



## THE APPLICATION REQUIREMENTS AND PROCESS

### THE REQUIREMENTS

1. The online application form must be completed in full and signed by both parents.
2. The following documents must be available to upload with the online application form:
  - a. Proof of payment of the non-refundable administration fee of R500.
  - b. Copy of unabridged birth certificate/ passport / identity document of your child
  - c. Most recent school report where applicable.
  - d. Other assessments and reports e.g. Educational Psychologist report, Occupational Therapist report, etc.
  - e. Copy of **BOTH** parents' identity document / passport where applicable
  - f. Latest 3 months bank statement for **BOTH** parents even if only one parent is responsible for the school fees.
  - g. Parent's motivation letter explaining why you have chosen Michael Oak as well as a brief picture of your child's development, strengths and weaknesses.
  - h. High school students to submit a motivation why they have chosen Michael Oak.
  - i. The confidential report must also be sent to the current school for completion.

### THE PROCESS

1. A routine credit check will be made by our school Business Manager, which includes checking payment history etc. with the current/previous school.
2. The teacher/class guardian of the relevant class will review the applications received with the faculty, and interviews will be set up by the enrolment secretary when instructed by the faculty.
3. Please note that we do not interview if the class is full, but will keep the application on our waiting list.
4. You may renew the application for the following year (without further cost) by completing a new application form and attaching the latest end-of-year reports. If this is not done, the application will lapse.
5. When an interview is authorised, there might be a short financial interview with the school Business Manager, and the parents and child will meet with a teacher or class guardians.
6. In applications for Class 1 we will arrange for a school readiness screening, usually before the pedagogical interview takes place. In other primary school applications an assessment may be arranged with our remedial teacher. Costs will be advised.
7. High school applications may be referred to the school counsellor, and an interview with her may be required.
8. Acceptance is not guaranteed. Subsequent to the interview, the application will be

reviewed by the faculty, considering the current class constellation, as well as the needs of the applying child, before deciding on acceptance.

9. You will be notified in writing if your child has been accepted or if the application was declined.
10. On acceptance parents will receive an acceptance letter, parent contract and debit order agreement to be completed and returned before the child's first day of school.
11. A non-refundable placement fee of R3500 is also payable within 30 days of receipt of the acceptance letter.
12. The contract must be initialed and signed by both parents.
13. The school reserves the right not to disclose reasons for declining an application, except in the case of credit ratings.

For any further information please contact the secretary, every weekday between 8h00 and 15h00, or email [enrolment@michaeloak.org.za](mailto:enrolment@michaeloak.org.za)

Please visit our website for more information about our school – [www.michaeloak.org.za](http://www.michaeloak.org.za)

Banking details for the administration fee:

Michael Oak Waldorf School  
Standard Bank  
Account Number: 071876049  
Branch: 025109  
Ref: Child's Name