



CHRISTIAN LEGACY ACADEMY

138 Frikkie De Beer Str
Menlyn
Pretoria, 0181
South Africa

Phone Number:
+27 62 275 6716
+27 72 867 4720

Registration No:
2026/396455/08

APPLICATION FORM 2027

Detail of your child to be completed by parent or guardian

Child's details		Gender	
Name:	Preferred name:	M	☐ F ☐
Surname:			

Child's date of birth		
Date	Month	Year

Child's ID number / passport											

Primary Caregiver Details (this caregiver is responsible for payment of school fees)	
First name	
Surname	
Relationship status	
Marital status	
ID number	
Cellphone number	
WhatsApp number (if different to cellphone number)	
Email address	
Home address	

Secondary Caregiver Details	
First name	
Surname	
Relationship status	
Marital Status	
ID Number	
Cellphone number	
WhatsApp number (if different to cellphone number)	
Email address	
Home address	

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Additional caregiver (This person may collect this child from school)	First name and surname	Phone number

This home qualifies for and receives a SASSA Grant		If yes, please provide a copy of your SASSA Card	
Yes	☐		

Medical Information	
1. Provide a copy of clinic immunisation card ☐	
2. Ensure that your child is up to date on all immunisation ☐	
Doctors name	Doctors contact number

Please list any known allergies	
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Has your child had any serious operations or illnesses? Please provide details	
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Has your child got any physical disabilities or special needs? Please provide details	
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Is there anything else that we should know about your child medically?	
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Parent and scholar transport details:

MAKE AND MODEL	REGISTRTION NUMBER	CONTACT NUMBER
1.		
2.		
3		

NB. FOR SCHOLAR TRANSPORTERS, PARENTS MUST SUBMIT THEIR ORIGINAL CERTIFIED IDENTITY DOCUMENTS.

WHAT TIME WILL YOUR CHILD BE FETCHED FROM SCHOOL?

PLEASE SELECT THE APPLICABLE OPTION

☐	FULL DAY 06H00 TO 18H00
☐	HALF DAY 06H00 TO 13H45

GENERAL INFORMATION, SCHOOL RULES AND REGULATIONS:

1. LANGUAGE POLICY

- a) All learners attending Christian Legacy Academy must take the following languages:
- b) The following grades/subjects will be taught in:
 - I. Grade RRR – English
 - II. Grade RR - English
 - III. Grade R - English
 - IV. We also offer additional languages: Spanish and French.

1. ADMISSION AGE NORM PER GRADE

- Grade RRR – Age 2 – 3 years (They must be potty ready) Meaning they must not be wearing a diaper.
- Grade RR – Age 4 – 5 years (They must be potty ready) Meaning they must not be wearing a diaper.
- Grade R – Age 4 turning 5 by 30 June OR age 5 turning 6 between July and December in the year of admission.

2. SCHOOL HOURS

Full Day: 06h00 to 18h00

Half Day: 06h00 to 13h45

Aftercare: 14h15 to 18h00

3. GENERAL RULES

- Drop off times in the morning are between 06h00am to 07h20am. All children to be inside the school premises by 07:30 latest.
- All parents must get inside school premises to drop off their kids. No children will be collected outside of the school yard.
- Pick up times for half day is between 13h45 to 14h15.
- It remains the responsibility of the parent to make sure that their kids are picked up at the right time, by the authorized registered personnel.
See our safety and security policy.
- In a case where the child will be picked up by a different guardian or scholar transport,
it must be a registered by the parent on the registration form.
- Secondary and additional caregivers will only be allowed to pick up the kids after producing a valid proof of identity.
- Parents must inform the school by 07h00 am if the child is not coming to school on that day.
- Parents are encouraged to adhere to the pickup and drop off times.
- No late coming will be tolerated. The school strictly adheres to its daily schedule.
- All children must be handed over directly to a staff of the school in the morning.
- There is a fine of R200 per hour or part thereof if children are collected later than 18h00 pm.
- Learners may not vandalize the school's or their peers' property.
- Violence and bullying will not be tolerated at the school. *(For more information see our learner code of conduct policy).*
- Parents will be charged for all damages to school property and assets, and disciplinary action will be taken against the learner.
- Learners are required to behave respectably towards the staff and their peers at all times.
- Learners are expected to pack up all their belongings at the end of

each day.

4. SCHOOL FEES

- Our school fees cater for both half and full day. Parents are encouraged to take advantage of that.
- The fees cover the recreational facilities. *Please see the fees structure for 2027.*
- Our fees are inclusive of breakfast, snacks, lunch and late lunch meals, including homework assistance. *Please see the kids' menu.*
- There is a discount for early signups (2026 for 2027).
- All fees are payable before the 4th of each month. Interest will be charged on accounts that are in arrears.
- No reduction in fees due or paid will be allowed in respect of days on which a learner does not attend the school for any reason whatsoever.
- School fees will increase annually on the 1st of January.

5. TERMINATION AND SUSPENSION OF SERVICES

- Parents must give a written notice of at least ONE CALENDAR MONTH of their intention to withdraw a child from the school.
- Notices must be sent and addressed to the principal and academic director.
- If school fees are not paid by the 5th of every month, without a prior arrangement, the school will suspend services to the learner/child immediately.
- All payment arrangements must be made directly with the principal.

6. HOLIDAYS

- The school will be closed on weekends and all South African public holidays.
- The school will remain open during school holidays, however if parents wish to have their kids at home under supervision, it is fine

not to bring the child. *Only applicable to pre-primary school.*

- However, parents must inform the school if their children will be attending school during official school holidays e.g. March, June/July, and September. *A confirmation slip will be sent to every learner to be completed and returned.*
- The school will continue to follow its daily routine even during holidays.
- All meals will be served during school calendar holidays (breakfast, snack, lunch & late light snack)
- The school will also be closed on school holidays that are on Monday or Friday, before or after an official public holiday (special school holidays).
- The school will be closed in December/January holidays. *Please see the school's calendar.*

7. VISITING HOURS

- Parents are allowed to visit the school with the teachers or principal.
- Parents who wish to visit the school should make an appointment with the receptionist.
- No walk ins will be allowed, strictly on appointment.
- Visiting hours are between 13h00 to 15h00 every weekday.
- However, parents are encouraged to communicate with the school via the WhatsApp portal or directly with the class teacher.

8. STATIONERY

- There are things that parents must buy per term and some per annum,
- There is a stationery list for each grade,
- See our stationery list for each grade,
- Parents are urged to mark all personal belongings of their children.
- Blankets will be sent home every Friday to be washed and must be

brought back to the school.

9. HEALTH, MEDICINE AND ILLNESS

- Parents are urged not to bring their kids to school when they have a fever or feel sick.
- Kids that get sick at school, parents will be contacted to come and collect their kids.
- Sick kids will be detained in the waiting room until the guardian arrives.
- Parents ought to disclose any pre-existing health conditions to the school.
- No medication must be inside your child's school bag, all medicines must be handed over to the teacher upon arrival and sign the medicine consent register.
- Only prescribed medication will be administered at the school.

PLEASE SIGN THE DECLARATION BELOW:

I, (full name) _____ the parent/legal guardian of _____ hereby give permission for him to participate in all activities of Christian Legal Academy including sports, games and any other school-related activities. I understand that the school will take reasonable steps to keep my child safe. I agree to be responsible for any medical and/or hospital costs if my child is injured. I agree to release and not hold responsible the principal, teachers, staff, helpers, or students of Christian Legacy Academy for any loss, damage, or injury to my child or my child's property, except if it is caused by gross negligence or intentional harm. I also commit to disclose any pre-existing medical conditions or prescribed medication for my child. The principal or teacher can make decisions regarding medical treatment or surgery for my child in case of an emergency, Yes ☐ or No ☐

Date

Parent/Legal Guardian signature

Learner/s name