

Michael Oak Waldorf School



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South Africa
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Joining a new school is a significant decision for the child, the parents and the school. It is a commitment by both parents and school to enter into a long-term relationship in the interests of the child. As a school, before offering a place to any new pupil, we need to know certain things. Some of these are legal requirements, others will provide some understanding of the circumstances.

Each application is valid for the year of application, but this can be extended by providing end-of-year reports and instructing the school that your child's name should remain on the waiting list for another year.

APPLICATION FOR ENROLMENT Please complete in BLACK INK in block capitals. Information will be treated as confidential for use in school records and parent directory.			Admin fee R500 Receipt no:
SURNAME		DATE OF BIRTH	
FIRST NAMES		SA IDENTITY NO.	
PREFERRED NAME		MALE/FEMALE	
CLASS APPLIED FOR		YEAR TO START	
Previous/current school & telephone number		Present class	
Are any monies owed to this school?		Does this child received any form of financial support? If so, please give details.	
Parent Introductory Talk / Open Day attended on:	Country of birth		
Race grouping (this information is required by the Department of Education in order to determine the extent to which equity and access are being addressed. It should be the parents and/or family's own perception of their race and not the racial classification used in the past.)			
Black/African	Coloured	Indian	Asian
White	Other		
Home language		Religion	
S.A citizen / Permanent resident/ Temporary resident		Nationality if not S A citizen	

Learning / adjustment problems and Requirements		Has this child had any of the following assessments? If so, please attach reports: <ul style="list-style-type: none"> ○ OT assessment ○ Educational assessment ○ Speech/Language/Hearing assessment ○ Psychological assessment ○ Other
General health		
Relevant medical history and current medication / treatment / therapy		
Allergies		

DETAILS OF BROTHERS AND SISTERS:

NAME	DATE OF BIRTH	CURRENT CLASS	SCHOOL/OTHER

PUPIL'S HOME

Does the child live in single home with both parents/guardians? If not, please describe home circumstances and living arrangements for the child.

CONTACT PERSON OTHER THAN PARENT IN CASE OF NEED:

Name		Cell phone number	
Relationship to pupil		Land line number	

How did you hear about Michael Oak?	Are there people you would like to put forward that we can contact for a reference? Please give contact details.
If you attended Michael Oak, please give dates.	

PARTICULARS OF PARENTS / GUARDIANS / OTHER**A Parent / Guardian / Other****B Parent / Guardian / Other**

Relationship to pupil		Relationship to pupil	
Surname		Surname	
First Name		First Name	
Title		Title	
Marital status		Marital status	
SA Identity number (Citizen / permanent / temp. resident?)		SA Identity number (Citizen / permanent / temp. resident?)	
Passport number and country of issue		Passport number and country of issue	
Home address		Home address	
Postal Code		Postal Code	
Home phone no		Home phone no	
Home fax		Home fax	
Cell phone		Cell phone	
E-mail address		E-mail address	
E-mail address for school fees		E-mail address for school fees	
Postal address:		Postal address:	
Code		Code	
Occupation / profession		Occupation / profession	
Self-employed or employer name		Self-employed or employer name	
Business address		Business address	
Postal Code		Post Code	
Business phone		Business phone	
Business fax		Business fax	

PAYMENT OF FEES

Who is responsible for paying the school fees? <input type="checkbox"/> Parent A <input type="checkbox"/> Parent B <input type="checkbox"/> Other (if Other, please copy and complete page 2 for this person as well)
What assurance can be provided that the person or entity responsible for paying fees will be able to do so on a sustainable basis (e.g. a simple income and expenditure statement)?

CORRESPONDENCE DETAILS (Please fill this section in very carefully to ensure good communication with the school)

PLEASE KEEP US NOTIFIED of any changes of address etc.

To whom should ACCOUNTS be sent?	(Parent A / Parent B / Other)	
to which address / e-mail address	(Home / Postal / Business / e-mail)	
To whom should REPORTS be posted?	(Parent A / Parent B / Other)	
To which address:	(Home / Postal / Business)	
To whom should CORRESPONDENCE be sent?	((Parent A / Parent B / Other)	
To which address	(Home / Postal / Business / email)	

AGREEMENT

- I/we, the undersigned, am aware that the acceptance of a place offered to a pupil will only be valid if I/we sign the Parent Contract, and that such acceptance will render me liable to payment of a **non-refundable placement fee of R3500**,
- I/we hereby authorize Michael Oak to conduct a consumer credit enquiry.
- I/we hereby acknowledge that a Debit Order form will be completed, allowing the school to deduct monthly school fees. This shall not apply should fees be paid annually in advance.
- I/we have handed the confidential report form to the current/previous school for completion (if applicable).
- If my child is accepted, I/we undertake to give not less than **one full term's notice in writing** to the school before withdrawing the child from the school, or, alternatively, to pay one term's fees in lieu of such notice.
- I/we enclose a non-refundable administration fee of **R500**.
- I/we accept that there will be an additional charge if a remedial assessment is needed.
- I/we attach the following:
 - High School addenda for parents and pupils (if applicable).
 - a copy of the pupil's latest school report (if applicable)
 - a copy of the pupil's **unabridged** birth certificate / SA ID document / permanent residence certificate
 - a recent photograph.
 - a covering letter explaining why Michael Oak is your school of choice.

Name

Date

Parent A's signature

Name

Date

Parent B's signature

Name

Date

Other

ADMISSIONS CRITERIA

From a pedagogical point of view, in considering a child for the school, we look at two areas: the child, and the parents or family. From the non-pedagogical side, we also have to look at finances.

The main criteria for accepting a child are:

1. that we feel confident we can meet the child's educational, emotional and social needs
2. the child will fit into the constellation of the class.

The school would be able to welcome any child, regardless of race, religion, nationality or gender, who fulfil these criteria (provided there is a space in the class). We attempt to balance culture, race and class in each group. The decision on these criteria will be based on the interview itself, school reports (where applicable), and any other verbal or written reports which might be relevant (e.g. from a psychologist, O.T, speech therapist, previous teacher, etc.) The final decision will be ratified by the High School Primary or Kindergarten Faculty.

The Kindergarten is open, in certain cases, to taking children with special needs, sometimes on a probationary basis, and subject to screening, consideration of the other children in the group, and the teacher's skills. Children should be able to toilet themselves.

Certain applications will be given preference over others, namely:

1. a sibling of a child already at the school
2. children of staff employed at the school
3. children from our playschool feeders (for Kindergarten)
4. a child coming from another Waldorf school as a result of a family move to Cape Town
5. children whose parents wish them to have the full Waldorf education (not just Kindergarten or Kindergarten and Primary)
6. Racial diversity is also a factor which will be considered

If a faculty wishes to accept a child above one who has a sibling at Michael Oak, or is the child of a member of staff at Michael Oak, this must first be ratified by College.

The admission of a child to the school and the school's obligation to support the child's ongoing education is dependent on:

1. The family's acceptance of and support for the principles of Waldorf education and the pedagogy, philosophy and spiritual practices of the school.
2. The absence of severe behavioural problems that interfere significantly with the educational experience of other students, or indicate that the school is unable to serve the best interests of the child.

The move from Kindergarten to Primary School and from Primary school to High School is not automatic. In addition to the above criteria, for the highest interests of the school and the child, consideration will also be made to:

1. Fee payment history
2. Reports from teachers

If a child leaves the Kindergarten to attend another school, this may jeopardise the chances of a younger sibling being accepted.

LANGUAGE

The Kindergarten is open to taking children with no English. Since classes 1 to 3 have a strong emphasis on establishing literacy, which can only be done on the basis of a sound understanding of language, a child must have a good knowledge of English before entering these classes. For class 1, a child whose mother-tongue is not English should have spent two years in our Kindergarten. In older classes, non-acquaintance with English need not necessarily be a barrier to acceptance, but the teacher must be confident that the potential for quick learning and plenty of home support and encouragement are there. If extra language lessons are required, the family may be required to pay for these.

THE PARENTS

In general, the main criterion for prospective parents is a high level of commitment and practical and moral support for Waldorf education. This includes a requirement to work together with the teachers and the school.

Parents are required to attend one of the school's Open Days or Parent Introductory Programme talks, and to fully inform themselves about the school so that they can really support our aims and methods.