

## ADMISSION POLICY (Updated: 9/04/2024) **2025**

Thank you for your interest in *Bellville Christian Academy*. We a Private School registered with the Western Cape Education Department. The purpose of the Academy is to provide your child, with a Christ-centered education, teaching your child the principles of a high-quality moral character, self-discipline, individual responsibility, personal integrity and good citizenship. We use the Biblical based, Accelerated Christian Education (ACE) Curriculum. We strive to:

- Lead each child to God. (John 3.3)
- Teach and prepare each child for a Godly adult life. (Ps 119.105)
- Teach each child how to witness. (Mat 28.19-20)
- Inspire the fear of the Lord, which is the beginning of all wisdom. (Prov. 8.13)
- Support each child in living a holy, consecrated life. (2 Cor 6.17)
- Teach each child a life of praise and worship. (Ps 95.6)
- Instill the principles of stewardship and values. (1 Cor 15.31)

After you have prayerfully made a decision to enroll your child; this must be seen as a matter of conviction and not preference, please follow the procedures as listed below:

1. Peruse all documentation included in the Student Enrolment Package
2. Complete the necessary documentation
3. Dates and Results for diagnostic testing (if necessary) will be discussed.
4. **PLEASE BRING THE FOLLOWING:**

- **Student Enrolment Forms**
- **a recent Photo of your child**
- **a copy of your child's Birth Certificate**
- **latest Report Card (if applicable)**
- **Physical and Immunization Certificate**
- **ID document(s) of parent(s)/guardian(s)**
- **proof of Residential Address (not older than 3 months)**
- **transfer letter from previous school**
- **financial clearance certificate from previous school**

Management will make a decision regarding the enrolment of your child. Please feel free to contact us should you need any additional information.

**Pastor JL Maritz**

**Date of interview:**

**Office email: info@bcaschool.co.za**

**Interviewed by:**

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## STANDARD OF CONDUCT AGREEMENT

Student's Full Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

The student's attitudes, conversation and behavior reflect the character of the institution from which he derives his training.

### **The student and his/her parent/guardian hereby agree to the following:**

I will be an ambassador of *Bellville Christian Academy* at home and in public, as at school. I will uphold the rules and guidelines of *Bellville Christian Academy* and maintain behaviour, which exemplifies courtesy, kindness, morality and honesty. I will strive to be of unquestionable character in dress, conduct and other areas of life. I agree to abide by the above standard of conduct and other regulations, which may be introduced over time, as expected of each student enrolled at *Bellville Christian Academy*. I understand that it is expected of me to abide by these throughout my enrolment at *Bellville Christian Academy*. Should I be found to be out of harmony with *Bellville Christian Academy's* principles of work and standards of conduct I may be invited by the Management to withdraw from *Bellville Christian Academy*, or I may be suspended or expelled should the Management decide that it is necessary.

\_\_\_\_\_  
Signature/Name of Student

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**STANDARD OF CONDUCT QUESTIONNAIRE**

**Student's Full Names:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

This form reflects the school's attempts to secure who would best adjust to the rigor of a highly disciplined training program characterized by high standards of personal conduct.

Have you ever been expelled, dismissed or suspended from school? **Yes / No**

Have you ever experienced disciplinary difficulties at school? **Yes / No**

Do you accept the Bible as God's Word and will you submit yourself to its principles as the final authority? **Yes / No**

Have you ever used narcotics (drugs) of any kind? **Yes / No**

Will you commit yourself to not to display in any way anti-Christian symbols? **Yes / No**

Will you agree to be an example and ambassador of *Bellville Christian Academy*? **Yes / No**

Will you honestly agree to keep all the school rules and respect authority without being negative and critical? **Yes / No**

Why do you want to attend this school?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature/Name of Student**      **Signature of Parent/Guardian**      **Signature of Parent/Guardian**

\_\_\_\_\_  
**Name of Student**      **Name of Parent/Guardian**      **Name of Parent/Guardian**

\_\_\_\_\_  
**Date**      **Date**      **Date**

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## STATEMENT OF DISCIPLINE

**Student's Full Names:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

We at *Bellville Christian Academy* believe that discipline is not punishment or something that is done **to** the child. We believe discipline is what is done **for** a child; it is correction that employs inward motivation to help the student mature and assume responsibility.

We, the undersigned parents/guardians, recognize that, from time to time, children take issue with actions with which they do not agree and are prone to criticize statements out of context. Since this is normal for children, we pledge that, should such occur, we will support the school staff and call them for further details when we have a question concerning an incident.

We further realize that building strong relations with our child's Educator in order to help in training of our child is as much our responsibility as that of *Bellville Christian Academy*.

We will pray for and co-operate with the staff in discipline and accept their judgement in such school's matters; lay a spiritual foundation through a Godly example in our home; support the school's character training; follow through with any work, assignments, or slips to be signed; see that our child arrives at school on time; send written excuses for absence or tardiness; co-operate in training our child to respect school property and pay for the abuse of the same; attend all parent functions; and assist in positively publicizing the school and its program among friends.

We realize it is a privilege and not a right for our child to attend *Bellville Christian Academy*.

It is our intention to abide by the decisions of and support the discipline procedures of *Bellville Christian Academy*.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Name of Parent/Guardian**

\_\_\_\_\_  
**Name of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

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**PERSONAL INFORMATION OF STUDENT**

**Surname:** \_\_\_\_\_

**First Names:** \_\_\_\_\_

**ID Number:** \_\_\_\_\_ **Gender:** **Male / Female**

**Residential Address:** \_\_\_\_\_

\_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**School attended:** \_\_\_\_\_ **Last Grade completed:** \_\_\_\_\_

**Family Physician:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Any allergies or medical conditions?**

\_\_\_\_\_

**FOR CEMIS PURPOSES ONLY: RACE:** \_\_\_\_\_

**HOME LANGUAGE:** \_\_\_\_\_

**BIRTH PLACE:** \_\_\_\_\_

**Name of Church student attends? (If applicable)** \_\_\_\_\_

\_\_\_\_\_  
**Signature/Name of Student**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Name of Student**

\_\_\_\_\_  
**Name of Parent/Guardian**

\_\_\_\_\_  
**Name of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

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**PERSONAL INFORMATION FATHER/GUARDIAN**

**Surname:** \_\_\_\_\_

**First Names:** \_\_\_\_\_

**ID:** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_

\_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Telephone - Home:** \_\_\_\_\_

**Telephone - Cell:** \_\_\_\_\_

**Telephone - Work:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Employer (company):** \_\_\_\_\_

**Position held (designation):** \_\_\_\_\_

**FOR CEMIS PURPOSES ONLY:**      **RACE :** \_\_\_\_\_

**HOME LANGUAGE:** \_\_\_\_\_

**BIRTH PLACE:** \_\_\_\_\_

**I hereby confirm that the above confirmation is true and correct.**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

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**PERSONAL INFORMATION MOTHER/GUARDIAN**

**Surname:** \_\_\_\_\_

**First Names:** \_\_\_\_\_

**ID:** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_

\_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Telephone - Home:** \_\_\_\_\_

**Telephone – Cell:** \_\_\_\_\_

**Telephone - Work:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Employer (company):** \_\_\_\_\_

**Position held (designation):** \_\_\_\_\_

**FOR CEMIS PURPOSES ONLY:**

**RACE :** \_\_\_\_\_

**HOME LANGUAGE:** \_\_\_\_\_

**BIRTH PLACE:** \_\_\_\_\_

**I hereby confirm that the above confirmation is true and correct.**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

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**FINANCIAL CONTRACT FOR 2025 (Updated: 09/4/2024)**

**BANK DETAILS:** ABSA BANK  
**ACCOUNT NUMBER:** 4101369993 – Cheque Account  
**ACCOUNT HOLDER:** BELLVILLE CHRISTIAN ACADEMY

**Student's Full Names:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**All Fees are strictly payable in advance.** Monthly payments can be made over 12 months. Payments are due before the first day of each month. Fees are per student, per Grade or 12 months period, whichever comes first. Please note that no fees will be refunded.

**PACE/Book/Material Fees:** All PACES, books, material, computer manuals and resources used by the students are the property of Bellville Christian Academy.

**Registration Fees (NOT REFUNDABLE)**

Enrolment Fees (first time registration)	R1700 (Not refundable)
Re-enrolment Fee (payable annually in Nov)	R600 (Not refundable)

**Pre-Grade R (4 - 5 Years)**

Full amount payable	<b>R31 200,00</b>	<b>(R2 600 p.m. x 12 payments)</b>
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**Foundation Phase (Grade R - 3)**

Full amount payable	<b>R31 200,00</b>	<b>(R2 600 p.m. x 12 payments)</b>
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**Intermediate Phase (Grade 4 - 6)**

Full amount payable	<b>R34 800,00</b>	<b>(R2 900 p.m. x 12 payments)</b>
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**Senior Phase (Grade 7-9)**

Full amount payable	<b>R40 800,00</b>	<b>(R3 400 p.m. x 12 payments)</b>
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**After-Care Facilities**

Mondays to Fridays from 14h00 to 18h00	<b>R7800.00</b>	<b>(R650 p.m. x 12 payments)</b>
Daily Tariff	R85.00	per child, per day
Penalty Fee After 18:00 (paid cash on same day)	R100.00	per child, per day

After-Care only during school terms: excluding Public Holidays and School Holidays

**Non-Aftercare Students** that are collected after school closing hours

Collection Times 14h00 each day	
Penalty Fee (you will be invoiced at month end)	R100.00

**Tests** (when applicable)

Diagnostic Test (helps to identify the learning gaps a student has)	R300.00
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<b><u>Lost or Failed PACES</u></b>	R200.00
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**SCHOOL ACCOUNT:**

As soon as your school fee account falls into arrears, books will not be issued and your enrolment at BCA will be reconsidered with immediate effect.

We may request additional contributions for things such as Field Trips, Conventions, Casual Wear days, Transport to Events, Sport Days, Prize Giving Events etc.

We require you to give us two months written notice, should you decide to take or transfer your child to another school. Where no notice was given, you will be liable for any unnecessary cost incurred by the school e.g., PACES ordered, Documentation, Transfer letter. Tuition fees and progress cards will be withheld till account is paid in full. PACES remain school property. Two month written notice is also required with Aftercare.

School offers no discount regarding school fees. No fees are refundable.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**AFTERCARE- (2025)**

Name of Child \_\_\_\_\_

Surname of Child \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Numbers \_\_\_\_\_

Person/s who will be fetching your child - Name and cell number:

\_\_\_\_\_

\_\_\_\_\_

**Aftercare Facilities**

Mondays to Fridays:	14h00 to 18H00
Monthly Fee:	<b>R7 800 - (R650 p.m. x 12 payments)</b>
Daily Tariff	R85.00 - per child, per day
Penalty fee for late departures after 18h00: (To be paid in cash on the same day)	<b>R100.00</b>

**Two month written notice must be given to the school. No fees are refundable.  
Aftercare is payable for the full twelve months of the year.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**FINANCIAL CLEARANCE CERTIFICATE**

To be completed by the learner's current school

Kindly complete the information below as soon as possible as it forms part of the learner's application.

Alternately the school may submit an updated statement of the school fees account.

Please fax document/s directly to the school at 021 946 2333 or email to [info@bcaschool.co.za](mailto:info@bcaschool.co.za)

Name of Pupil

.....

Current School

.....

Annual School Fees

.....

Fees Paid to Date

.....

Fees Outstanding

.....

Notice Given

Yes

No

Comment :

.....  
.....  
.....

.....  
Signature of Principal

.....  
Date

.....  
Full Name

School Stamp

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