARDIANS**

	FATHER / GUARDIAN	MOTHER / GUARDIAN
Full Name & Surname		
Identity Number		
Marital Status		
Residential Address ( <u>NOT</u> Box no.)		
Occupation:		
Name of Place of Employment		
Business Address		
Telephone Numbers:		
Home	..... H	..... H
Cell		
Work	..... C	..... C
	..... W	..... W
E-mail address:		

**Communication**

Who will your child be living with during the school term?

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

Physical Address : (NOT Box Number) \_\_\_\_\_

Telephone Number : Home \_\_\_\_\_ Work \_\_\_\_\_

Place of Employment : \_\_\_\_\_

**Details of Brothers and Sisters**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Present School \_\_\_\_\_

---

---

---

**Any other Connection to Heritage Academy ?**

Name : \_\_\_\_\_ Relationship : \_\_\_\_\_

Address : \_\_\_\_\_ Phone No : Home \_\_\_\_\_

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

Cell Phone : \_\_\_\_\_

**Scholastic Information**

*Please Note : We require this information so that we can encourage your child to build on his/her strengths and recognise and improve his/her ability. If your child is not an "achiever" in the usual sense of the word, please be assured that we do not regard such a child as being in any way of less value. Each child is unique and special in our eyes and in the eyes of God.*

Has your child ever been refused admission to any other school or asked to leave any other school? \_\_\_\_\_ If yes, please give details : \_\_\_\_\_

---

---

Has your child attended any other school (including pre-school)? \_\_\_\_\_ If yes, please give details : \_\_\_\_\_

---

---

Has your child ever repeated any grades? \_\_\_\_\_ If yes, please specify the year and grade. \_\_\_\_\_

Has your child ever been assessed by : (If yes, please give details below)

Psychologist? \_\_\_\_\_ Occupational Therapist? \_\_\_\_\_ Speech

Therapist? \_\_\_\_\_ Other? \_\_\_\_\_

Any other information which may be relevant? \_\_\_\_\_

---

**MEDICAL PARTICULARS OF THE CHILD**

It is important for us to have this information. In case of an emergency, we would like to take proper care of your child.

Has your child had any of the following ? (Indicate with an "x" alongside)

Diphtheria	Whooping Cough	Tetanus
Mumps	Tuberculosis	Typhoid
Measles	Poliomyelitis	Rubella
Smallpox	Chicken Pox	German Measles
Asthma	Dysentery	Impetigo
Epilepsy	Malaria	Bilharzia
Heart Disease	Febrile Convulsions	

Has your child any sight, hearing or speech problems, other disability or ALLERGY? \_\_\_\_\_

Is there any other physical development, emotional or medical problem which may affect him/her?

Is your child registered for a Social Grant? \_\_\_\_\_ If yes, please give details.

**MEDICAL AID**

Do you belong to a Medical Aid Scheme? \_\_\_\_\_

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

Full Name of Principal Member : \_\_\_\_\_

**EMERGENCY**

In the event of an Emergency, who shall be contacted?

Name \_\_\_\_\_

Telephone Number Home \_\_\_\_\_ Work \_\_\_\_\_

Cell Phone \_\_\_\_\_

Name Of Doctor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**HERITAGE ACADEMY**  
**INDEMNITY FORM**

In the knowledge that we understand that the school authorities shall make every endeavour to protect our child from any potentially harmful or dangerous situation while he/she is in their care, nevertheless we \_\_\_\_\_ and \_\_\_\_\_ being the parents / legal guardians of \_\_\_\_\_ do not hold the school authorities responsible for any accidental harm or death caused on or off the school property, or while under school supervision, or for any harm or injury or death caused by another student.

Should our child require any emergency medical attention at the discretion of the school authorities, he/she may be taken to a doctor or hospital for treatment. We shall be responsible for the payment of any such consultation or medical fees. We understand that the school shall first contact me (or attempt to) if this situation should arise.

Our child has full permission to participate in outings and excursions, and be transported by the school. We do not hold the school authorities responsible for any accidental harm or injury or death while on such outings or excursions.

We do not hold the school authorities responsible for any damage to, or loss of property. We shall be responsible for the reasonable payment of repairs to, or replacement of, property belonging to the school or any other student, should our child be guilty of such damage or loss.

Signed at Pietermaritzburg this date \_\_\_\_\_

\_\_\_\_\_  
Father / Guardian

\_\_\_\_\_  
Mother / Guardian

\_\_\_\_\_  
Full Name of Father / Guardian

\_\_\_\_\_  
Full Name of Mother / Guardian

\_\_\_\_\_  
Witness

**PARENT'S COMMITMENT TO THE AIMS AND DOCTRINAL**  
**STATEMENT OF HERITAGE ACADEMY**

1. Is at least one of you personally in agreement with, and committed to, the basic tenets of historical, orthodox Christianity, some of which are listed below?
  - a. The unity of the Father, Son and Holy Spirit in the triune Godhead.
  - b. The sovereignty of God in creation, revelation, redemption, and final judgement.
  - c. The divine inspiration and entire trustworthiness of the Bible, as originally given, and its supreme authority in all matters of faith and practice.
  - d. The universal sinfulness and guilt of all people since the Fall, making them subject to God's wrath and condemnation.
  - e. The justification of the sinner by the grace of God through faith alone.
  - f. Redemption from the guilt, penalty, dominion and pollution of sin solely through the sacrificial substitutionary death of the Lord Jesus Christ, the incarnate son of God.
  - g. The bodily resurrection of Jesus Christ from the dead as a fact of history, and his ascension to the right hand of God the Father.
  - h. The expectation of the personal return of Jesus Christ.
  - i. The presence and power of the Holy Spirit in regeneration and his indwelling and sanctifying work in the believer.
  - j. The reality of one universal Church, which is the Body of Christ, and to which all true believers belong.
  
2. Are you willing for your child to receive training in these tenets of the Church, and will you support the school in its endeavour to encourage and guide your child in applying these doctrines to life? \_\_\_\_\_

**PLEASE NOTE:**

The wearing of skins, wristbands, or substitute bands, is not permitted as these are not compatible with the Christian ethos of the school.

\_\_\_\_\_  
Father / Guardian

\_\_\_\_\_  
Mother / Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **HERITAGE ACADEMY DISCIPLINE POLICY**

The Management of Heritage Academy believe that corporal punishment is an essential tool in the instruction of children, enabling them to become responsible young adults. Our basis for the above viewpoint is the Word of God, the Bible.

The Constitution of the Republic of South Africa (1996) states that everyone has the right to freedom of conscience, religion, thought, belief and opinion. This being the case, any prospective parent of a child at Heritage Academy must recognise that this school is unashamedly Christian and as such, will uphold the following tenets of the faith with regard to discipline.

Proverbs 13 : 24      He who spares the rod hates his son, but he who loves him is careful to discipline him.

Proverbs 19 : 18      Discipline your son, for in that there is hope, do not be a willing partner to his death.

Proverbs 22 : 15      Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him.

Proverbs 23 : 13      Do not withhold discipline from a child, if you punish him with the rod he will not die.

The Constitution of the Republic of South Africa (1996) states in the Bill of Rights under Freedom and Security of the person, that everyone has the right to be free from all forms of violence from either public or private sources. One of the core values held at Heritage Academy is that education is not possible in an atmosphere of chaos and disrespect caused by a lack of discipline. It is for this reason that we do not see corporal punishment as violating the above Bill, but in fact upholding it where violence has been done to another learner's right to receive a quality education.

Heritage Academy is aware that the present (1999) Government of the Republic of South Africa has deemed corporal punishment undesirable under the new Constitution but is of the opinion that the Government has overstepped its mandate by applying a blanket policy without thinking the issue through.

It is with regret and under duress that the school then complies with the Government regulations as it in no way agrees with the principle of abolishment of corporal punishment. All teachers are informed and aware that they may not use this form of punishment in the classroom or anywhere else on the school property.

Having stated all of the above, the following policy, although not ideal, will serve as a means of bringing discipline and order to the school and to minimize the need for corporal punishment. It is divided into two phases - A and B

Phase A      less serious misdemeanours  
Phase B      serious misdemeanours

**Phase A**

Less serious misdemeanours, such as

- |                                  |                          |
|----------------------------------|--------------------------|
| * Homework not done              | * Homework not handed in |
| * chewing or eating in class     | * cattish behaviour      |
| * continual talking              | * disruptive influence   |
| * not having required stationery | * books left at home     |
| * homework not signed            | * minor quarrelling      |
| * spitting                       | * minor bad language     |

This is not a comprehensive list but serves to indicate the type of offence that teachers deal with routinely.

**Types of Punishment**

- |                       |                                  |
|-----------------------|----------------------------------|
| * staying in at break | * standing in line               |
| * kneeling            | * picking up paper (litter duty) |
| * weeding             | * cleaning of toilets            |
| * extra homework      | * detention                      |
| * writing of lines    | * "Campus Care"                  |

**Phase B**

A system here comes into effect which has as its logical conclusion the final expulsion of the pupil, should behaviour, attitude and work not improve.

- Phase B**
- Step 1. Detention and notification of parents
  - Step 2. Detention and a Warning Letter
  - Step 3. Detention, parent interview and Final Warning Letter
  - Step 4. Suspension - minimum 7 days
  - Step 5. Expulsion

**Examples of offences/misconduct deserving of a warning, suspension and expulsion.**

***Warning:***

Use of vulgar language in public	Cheating in class
Petty Theft	Lying
Bringing school's name into disrepute	Vandalism - damage to school's property (minor)
Persistent disobedience	Vandalism - damage to property of others (minor)
Unsporting behaviour	Actions provoking racism
Persistent non co-operation with an educator or authorities	Deliberate and serious undermining of the authority of the Principal and educators
Truancy / absence without notification	Threats of violence to fellow learners

***Suspension: (maximum 7 days)***

Possession and/or use of alcohol or drugs or sniffing glue at school	Cheating in test / exam
Theft: (major) leading to prosecution	Threats to educators
Possession and/or use and/or sale (peddling) of pornographic material & similarly morally debilitating action	Possessing a weapon at school, e.g. firearm, knife with blade longer than 4cm, dagger, panga, stick, etc.
Sexual harassment, e.g. sexual remarks, groping of bodies, pulling down of shorts, flipping up skirts, sexualised jokes	Repeated behaviour as listed for warnings (above)

***Expulsion:***

Serious assault to educator, non-educator or learner	Use and/or sale (peddling) of drugs
Theft involving violence	Guilt proven in a court of law
Any deliberate act that causes grievous bodily harm to another	Sexual coercion, aggressive action aimed at procuring sexual favours
Intimidation of others to enforce sexual acquiescence	Repeated gender harassment
Repeated behaviour as listed for Warnings and Suspensions (above).	

I, Mr/Mrs/Miss \_\_\_\_\_

Identity Number \_\_\_\_\_ have read and understand the Discipline Policy explained in this document, and agree that I am jointly responsible for the discipline of my child / ward \_\_\_\_\_ and that I may be requested to assist the school in this regard.

I have read and accept the Code of Conduct for Learners and agree that my child/ward may sign and accept the Code of Conduct of Heritage Academy.

Signature : \_\_\_\_\_ Witness : \_\_\_\_\_

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



# HERITAGE ACADEMY

## CODE OF CONDUCT FOR LEARNERS

### A. EXPECTATIONS

If, as a school, we were to formulate rules for every possible student misdemeanour, the resulting document would be long, cumbersome and would always leave loopholes! Instead of focusing on lists of “do’s” and “don’ts”, we present our expectations, which, with the help of the Holy Spirit and by working in close partnership with the home and church, we all strive to meet.

Our expectations of all at Heritage Academy are based on Jesus’ words in Matthew 22:37-39:

**“You shall love the Lord your God with all your heart, with all your soul and with all your mind. This is the first and great commandment. And the second is like it: You shall love your neighbour as yourself.”**

1. **Love the Lord your God with all your heart, with all your soul; and with all your mind**
  - 1.1 We worship God only. He is more important than any person or possession. We take time to focus on God, participate in worshipping Him and learning His Word.
  - 1.2 Because God’s Name is holy, we do not use His Name in swearing. We speak to Him and about Him in a loving way.
  - 1.3 We would expect no profanity, obscenity in word or action, or dishonour to the Word of God.
  - 1.4 We learn to submit to God by submitting to the authority of parents, teachers and others whom God has placed over us. We honour our parents and we require courtesy and obedience to staff and student leaders.
  
2. **Love your Neighbour**

We expect love to our neighbours to be:

  - 2.1 **Truthful** – we always tell the truth in a loving way.
  - 2.2 **Honest** – it is wrong to take anything that does not belong to us – we may not steal.
  - 2.3 **Kind** – our thoughts, words and actions must be free from hatred or hurting others in any way. Instead, we expect consideration, tolerance, friendliness and forgiveness.
  - 2.4 **Respectful** – we show respect to all our staff members, student leaders, peers and younger children. Respect includes:
    - Greeting adults, especially visitors to the school.
    - Helping and serving others.
    - Being punctual for all lessons, assemblies and school events.
  - 2.5 **Pure** – our thoughts, words and actions should be clean, allowing no sexual impurity.
  - 2.6 **Contented** – we are thankful to God for all He has given and we seek to be good stewards of facilities and property.
  
3. **Love Yourself**
  - 3.1 We recognise that our bodies are temples of the Holy Spirit and we do not damage this temple by smoking, drinking alcohol, using drugs or being sexually promiscuous.
  - 3.2 We show self-respect by:
    - 3.2.1 wearing our uniform correctly;
    - 3.2.2 maintaining a high standard of work in our studies. This includes:
      - completing and timeously submitting all classwork and homework assignments to the best of our ability

- having all required books and stationery in class
- 3.2.3 participating in physical training and showing good sportsmanship.

## **B. UNACCEPTABLE BEHAVIOUR**

**that could lead to a Disciplinary Inquiry, Suspension or Expulsion.**

1. Although the school takes a progressive and corrective approach to discipline through various disciplinary measures, teacher/parent conferences and detentions, learners should be aware that the following behaviours are regarded as serious misdemeanours that could immediately result in disciplinary inquiry, suspension and expulsion:

- Wilful damage to school property.
- Possession, use, transmission or visible evidence of narcotics or unauthorised drugs, dangerous weapons, alcohol, cigarettes or intoxicants of any kind.
- Possession, use, transmission or visible evidence of pornographic, satanic or abusive and offensive material of any kind.
- Bullying, fighting, physical or verbal assault, threats, victimisation or intimidation, including gender, racial and sexual harassment.
- Insolence / Disrespect.
- Dishonesty, including cheating in tests or exams.
- Theft or possession of stolen property, including test or examination papers prior to writing tests or examinations.
- Immoral behaviour or profanity.
- Insubordination or disregard of legitimate instructions/requests by those in authority (including not turning up for detention).
- Incitement to riot or cause any disruption to the educational process.
- Truancy.
- Team members not turning up for sports practices and fixtures.
- Any action which brings the school name into disrepute.

### **2. The process to be followed in the case of (B.1) above:**

- 2.1 The learner, and/or the learner's parents, will be informed in writing of the charges brought against him/her;
- 2.2 The learner will be suspended from school from the time the charges have been made until the hearing takes place;
- 2.3 Enough time to allow for adequate preparation for a hearing will be given (at least two days);
- 2.4 The learner will be furnished with relevant details about the charge. Confidences and identities of any witnesses will be protected as appropriate;
- 2.5 The learner has the right to be represented or assisted;
- 2.6 The matter will be heard by a committee appointed to this task by the Senior Management of the school. Members of the academic staff may be called upon to give testimony. The school will be given opportunity to present evidence of misconduct. The learner will be given opportunity to present his/her case;
- 2.7 At all times the learner will be treated with dignity;
- 2.8 The learner will be informed in writing and timeously of the decision, the reason for the decision and the penalty imposed.

## **C. PLEASE NOTE**

The Management of Heritage Academy reserve the right to add to or delete from this document, with due notification of change.

I understand and accept this Code of Conduct. (To be signed by the Learner)

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

## **DECLARATION AND CONSENT**

I declare that all the particulars on the enclosed forms are to the best of my knowledge correct, and that I have read and understood the notes thereon.

I understand that a refund of fees paid will only be made if there is a credit balance on my child's account at the end of the period of registration at Heritage Academy, after all relevant fees and charges have been settled.

I understand that should the school for some reason be unable to continue, at least one term's notice will be given to me in writing. The school undertakes to inform the KZN Education Department of such a situation in order that the Department of Education may facilitate placement of the learners.

I understand that Heritage Academy is an Independent School and therefore has the right to set minimum requirements for promotion which may be more rigorous than and exceed those of Public Schools.

### **I UNDERTAKE:**

- a. to furnish proof of the correctness of this child's age.
- b. to inform the school in writing of any change of address.
- c. to inform the school in writing of any case of infectious illness in my household.
- d. to ensure that my child attends school regularly and that he/she complies with the rules and regulations of the school, of which I am aware.
- e. that I will pay all school fees levied in respect of my said child/children.
- f. that I will comply with the terms of the Financial Policy attached.
- g. to be bound by the terms of the contract for the duration of the period my child is registered as a learner at Heritage Academy.

I, the undersigned parent/guardian, am aware that if I fail to fulfill or perform my obligations under this Contract, action will be taken against me.

Signature of Parent/Guardian : \_\_\_\_\_

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

**\*\*\*\*FOR OFFICE USE:**

Result of Application: _____	
Additional Information: _____	
_____	
_____	
_____	
Date: _____	Signed: _____