



# MYNGENOEGEN ENGLISH PRIVATE SCHOOL

Plot 2, Myngenoegen  
P.O Box 55286  
Polokwane

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Reg. No.: 2010036  
Emis No: 0922223261

## APPLICATION FOR ADMISSION 2018

ADMISSION #: \_\_\_\_\_ Date of Admission: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The following **must** be handed in **with** this application form:

1. The child's ORIGINAL birth certificate - Certified
2. The child's ORIGINAL passport (for foreign learners) – Certified
3. 2 identity photographs of the child
4. A copy of the child's latest report
5. A copy of proof of residential address (e.g water and lights account) not older than 3 months
6. Copies of both parents' identity documents – certified copy

Grade Applying for: \_\_\_\_\_ Highest Grade Passed: \_\_\_\_\_ Year when grade was passed: \_\_\_\_\_

Surname of learner: \_\_\_\_\_

Child's First Names (in full): \_\_\_\_\_

Other names: \_\_\_\_\_ Nick Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ I.D / Passport No. \_\_\_\_\_

Country of residence: \_\_\_\_\_ Citizenship: \_\_\_\_\_

If SA Indicate Province of Residence: \_\_\_\_\_ Religion: \_\_\_\_\_

Child's Home Language: \_\_\_\_\_ Hostel required: YES / NO

**N.B – Please supply correct and complete contact numbers & email addresses for contact and correspondence purposes.**

	FATHER/GUARDIAN	MOTHER/GUARDIAN
FIRST NAMES		
SURNAME		
IDENTITY NUMBER		
MARITAL STATUS OF PARENTS		
OCCUPATION		
EMPLOYER		
EMPLOYER ADDRESS		
PERSAL / PERSONNEL NUMBER		
WORK TELEPHONE NUMBER		
HOME TELEPHONE NUMBER		
CELLULAR NUMBER		
EMAIL ADDRESS		
PHYSICAL HOME ADDRESS		
CITY/SUBURB		
POSTAL ADDRESS		

**WOULD YOU PREFER TO RECEIVE MONTHLY STATEMENT OF ACCOUNTS VIA E-MAIL? YES / NO**

**IF YES, PLEASE SUPPLY NECESSARY E-MAIL ADDRESS:** \_\_\_\_\_

Means of transport:      Bus          Taxi          Car          Hostel   

Transport name: \_\_\_\_\_

Transport contact details: \_\_\_\_\_

Name of previous school: \_\_\_\_\_

Previous school address: \_\_\_\_\_

Grade: \_\_\_\_\_      Province: \_\_\_\_\_      Country: \_\_\_\_\_

Reason for applying to MEPS: \_\_\_\_\_

How did you hear about MEPS (Friend, family, advertisement, etc): \_\_\_\_\_

Do you already have a child at MEPS School?

Yes       No      (please tick)

If yes, please state child's name, and class/grade:

\_\_\_\_\_

**Any special illness / problems suffered by the child?**       Yes       No      (please tick)

If yes, please detail:

\_\_\_\_\_

**REFEREE**

Kindly supply below the name, contact details and address of a family friend or Minister of Religion:

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION:**

Please read very carefully before signing as this form is a legal and binding document.

**Are you or have you applied for administration, debt review or Sequestration?**       Yes       No

If yes, please detail: \_\_\_\_\_

\_\_\_\_\_

***FALSIFICATION OF ANY OF THE ABOVE WILL JEOPARDISE YOUR CHILD'S APPLICATION AND REGISTRATION***

\_\_\_\_\_  
NAME – PARENT / GUARDIAN

\_\_\_\_\_  
SIGNATURE – PARENT / GUARDIAN

\_\_\_\_\_  
NAME – WITNESS

\_\_\_\_\_  
DATE

**To be completed by the person responsible for the child's school fees**

Full Name and Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work contact number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ACCOUNT PAYER

\_\_\_\_\_  
DATE SIGNED

# MYNGENOEGEN ENGLISH PRIVATE SCHOOL

## RULES & REGULATIONS

### **A. Code of Discipline**

The code of Discipline prescribes a set of rules and regulations that guides student behavior in order to create an environment that is conducive to learning and growth.

This code should be followed by the students anytime they are within the school vicinity, during school programs and affairs, and whenever they are wearing their school uniform.

### **B. Intervention Procedures**

Students who do not follow the Code of Discipline will usually be given verbal warnings followed by written disciplinary warnings once the undesired behavior recurs. The parents will be called in to discuss how to work together to improve the child's behavior, if it is a second written warning of the same nature. If the undesired behavior still persists, the school will impose detention, suspension, or expulsion as disciplinary actions. However, the school may reclassify an offence or impose a heavier penalty immediately without going through the sequence of disciplinary actions mentioned, depending on the seriousness of the violation.

Offences are classified into 3 categories: Minor, Major, and Grave. However, these classifications are not absolute. The school may reclassify specific offences on a case to case basis.

### **C. Minor Offences**

Minor offences are those that would first receive a verbal warning and conduct point will be deducted at the discretion of the teacher. Repeatedly doing the same offence would result in written disciplinary warnings and parents will be notified and invited to come for a conference. The following list is not exhaustive; the school may classify other improper behaviors as minor offences.

1. Dress code and hairstyle violations
2. Late in coming to school or in-between periods
3. Excessive talking, playing, standing, walking, or doing things that disrupt classes
4. Shouting or making excessive noise in hallways
5. Playing rough games
6. Running in the hallway or up and down the stairs
7. Not following orders or showing disrespect to teacher or staff by answering back, not paying attention, doing other things, or being sarcastic
8. Leaving the room without permission
9. Hitting, or hurting a classmate
10. Using foul I languages or obscene gestures
11. Dishonesty
12. Cutting classes
13. Littering

14. Loitering or going to an off-limits area
15. Bringing banned items such as trading cards, cell phones, i-pods, etc. (items will be confiscated and may not be returned I may only be returned at the end of the school year)
16. Not returning report cards or other school documents on time
17. Failure to submit homework
18. Teasing

#### **D. Major Offences**

Major offences are those that immediately call for a written warning and a meeting with the parents. Detention or suspension may be imposed without any prior warning, depending on the seriousness of the case. The following list is not exhaustive; the school may classify other improper behaviors as major offences.

1. Stealing
2. Cheating
3. Leaving the school premises without permission
4. Destroying school property
5. Vandalizing
6. Threatening, hitting, or hurting students, teachers, staff, or visitors
7. Smoking, drinking liquor, or gambling
8. Affiliation with fraternities or sororities
9. Possession of pornographic materials or cigarettes (they will immediately be confiscated and will not be returned)

#### **E. Grave Offences**

Grave offences are offences which are so serious that they call for expulsion

Expulsion is a penalty involving the removal of an undesired student from the school rolls. The student is not allowed to attend classes anymore, but is allowed to transfer to another school.

1. Gross misconduct
2. Immorality
3. Carrying a deadly weapon
4. Using, selling, and/or having in possession prohibited drugs
5. Assaulting students, teachers, staff, or visitors.

#### **F. Fees/ Payments**

School/Hostel Fees shall be paid regularly and in advance, month, termly or yearly.

I, have read the Terms & Conditions and furthermore understand that,

- I may be held liable for any damage caused by the learner to school property
- I understand to notify the school of any changes to my marital status and/or residential or business address or contact details
- I will not hold the school liable for any damages, theft or losses my child may occur during his time at school
- I consent for my child to participate in school activities and will not hold the school responsible for any injuries caused to my child during such events

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Name of Parent I Guardian

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DATE

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SIGNATURE