



## APPLICATION FORM

**REMEMBER TO RETURN THE FOLLOWING WITH THIS APPLICATION FORM:**

Copy of official unabridged birth certificate	
ID size photo attached on cover page	
Latest school report	
Copy of both parent's/guardian's ID documents	
Proof of residential address	
Proof of payment for application fee of R1000 (new learners)	
Testimonial	

Learner's ID photo

**FOR OFFICE USE ONLY**

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

All documents received: \_\_\_\_\_

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

## APPLICATION INFORMATION

### SECTION A

<u>PARTICULARS OF LEARNER</u>			
SURNAME:			
FIRST NAME/ S:			
GENDER:			
YEAR APPLYING FOR:		GRADE APPLYING FOR:	
HOME LANGUAGE:			
ID NO:		AGE:	
<u>EDUCATIONAL HISTORY</u>			
CURRENT SCHOOL:			
DISCIPLINARY HISTORY:	<input type="checkbox"/> SUSPENSION	<input type="checkbox"/> EXPULSION	<input type="checkbox"/> NONE
BARRIERS TO LEARNING/ANY AREAS OF CONCERN:			

### SECTION B

<u>PARTICULARS OF PARENT/GUARDIAN</u>		
	FATHER/ GUARDIAN	MOTHER/ GUARDIAN
SURNAME:		
NAME:		
ID NUMBER:		
OCCUPATION:		
NAME OF EMPLOYER:		
RESIDENTIAL ADDRESS: <i>(domicilium citandi et executandi)</i>		

<b><u>CONTACT INFORMATION:</u></b>		
<b>TELEPHONE:</b>	(H) (W)	(H) (W)
<b>CELL PHONE NUMBER:</b>		
<b>EMAIL ADDRESS:</b>		

<b><u>MARITAL STATUS:</u></b>	<input type="checkbox"/> MARRIED	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> SINGLE
<b>MARRIAGE TYPE:</b>			
<b>If divorced, which parent has custody of the child:</b>			
<b>Do any of your biological children attend Education Evolution Academy?:</b>			<b>Which grade?:</b>

<b><u>MEDICAL INFORMATION:</u></b>	
<b>NAME OF MEDICAL AID:</b>	
<b>MEDICAL AID NUMBER:</b>	
<b>MAIN MEMBER:</b>	
<b>Is your child on any medication?</b>	
<b>If 'YES' please specify:</b>	
<b>In the event of hospitalisation, please indicate private or provincial hospital of choice:</b>	
<b>FAMILY DOCTORS NAME:</b>	
<b>CONTACT NUMBER:</b>	

<b><u>NEXT OF KIN/EMERGENCY CONTACT PERSON (<i>Other than parent</i>)</u></b>	
<b>SURNAME:</b>	
<b>NAME:</b>	
<b>RELATIONSHIP TO LEARNER:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>ADDRESS:</b>	

## SECTION C

<b><u>BILLING INFORMATION</u></b>	
<b>PERSON RESPONSIBLE FOR PAYMENT:</b>	
<b>CONTACT NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	
<b>ADDRESS:</b>	

<b><u>BANKING DETAILS:</u></b>	
<b>BANK:</b>	<b>FNB</b>
<b>ACCOUNT NAME:</b>	<b>NORWOOD INSTITUTE OF EDUCATION</b>
<b>BRANCH NUMBER:</b>	<b>250655</b>
<b>ACCOUNT NUMBER:</b>	<b>62928295147</b>
<b>REFERENCE:</b>	<b>STUDENT NAME</b>

**THE BANKING DETAILS STIPULATED ABOVE ARE TO BE UTILISED FOR PAYMENT OF THE ADMISSION FEE OF R1000.**

*Please email proof of payment to [info@eduevolution.co.za](mailto:info@eduevolution.co.za)*

<b><u>DECLARATION:</u></b>	
<b>I hereby certify that the above information provided is to the best of my knowledge and is true and correct.</b>	
<b>NAME OF PARENT/LEGAL GUARDIAN:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	

# TERMS AND CONDITIONS OF ADMISSION

## Acknowledgement and Acceptance

If or when your child is accepted at Education Evolution Academy, you as the parent/guardian hereby acknowledge and accept the following rules, regulations, terms, and conditions as outlined in this document. These form part of the agreement between the school and the parent/guardian and are binding for the duration of the learner's enrolment.

Learner's Full Name: \_\_\_\_\_

Parent/Guardian Full Name: \_\_\_\_\_

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

## Vision Statement

At Education Evolution Academy, we envision a world where every learner is empowered to grow with confidence, compassion, and curiosity. We strive to nurture lifelong learners who actively contribute to society with respect, empathy, tolerance, inclusion, and excellence.

## Mission Statement

Our mission is to create an inclusive, stimulating, and nurturing environment where every child can discover their potential. We aim to:

- Provide high-quality, differentiated learning programs aligned with the South African curriculum, delivered across four structured terms each year.
- Foster a culture of respect, empathy, and acceptance of individual differences.
- Support learners with evidence-based practices, engaging resources, and professional expertise.
- Build strong partnerships with families and communities to enrich the learning journey.
- Encourage creativity, critical thinking, and personal growth so that every learner thrives academically, socially, and emotionally.

We believe in:

- Creating a safe, friendly, and joyful school community.
- Valuing and celebrating diversity, individuality, and cultural richness.
- Upholding fairness, transparency, and equity in all teaching and assessment practices.
- Ensuring open, respectful communication with parents, learners, and staff.
- Using evidence-based teaching strategies to monitor progress and meet the needs of every learner.
- Committing to continuous improvement, professional growth, and innovation.
- Encouraging resilience, empathy, and excellence in every learner.

## Curriculum

Our curriculum is designed to holistically nurture the academic, social, emotional, and creative development of every child. Rooted in the South African CAPS framework and enriched with innovative global practices, our curriculum provides:

- Differentiated learning pathways tailored to individual strengths and needs.
- Inclusive teaching practices to support learners with diverse abilities and learning styles.
- Inquiry-based learning to inspire curiosity, problem-solving, and critical thinking.
- Enrichment opportunities through arts, sports, technology, and community outreach.
- Values-driven education that instills empathy, respect, responsibility, and leadership.

Education Evolution Academy follows a four-term school calendar, ensuring learners receive structured, balanced, and progressive learning throughout the year.

Our goal is not only to achieve academic success but also to raise compassionate, confident, and socially responsible citizens.

## General Code of Conduct

At Education Evolution Academy, we are guided by respect, empathy, and responsibility. Every member of our school community is expected to:

- Respect Yourself and Others
- Treat everyone with kindness, fairness, and dignity.
- Celebrate differences and embrace inclusion.
- Respect Learning
  - Approach each learning opportunity with curiosity and commitment.
  - Take responsibility for your own progress and success.
- Respect the Environment
  - Care for school property, classrooms, and shared spaces.
  - Act responsibly towards nature and the community.
- Promote a Safe and Positive School Culture
  - Use respectful language and actions at all times.
  - Resolve conflicts peacefully and seek help when needed.
- Lead with Integrity
  - Be honest, accountable, and responsible in words and actions.
  - Strive to set a positive example for others.

Together, we commit to building a community where every learner feels safe, valued, and inspired to achieve their fullest potential.

## School Operating Hours

Learners are expected to arrive on time and attend school daily in accordance with the following schedule:

- Grades R – 9
  - Monday to Thursday: 07h45 – 13h15
  - Friday: 07h45 – 11h15
- Grades 10 – 12
  - Monday to Thursday: 07h45 – 13h30
  - Friday: 07h45 – 11h45
- Learners may not be dropped off before 07h30 in the morning, as no formal supervision is provided before this time.
- Learners must be collected no later than 15 minutes after the stipulated dismissal time. The school cannot take responsibility for learners who remain on school premises beyond this time.
- Parents/guardians are responsible for ensuring punctual drop-off and pick-up of learners. The school cannot be held responsible for learners who arrive before official school starting times or remain on school grounds after dismissal, unless they are enrolled in an official aftercare or Islamic studies program.

## School Fees

- **Application Fee:**
  - A non-refundable application fee of R1,000.00 is required.
  - The application will not be processed without this fee.
- **Acceptance and Deposit:** Once an application has been accepted and approved, a once-off refundable deposit is due to secure the learner's place within the academic year.
  - The deposit amount is equivalent to 2 months of school fees.
  - If you intend to remove your child from the school, 1 term's written notice is required. If this notice is not provided, the deposit will be forfeited automatically.
  - Deposits cannot be used to offset outstanding school fees.
- **Payment of School Fees:**
  - Fees are due on the 1st of every month.
  - Fees are payable via debit order or EFT over 10 months.
  - If fees are paid upfront before 31st January, parents are eligible for a 5% discount.
  - Siblings are entitled to a 5% discount.
  - In the event that fees remain unpaid for a period of 2 months, the school reserves the right, at its discretion, to suspend or withhold the learners continued enrolment in the academic programme until all outstanding amounts have been settled or fee arrangements have been made with the school.
- **Banking Details and Fee Schedules:**
  - The full fee schedule is available on the school website at [www.eduevolution.co.za](http://www.eduevolution.co.za).

Norwood Institute of Education  
Bank: First National Bank  
Account number: 62928295147  
Branch Code: 250655  
Reference: (Your child's name & surname)

## **Textbooks and Stationery**

### **Textbooks:**

- Textbooks are the private property of the learner once purchased.
- The school will make the textbook pack available to learners once payment reflects in the school account.
- If a textbook is misplaced, it is the responsibility of the parent to request a new textbook from the school and agree to settle the amount for the individual textbook or literature set work.
- It is compulsory for textbooks and workbooks to be purchased from the school to create uniformity and structure.
- When making payments for textbooks, the following reference must be used: learner name + grade + textbooks.

### **Stationery:**

- The stationery list is available on the school website for easy reference if parents wish to purchase independently.
- Alternatively, parents may pay the school, and the full stationery pack will be delivered to the school for their children within 7 working days.
- All notebooks, textbooks, and day-to-day stationery must be clearly labelled from the onset.
- When making payments for stationery, the following reference must be used: learner name + grade + stationery.

## **School Uniform**

All learners are required to adhere to the Education Evolution Academy dress code:

- Uniform: Strictly black bottoms (pants, skirts, or shorts) and plain white tops.
- Shoes: Plain black, plain white, or a combination of black and white.
- No branded clothing or visible logos are permitted.
- Uniforms must be clean, neat, and worn with pride at all times.

The school reserves the right to request a learner to correct their attire if it does not meet the required standard.

## **Homework**

Learners at Education Evolution Academy receive homework daily to reinforce classroom learning. Math, English, and Afrikaans require daily attention, while homework in other subjects may be assigned with days in between for completion. However, we strongly

encourage learners to complete all homework on the same day it is assigned to maintain consistency and support effective learning.

## **Assessments, Projects, and Examinations**

All tasks, assessments, and projects that contribute to a learner's academic marks are to be completed under the supervision of the school.

- **Projects:** All projects must be completed at school under full supervision to ensure authenticity and fairness.
- **Tests and Examinations:** Tests and exams will be conducted on the dates and times specified in the school calendar.
- **Missed Assessments:** If a learner is unable to complete a test, exam, or project on the stipulated date, a doctor's note is required. Only with valid documentation will the school arrange an alternative time for the learner to complete the assessment.

This policy ensures fairness, accountability, and consistency in the evaluation of all learners.

## **Safety and Security**

- For the safety of all learners and staff, parents/guardians are not permitted on school premises without a pre-arranged and confirmed meeting.
- If a parent/guardian needs to drop off something for the learner during the school day, parents/guardians must message the learner's respective Phase Head to arrange for collection at the school gate.
- If someone other than the parent/guardian is collecting a learner, the school must be notified prior to dismissal. The following information is required in writing:
  - Full name and surname of the person collecting.
  - Vehicle make, model, and registration number.
  - Contact number of the person collecting.
- The authorised person must present a valid ID document at the time of collection for verification purposes. Learners will not be dismissed without this confirmation and verification.
- Parents/guardians are responsible for informing the authorised person of these requirements prior to collection.

## **Medical administration**

- Every learner must have a completed medical form on file in the school administration office. Failure to provide this may result in delays or complications in the treatment of injuries or illnesses, for which Education Evolution Academy cannot accept responsibility.
- Every learner must be vaccinated in accordance with the immunisation schedule provided by the Department of Health. If your child is not vaccinated, or is late for a scheduled vaccination, the school must be informed in writing.
- Parents/guardians must inform the school if their child is unable to attend school on a particular day due to illness. The school must also be informed of any chronic health conditions, allergies, or medical needs.

- If a learner is prescribed medication that needs to be taken during school hours, parents/guardians are responsible for arranging the administration of such medication, as by law the school staff may not dispense medication.
- If your child is unwell, please keep them at home to aid recovery and to prevent the spread of illness to other learners.
- Should a child become ill while at school, parents/guardians will be contacted. If necessary, the learner will be kept in a safe, supervised space until collected.
- In case of a medical emergency, the school reserves the right to seek immediate medical assistance. Learners may be taken to the nearest available medical facility. All costs incurred will be for the account of the parent/guardian.
- By signing this enrolment contract, parents/guardians authorise Education Evolution Academy to act in their best interest in the event of a medical emergency, and release the school from any liability that may arise from providing or arranging emergency care.

## **Parent Communication**

- At Education Evolution Academy, we value open and transparent communication with parents. All daily interactions, updates, and notifications regarding learners will be communicated exclusively via WhatsApp and email. Teachers are available to respond to queries related to homework or academic concerns Monday to Friday, from 07:00 to 18:00. We kindly request that parents respect these communication hours.

## **Religious Holidays**

Education Evolution Academy is a multi-religious and inclusive school community. We respect and value the diversity of our learners and their families.

- Learners who need to take time off for their respective religious celebrations are fully accommodated.
- Parents are required to communicate these requests well in advance so that the school can plan accordingly and ensure learners remain up to date with their academic responsibilities.
- Absences for religious observances will be regarded as authorised leave.

## **Excursion**

Excursions are planned and conducted in accordance with the school's term planner. To ensure smooth organization and clear communication:

- Reminders regarding upcoming excursions will be posted on the class WhatsApp groups.
- Indemnity forms must be signed by parents or guardians prior to participation in any outing.
- If any fees or payments are required for an excursion, parents will be notified officially and well in advance.

This policy ensures that all excursions are safe, well-coordinated, and communicated clearly to parents and learners.

## **Weekly Readers**

- Learners are encouraged to make full use of the school library and weekly readers prescribed by educators. Books borrowed must be handled with care and returned in good condition by the due date. Parents/guardians will be held responsible for the replacement cost of any lost or damaged books. The privilege of borrowing books may be suspended if books are consistently returned late or in poor condition.

## **Buying and Selling on School Premises**

- Learners are not permitted to engage in any form of buying, selling, trading, or bartering on school premises. This includes the sale of food, sweets, toys, stationery, or any personal items. Only school-approved fundraising or market activities, authorized by management, will be permitted. Any breach of this rule will result in disciplinary action.

## **Vandalism of School Property**

At Education Evolution Academy, we expect all learners to show respect for the school environment, facilities, and resources. Vandalism is considered a serious offence.

Definition:

- Vandalism includes (but is not limited to) writing on, scratching, damaging, breaking, or defacing school property such as desks, walls, toilets, textbooks, furniture, or equipment.

Consequences for Vandalising School Property:

- The learner (and their parents/guardians) will be held financially responsible for the repair or replacement of the damaged property.
- An official warning will be issued and placed on the learner's record.
- Depending on the severity of the vandalism, additional consequences may include:
  - Detention or community service within the school (e.g., cleaning duties under supervision).
  - Suspension for repeated or serious acts of vandalism.
  - Disciplinary hearing for extreme or deliberate destruction of property, which may lead to expulsion.
- Restorative action will be encouraged — learners may be asked to take part in repairing, cleaning, or restoring what was damaged (where appropriate).

## **Personal Belongings & devices**

- Learners are expected to take responsibility for their own personal belongings. All items brought to school, including lunchboxes, water bottles, stationery, school bags, and clothing, must be clearly labelled with the learner's full name.

- The school strongly discourages learners from bringing fancy, valuable, or unnecessary personal items (e.g., electronic devices, toys, jewellery, or large sums of money) to school.
- The school will not be held responsible for the loss, theft, or damage of any personal items brought onto school premises.
- Parents/guardians are requested to support the school in reinforcing these rules to promote responsibility, safety, and accountability among learners.

## Smart Watches and Devices

- General Rule:
  - No devices are allowed at school. This includes cellphones, smart watches, and similar electronic devices.
- Learning Purposes:
  - If teachers require learners to use devices for research or PowerPoint presentations, parents will be notified in advance to send the device to school.
  - The device will be kept in the teacher's care for the duration of the school day and will only be made available to the learner during the specific lesson.
- Transport Purposes:
  - If a learner needs to bring a device to school for the purpose of booking an Uber or arranging transport home, it is compulsory to hand the device in at the start of the day.
  - The device can be collected again at the end of the school day.
- Confiscation:
  - Any device brought to school without prior approval or outside of the above conditions will be confiscated and returned at the end of the term.

## Nutrition and Lunch

At Education Evolution Academy we are committed to promoting healthy eating habits among our learners. To support this:

- **No bubble gum is allowed on school premises.**
- Healthy Lunches: Learners are encouraged to bring a nutritious lunch to school daily. Lunches should prioritize wholesome foods that provide energy and nutrients for learning and growth.
- Beverages: Fizzy drinks and sugary beverages are strictly prohibited. Learners are expected to bring water daily to stay hydrated throughout the day.
- Sugar Treats: Occasional sweet treats are allowed but must be accompanied by a healthy main meal. Teachers may check learners' lunchboxes to ensure compliance with this policy.
- Fridays: To make the end of the week enjoyable, learners may bring additional sugar treats on Fridays, provided a healthy main meal is still included.

This policy aims to cultivate lifelong healthy eating habits while allowing occasional enjoyment in moderation.

## Personal Hygiene and Grooming

At Education Evolution Academy, we believe that good personal hygiene and grooming contribute to a learner's confidence, health, and readiness to learn. All learners are expected to uphold the following standards:

- Hair
  - Hair must be clean, neat, and well-groomed at all times.
  - Extreme hairstyles, unnatural hair colours, and distracting accessories are not permitted.
  - Long hair must be tied back neatly.
  - Boys must be clean-shaven unless for religious or cultural reasons (to be communicated in writing).
- Body
  - Learners must maintain daily hygiene practices, including regular bathing/showering.
  - Use of deodorant is compulsory, particularly for older learners.
  - Clean uniforms must be worn every day.
- Skin
  - Skin must be kept clean and cared for.
  - Open wounds, rashes, or skin conditions must be attended to promptly; parents are expected to notify the school if a condition is contagious.
  - Makeup is not permitted unless for cultural or school-approved events.
- Nails
  - Nails must be kept short, clean, and neatly trimmed.
  - Coloured nail polish, nail art is permitted however artificial nails are not permitted.
- General Grooming
  - Learners must present themselves in a manner that reflects pride in their appearance and respect for the school environment.
  - All clothing, shoes, and personal items must be clean and in good condition.
  - Jewellery is limited to a wristwatch and small stud or hoop earrings for girls (no dangling earrings, or excessive accessories).

**TESTIMONIAL (To be completed by new applicants only)**

It is the responsibility of the Parents/Guardians to ensure that the Testimonial Form is timeously submitted to the Principal of your child/ward's current school who will then return the completed document to [info@eduevolution.co.za](mailto:info@eduevolution.co.za) Kindly note that the application will be considered incomplete without this document.

<b>CURRENT SCHOOL:</b>			
<b>SCHOOL CONTACT DETAILS:</b>			
<b>SCHOOL ADDRESS</b>			
<b>LEARNERS SURNAME:</b>			
<b>LEARNERS FIRST NAME (s):</b>			
<b>CURRENT GRADE:</b>			
<b>ACADEMIC:</b> <i>Comment on ability, work ethic, and behaviour.</i>			
<b>SPORT, EXTRA MURAL, CULTURAL AND CREATIVE ACTIVITIES:</b> <i>Comment on ability, interest, participation, sportsmanship and team orientation.</i>			
<b>CHARACTER AND LEADERSHIP POTENTIAL:</b>			
<b>FAMILY INVOLVEMENT:</b> <i>Comment on whether the family is involved, supportive etc.</i>			
<b><u>FINANCIAL CREDIBILITY</u></b>			
<b>STATUS OF SCHOOL FEES:</b>	PAID IN FULL	IN GOOD STANDING	IN ARREARS / BAD DEBT
<b>REMARKS ON SCHOOL FEES ACCOUNT:</b>			
<b>TESTIMONIAL COMPLETED BY (NAME AND DESIGNATION):</b>			
<b>PRINCIPAL'S SIGNATURE:</b>			
<b>SCHOOL STAMP:</b>			