

HAPPY HOME ACADEMY

2 GIBAUD ROAD
 SYDENHAM
 PORT ELIZABETH
 6001

Tel: 041 451 1243
 Fax: 0862680960
 Email: admin@hhacademy.co.za
 EMIS No: 200100063
 Exam Centre No: 4342102



OFFICE USE ONLY					
Date received:			Grade Applied for:		
Interview Date:			Interview Time:		
Accepted:		Not Accepted:		Reason for rejection:	
Admission Date:			Admission Number:		
Application received by:					

PHOTO

TO BE COMPLETED BY THE PRINCIPAL OF THE LEARNERS CURRENT SCHOOL

ADMISSION TO HAPPY HOME ACADEMY

The following learner would like admission at the above mentioned school, we would appreciate it if the following information would be provided by the learner's current/previous school.

Thank you for your co-operation.

<u>APPLICANT:</u>										
Full Name/s:										
Surname:				Current Grade:						
ID/Date of Birth:										
Name of current school:										
Tel No of current school:				Fax No:						
Email address of current school:										
Attendance at current school from:				TO						
Parent involvement at current school:	Good			Satisfactory			Not Satisfactory			
ACADEMIC PERFORMANCE	Compared to the learners current class:			TOP	MIDDLE			BOTTOM		
ANY EFFORT APPLIED BY THE LEARNER:	Yes			No						
LEADERSHIP: Please state whether the learner has any leadership position at his/her current school:										
BEHAVIOUR/ATTITUDE	Exemplary		Good		Satisfactory		Not Satisfactory			
Fees:	Per Month:				Per Year:					
School fees:	Paid up to date:				In arrears:					

<u>Principal Signature:</u>	<u>Date:</u>	<u>School Stamp</u>
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Please be informed that a **R200 application fee** will be payable when application form is submitted. The applicant will then be expected to write a test and be interviewed before he/she will be accepted (dates and times will be arranged by the school administrator).

The following documents must accompany the admission form:

- A copy of the learner's identity document or birth certificate.
- A copy of both biological parents' identity documents.
- A copy of the learner's UNABRIDGED CERTIFICATE if biological parents' identity documents are not available.
- A copy of the death certificate if either parent is deceased.
- A copy of proof of residential address. N.B. offer to purchase is not acceptable.
- A copy of learner's latest report
- Transfer letter from previous school
- Clinic Card (Grade R – 3)
- 3 Months payslip

If the applicant is accepted fees will be as follow: **Grade R – Registration – R500**
Monthly – R1250

Grade 1 – 3 – Registration – R 1 000
Monthly – R1 500

Grade 4 – 6 – Registration – R 1200
Monthly – R 1500

Grade 7 – Registration – R1500
Monthly – R 1650

Grade 8 – 10 – Registration – R1500
Monthly – R 1800

Grade 11 – Registration – R 1500
Monthly – R 1900

Grade 12 – Registration – R 1500
Monthly – R 2100

APPLICATION AND ADMISSION PROCEDURES

We welcome your interest in seeking admission for your child/children at Happy Home Academy.
Please complete the attached form and read the terms and conditions carefully before returning it to school.

1. This contract will become binding on signature and may not be cancelled unless:
 - 1.1 The student fails to satisfy the entrance requirements of Happy Home Academy,
 - 1.2 Insufficient enrolments are received by Happy Home Academy to justify, at Happy Home Academy's discretion, the running of the course/subject for which the student has enrolled.
 - 1.3 In the event of cancellation, 10% of the total cost of the course/subject/s will be charged, and cancellation must be made within 14 working days prior to commencement of the course/subject/s.

2. The registration is non-refundable under any circumstances.
3. The signatories (student and sponsor/parent/guardian) shall be jointly and severally liable to Happy Home Academy for the full tuition fees according to the method of payment indicated in this contract.
4. Subject to paragraph 2 above, fees are non-refundable.
5. Failure by the student to attend scheduled classes will not reduce liability for the full tuition fees as signed for in this contract.
6. Should the money due under this contract not be paid on due date, the student may be excluded from attending further classes until such time as all outstanding amounts due have been paid, without prejudice to any other rights Happy Home Academy may have. Exclusion from such classes will not relieve the signatory/ies of any obligation to pay the full fees as set out herein.
7. It is the responsibility of the student to avail him/herself for all examination dates and venues.
8. Happy Home Academy reserves the right to request the originals of all documentation required prior to registration of the student.
9. No guarantees, promises or representation of any nature are made by Happy Home Academy pertaining to the student's enrolment for courses/subjects selected by the student with regard to the student's success or failure or otherwise.
10. Happy Home Academy may from time to time institute rules and regulations deemed necessary relating to student attendance, conduct and related matters.
11. Happy Home Academy reserves the right to conduct searches at any of their premises for alcohol or dangerous weapons. Alcohol and drug testing may also be conducted randomly.
12. The cost per subject is as per the attached schedule.

I/We the undersigned have read, completed and understand the contents hereof and hereby jointly and severally accept all terms and conditions.

STUDENTS (SIGN)

PRINT NAME (STUDENT)

DATE

PARENT/GUARDIAN

NAME (PARENT/GUARDIAN)

DATE

VISION
Discipline, Inspiration, Dedication

MISSION

To provide the best possible education for all learners through:

- A culture of learning characterized by the school's values of Faith, Integrity, Respect and Excellence.
 - Passionate, qualified, dedicated and enthusiastic staff.
- To develop in learners a sense of personal self worth by providing a strong school ethos, a Christian value system and a sense of history, respect and tradition.

School rules

1. School gate closes at 7H45 in the morning sharply. Every student that comes to school after 7H45 will be regarded as late and will not be able to enter the school. School ends at 13h00 for Grade R – 3 and at 14h00 for Grade 4 - 12.
2. Students should be at school by 7h45, should a learner enter the school after that a fine will be payable of R5 to enter. However the fine is only payable from 7h55 – 8h00 after that the school gate will be closed and no student will be able to enter.
3. The high school is making use of e-learning therefore a tablet is needed. Textbooks will then be loaded on to the tablets for them. **P.S The safekeeping of the tablet is the learner's responsibility and the school will not be held responsible for any damages or loss.**
- Signature
4. No make-up whatsoever is permitted.
5. All clothing and belongings are to be clearly marked at all times.
6. No jewellery other than a watch or medic alert disc is permitted. All piercings must be empty, girls are only allowed to wear small studs in their ears (silver/gold).
7. No learner may leave the school premises during school hours without prior permission from the principal on written request from the parent. When leaving, learners must present a signed permission note to the secretaries office.
8. In case of illness, the learner is to report to the class teacher with a note from the subject teacher. If the learner Needs to go home, he/she will be sent to the secretary who will make the necessary arrangements.
9. Learners are to be in the classroom during lesson times, if they are caught in the passages without a pass they will be punished.
10. Contact details are to be updated always by parents/guardians who live with the learner. The school will not be held responsible for any information that is not received due to change of details.

11. Learners should be dressed in full uniform daily failure to have the appropriate uniform will result in the learner being sent home. Please refer to the Code of Conduct/school dairy for guideline.

12. Hairstyles should be as follows:

Girls: No hairstyle, extensions or hair colour to draw unnecessary attention.

Braided hair, only con-row (natural hair colour only) to conform to a simplistic and single layered style. (NO THICK BRAIDS, SOFT BRAIDS OR SINGLE BRAIDS).

No artificial single dreadlocks.

Long hair needs to be plaited or tied back so as to be neat and tidy.

No hair allowed in face or hanging over the eyes.

Short hair to be tidy.

Hair must be neatly groomed (combed).

Hair accessories – only navy blue or black hair bands not wider than 3cm, or plain hair grips may be worn.

No bows, banana clips or pantyhose are to be used as hair accessories.

Gel applied conservatively is permitted.

Shaving slits into eyebrows is strictly not allowed.

Boys: It must be neat and tidy.

When in doubt, be conservative. Keep it short.

The top, front, sides and back must be same size.

No colouring of hair is allowed.

Current fashionable hairstyles (fade, mohok) that do not conform to all of the above, will not be acceptable i.e shaved sides and back where hair has not been graded from the bottom up in a proper manner and where hair has been left on the top of the head.

Shaving slits into eyebrows is strictly not allowed.

No Mandela

Clean facial shave

13. Out of Bounds

The following areas are out of bounds to learners:

- The area behind the Director's office (unless when doing sports)
- The parking area at the lakeside.
- The area on the left side of the security room.
- The Lake
- Home Affairs premises.

STUDENTS (SIGN)

PRINT NAME (STUDENT)

DATE

PARENT/GUARDIAN

NAME (PARENT/GUARDIAN)

DATE

APPLICATION FOR ADMISSION									
PUPIL INFORMATION									
GRADE APPLIED FOR			TERM		YEAR	HIGHEST GRADE PASSED:			
YEAR WHEN GRADE WAS PASSED:			PUPILS SURNAME:						
PUPILS NAME/S						INITIALS		AGE	
I.D OR PASSPORT NO						DATE OF BIRTH			
GENDER	MALE	FEMALE	COUNTRY OF RESIDENCE						
PUPIL MOBILE NUMBER					CITIZENSHIP				
PUPIL E-MAIL						RELIGION			
HOME LANGUAGE					HOME TELEPHONE NO				
PHYSICAL ADDRESS:				POSTAL ADDRESS:					
IS THE STUDENT A BOARDER				YES	NO				
DECEASED PARENT		NONE	MOTHER	FATHER	BOTH				
MODE OF TRANSPORT									
DEXTERITY OF LEARNER		RIGHT HANDED		LEFT HANDED		AMBIDEXTROUS			
PUPIL MEDICAL INFORMATION									
MEDICAL AID NAME					BLOOD TYPE				
MEDICAL AID NUMBER									
MAIN MEMBER									
CHRONIC ILLNESSES (OF LEARNER)									
ALLERGIES (OF LEARNER)									
SIBLINGS									
NUMBER OF CHILDREN AT THIS SCHOOL:			POSITION IN THE FAMILY (E.G FIRST):						
PLEASE SUPPLY FULL NAMES BELOW:									
NAME:					GRADE:				
NAME:					GRADE:				
NAME:					GRADE:				
PARENT/GUARDAIN DETAILS									
RELATIONSHIP TO PUPIL	FATHER	STEP-FATHER	OTHER	MOTHER	STEP-MOTHER	OTHER			
WITH WHOM DOES THE PUPIL RESIDE	FATHER	STEP-FATHER	OTHER	MOTHER	STEP-MOTHER	OTHER			
TITLE:	INITIALS:					TITLE:	INITIALS:		
MARITAL STATUS:	MARRIED	SINGLE	DIVORCED	SEPARATED		WIDOWED			
COMMUNICATION TO:	FATHER	MOTHER	BOTH PARENTS		LEGAL GUARDIAN				

SURNAME			
FIRST NAME/S			
ID OR PASSPORT NO			
MOBILE NUMBER			
E-MAIL ADDRESS			
OCCUPATION			
NAME OF BUSINESS			
IF SELF EMPLOYED, PLEASE SPECIFY THE INDUSTRY YOU WORK IN			
E-MAIL ADDRESS: (WORK)			
E-MAIL ADDRESS: (HOME)			
TELEPHONE: (WORK)			
TELEPHONE: (HOME)			
POSTAL ADDRESS OF PARENTS/GUARDAINS			
EMERGENCY CONTACT NUMBERS		1	2
NAME OF EMERGENCY CONTACT			
RELATIONSHIP TO PUPIL			
WHO WILL BE RESPONSIBLE FOR THE LEARNERS SCHOOL FEES		MOTHER	FATHER
IF OTHER, PLEASE COMPLETE THE FOLLOWING DETAILS:		NAME:	OTHER
		SURNAME:	
POSTAL ADDRESS:			
ID/PASSPORT:			
CONTACT DETAILS:			
RELATIONSHIP TO LEARNER:			
PAYMENT AGREEMENT			
I/We undertake to pay school fees as follows: Please indicate with a cross which option you have chosen.			
	A	In full before 31 January 2019 and I understand I will receive a 5% discount.	
	B	Monthly, over 11 months, strictly by Debit order. Please fill in the attached Debit order Form.	
	C	Trust Fund : Please provide the name of the Trust Fund:	
The above is necessary for Budgeting Purposes.			
I/We authorize the school to do credit bureau checks on me/us in the event of any school fees due by me/us not being paid.			

I/We authorize the school to inform any relevant credit bureau and have my/our name listed with them.

School fees are a statutory debt which is prescribed by law and may NOT be referred to a Debt Counsellor for debt review under section 129 of the National Credit Act. Schools are exempt from the National Credit Act.

REASON FOR CHOOSING HAPPY HOME ACADEMY:

HOW DID YOU HEAR ABOUT HAPPY HOME ACADEMY:

HAS YOUR CHILD EVER EXPERIENCED LEARNING DIFFICULTIES? IF YES, PLEASE EXPLAIN:

HAS YOUR CHILD EVER BEEN SUSPENDED OR EXPELLED FROM, OR REFUSED ADMISSION INTO ANOTHER SCHOOL? IF YES, PLEASE EXPLAIN:

HAS YOUR CHILD EXPERIENCED DISCIPLINE/BEHAVIOURAL DIFFICULTIES? IF YES, PLEASE EXPLAIN:

DOES YOUR CHILD HAVE A MEDICAL PROBLEM/DISABILITY/PHYSICAL HANDICAP? IF YES, PLEASE EXPLAIN:

HOW WILL YOUR CHILD BE TRANSPORTED TO AND FROM SCHOOL?

I/We hereby confirm that all details provided are correct and undertake to inform the school immediately of any changes to the details included herein.

FALSIFICATION OF ANY OF THE ABOVE WILL RESULT IN YOUR APPLICATION BEING REJECTED

Signature of Father/Guardian		Date	
Signature of Mother/Guardian		Date	
Signature of Learner		Date	

Bank Details:	Acc Name: Happy Home Academy
Primary School	Acc Number: 251 034 402
	Branch: Berry's Corner
	Branch Code: 024 210
	Bank: Standard Bank
	Reference: Child's Name, Surname & grade
	(Please provide proof of payment via
	Email: admin@hhacademy.co.za /
	Fax: 086 268 0960

Bank Details:	Acc Name: Happy Home Academy
High School	Acc Number: 242 080 502
	Branch: Berry's Corner
	Branch Code: 024 210
	Bank: Standard Bank
	Reference: Child's Name, Surname & grade
	(Please provide proof of payment via
	Email: admin@hhacademy.co.za /
	Fax: 086 268 0960

FOR OFFICE USE ONLY:

<u>DOCUMENTS</u>	<u>RECEIVED</u>
1. A copy of the learner's identity document or birth certificate	
2. A copy of both biological parents' identity documents	
3. A copy of the learner's UNABRIDGED CERTIFICATE if biological parents' identity documents are not available	
4. A copy of the death certificate if either parent is deceased	
5. A copy of proof of residential address	
6. A copy of learner's latest report	
7. Transfer letter from previous school	
8. Clinic card (Grade R – 3)	
9. 3 Months payslip	

The School implements the CAPS curriculum, as set out by The South African Education Dept., which is learner-driven thus ensuring that each individual develops his/her potential to the fullest.

There are five major streams in this School: Foundation phase (Grades R – 3), Intermediate phase (Grades 4 – 6), GET phase (Grades 7 – 9) FET phase (Grades 10 – 12) and Matric School for those who have to rewrite the examinations. We offer the following subjects:

EACH LEARNER MUST PLEASE COMPLETE THE FOLLOWING SUBJECT CHOICES ACCORDING TO THEIR GRADE

FOUNDATION PHASE (R – 3)

<u>SUBJECTS</u>
English HL
Afrikaans FAL
Mathematics
Life Skills

Grades R – 3 does not have any subject choices all the above mentioned subjects are compulsory for them.

INTERMEDIATE PHASE (4 – 6)

<u>SUBJECTS</u>
English HL
Afrikaans FAL
Mathematics
Natural Sciences & Technology
Social Sciences
Life Skills
Bible Studies
Computer Skills

Grades 4 - 6 does not have any subject choices all the above mentioned subjects are compulsory for them.

GET PHASE Grade 7

<u>SUBJECTS</u>
English HL
Afrikaans FAL
Mathematics
Natural Sciences
Technology
Social Sciences
Economics and Management Science
Creative Arts
Life Orientation
Bible Studies
Computer Skills

Grades 7 does not have any subject choices all the above mentioned subjects are compulsory for them.

GET PHASE (8 – 9)

<u>SUBJECTS</u>	<u>CHOICE</u>
Afrikaans FAL	
IsiXhosa FAL	

Grade 8-9 must have a minimum of 9 subjects, the only choice is between Afrikaans FAL and IsiXhosa FAL the rest of the subjects is compulsory. (English HL, Life Orientation, Mathematics, Creative Arts, Social Sciences, Natural Sciences, Technology, Economics and Management Science).

FET PHASE (10 – 12)

<u>Commerce:</u>		<u>Science:</u>	
Accounting		Physical Science	
Business Studies		Life Science	
Mathematics		Mathematics	
English HL		Afrikaans FAL	
Afrikaans FAL		IsiXhosa FAL	
IsiXhosa FAL		English HL	
Tourism		Tourism	
Life Orientation		Life Orientation	
Mathematical Literacy		Mathematical Literacy	
Geography		Geography	

Grade 10 – 12 must have a minimum of 7 subjects. English HL, Life Orientation, one First Additional Language and Mathematics/Mathematical Literacy is compulsory. They will then have a choice between the remaining subjects.



GENERAL INDEMNITY FORM

I, the undersigned,

FULL NAME: _____

ADDRESS: _____

CONTACT DETAILS: _____

the parent/legal guardian of the under mentioned learner who is enrolled and accepted by HH Academy subject to the terms set out herein:

NAME OF LEARNER: _____

I authorise that the aforesaid learner may be involved in all excursions undertaken by his/her group or class during school days as part of his/her learning experience and, where applicable, I agree that he/she may utilise the transport arranged by the School for such excursions. I also indemnify the school for any damages or losses that I as parent/guardian of the above learner may suffer under such circumstances and voluntarily accept the risks associated herewith.

In the event of the aforesaid learner making use of the bus service to and from the School, I acknowledge that I am aware that such services is operated by an independent contractor and that the School does not accept any responsibility therefore. The School has, however, in awarding the right to operate the service, laid down certain conditions to ensure that the bus company complies with the safety regulations and that the driver is sober and experienced with a proven and unblemished record.

I further more understand that photo's might be taken at such excursions or events at school and acknowledge that my child might be captured in them and that the school make use of these photo's for their website, Facebook page, school magazine and brochures.

SIGNED AT _____ ON THIS _____ DAY OF
_____ 20 ____

WITNESSES:

1. _____

2. _____

PARENT/LEGAL GUARDIAN

PARTNERSHIP CONTRACT:

Partnership contract between HH Academy and

Parent/Guardian of who is in grade in 20.....

1. Background:

The signing of the partnership between the above mentioned parties emphasises the responsibility for the decision taken in respect of the afore-mentioned learner. This contract stipulates the collaborative support, responsibility and commitment of all parties to ensure the future promotion or progression of the above mentioned learner.

2. COMMITMENT MADE

2.1 I Parent/Guardian of the above mentioned learner understand that the **registration fee of R500/R1000/R1200/R1500 should be paid by** and failure to do so will result in my child losing his/her space.

2.2 I undertake to pay the **school fees in advance every month** to ensure the smooth running of the school. **Failure to do so or half payment will result in 10% interest being payable.**

2.3 We also agree that failure to pay school fees on time the parent may be asked to keep their child/ren at home.

2.4 If any further problems occur, this matter will be handed over to our lawyers for collection. The parent/guardian shall be held liable for the payment of the legal fees.

2.5 The parent and learner will ensure regular school attendance, completion of School Based Assessment Tasks and setting of achievable targets to track the learner's progress.

2.6 However, the future success of the learner is dependent on his/her diligence and the positive role and influence of the parent/guardian.

2.7 The contract is an undertaking in good faith and a commitment by the parent and school to motivate the learner to succeed in his/her renewed efforts to make the required academic progress.

2.8 **Access cards:** the school make use of an access card system, these cards are issued on a monthly basis and only learners who are up to date with their school fees receive the access card. It is the learners responsibility to bring the access card to school daily as they are checked before lessons start and without the access card the learner will not be allowed into class. The learner should also take responsibility by looking after their cards because a replacement card will cost R5, should the learner not bring/loose the access card.

3. This done and signed by the following persons:

	NAME	SIGNATURE	DATE
PARENT/GUARDIAN			
LEARNER			
SCHOOL REPRESENTATIVE			

I choose the address given below as the address to which all notice may be sent, which all legal process may be served on me and to whom all finance related issues can be communicated to.

Signed at this day of 20.....

Signature of Parent/Guardian/Custodian

Residential Address:

.....
.....

Postal Address:

.....

Tel No: Home: Work: Cell:

Signature of School Bursar:

Witness Signature: