



St Andrew's Prep

PO Box 187, Grahamstown/Makhanda, 6140,
Eastern Cape, South Africa Tel: +27 (0)46 603 2400
E-mail: f.tessendorf@saprepschool.com

APPLICATION FOR ADMISSION

Please use block capitals

1. Surname of Pupil:
2. First names:
3. Preferred name: ID No:
4. Date of birth:/...../..... Place and country of birth:
5. Home language (that is, language most frequently used at home). *If* relevant, state more than one language, e.g. English/Afrikaans or Xhosa/English:
6. Year and term when entry is desired: and Grade to be entered:
7. (a) Name, address and phone number of present school:
.....
(b) Pupil's present Grade: Date of admission to present school:(month & year)

8. Names of all previous schools attended:

Grade/Form	Year	School	Town/City	Country
.....
.....
.....
.....

Grades repeated:

9. Religious denomination:
10. Is the Pupil to be a boarder or a day scholar? Boarder Day scholar (Please tick relevant box)
11. Do you have any association with St Andrew's Prep, College or Diocesan School for Girls? Yes No

If an Old Preppie/Andean or Brother at Prep/College, please give name, dates and House:
.....
.....

If an Old Girl of DSG or Sister at DSG, please give maiden name, dates and House:
.....

Other:

Initials of both Parents

12. (a) Brothers: (). ()()
(Names and ages)
Present schools.....

(b) Sisters: (). ()()
(Names and ages)
Present schools.....

13. Is there any additional information relating to this application which you consider should be brought to the attention of the Headmaster?

14. Parent or Legal Guardian Information *Father* *Mother*

(a) Title & initials: (Prof/Dr/Mr/Mrs/Ms).....

(b) Surname:

(c) First name:

(d) Preferred name:

(e) Dates of birth:

(f) Occupation/Profession:

(g) Marital status:
(in relation to this Pupil)

(h) ID No./ Passport No.
(Passport no. for non-South Africans).....

i) Citizenship:

j) Residential address:

.....
.....

Postal Code: Postal Code:

k) Postal address:

.....
.....

Postal Code: Postal Code:

l) Home telephone: Code..... No. Code..... No.

Business telephone: Code..... No. Code..... No.

Cell:

E-mail:

***Please note that you are obliged to notify us promptly of any changes of contact details.**

Address to which the account should be emailed: Father/ Mother/ other:

.....

Initials of both Parents

Father

Mother

(n) Employer:
Employer's contact details:
 Postal address:

 Tel.: () ()
 E-mail:

(o) Name and address of two references (one must be a business reference):

1. 2.

 Tel.: () ()
 Email:

The following documents must please accompany this application:

1. A copy of the **last two reports** from the Pupil's present school if the application is for this year or next year.
2. 1 colour **passport type photo** of the Pupil – **ONLY** if the application is for this year or next year.
3. Photocopies of the front page of the **IDs /Passport of both parents/guardians**.
4. A copy of the Pupil's **birth certificate, ID & passport**.
5. A copy of a **utility bill** not older than three months (for each parent if residing at separate addresses).
6. A copy of latest **school fee account**.
7. A **St Andrew's College application** is **also required** if your son is applying for **Grade 7 at Prep**.

For the **College application** form: www.sacschool.com OR email College at: admissions@saschool.com

HOW DID YOU HEAR ABOUT ST ANDREW'S PREPARATORY SCHOOL?

- FAMILY CONNECTION
- FRIEND / WORD OF MOUTH
- ADVERT IN THE MEDIA
- SCHOOL EXPO / VISIT
- OTHER - PLEASE SPECIFY

Initials of both Parents

**Please note that you are obliged to notify us promptly of any changes of contact details.*

All information requested in the *Application for Admission* must be given before acceptance of the Pupil can be considered. Incomplete forms will be returned for proper completion.

By signing this form, consent is given to St Andrew's Preparatory School to conduct whatever enquiries may be considered necessary to verify any information given in this Application for Admission, including confirmation of credit ratings with a national Credit Bureau.

Dated at..... this day of
(Month) (Year)

Signed:(Father)(Mother)

.....
(Full name in block capitals) (Full name in block capitals)

**Parent — both Father and Mother or Guardian/Custodian/Other to sign
whose liability in terms hereof shall be joint and several.**

In the case of a divorce, a certified copy of the divorce order regarding custody and the person responsible for fees must be provided.

St Andrew's Prep and College Privacy Policy

The St Andrew's Prep and College are committed to protecting the privacy of all individuals and organisations whose demographic data resides on our database.

We pledge to use contact information responsibly and primarily for the use of disseminating news and information pertaining to the school, the Foundation Office and the Andrean community.

We will not sell, share or rent this information for commercial purposes to any person or organisation.

The St Andrew's Prep application process

- 1. Complete and return a complete Application Form with the supporting documentation as listed.**
Please follow up with us if you do not receive an acknowledgement of receipt of your Form.
- 2. As originals are not required, these documents may be emailed back to us.**
- 3. There is no application fee.**
- 4. Applications must be returned by March of the year preceding required entry.** Due to the demand for places at St Andrew's Prep, *the earlier the forms are submitted the better.*
- 5. Part of the Admissions Process may include an interview with the Headmaster.** You will be contacted to confirm a date and time for this.
- 6. Offers of places will be emailed to parents in April of the year preceding admission** on condition all the required documentation has been received.
- 7. The place offered will only be confirmed on receipt of the required Entrance Fee and the St Andrew's Prep Contract of Enrolment.**
- 8. House placements and New Pupil Packs will be sent to parents in October/November of the year preceding entry.**

May 2020 new form

Initials of both Parents

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