



PRE SCHOOL & PREP SCHOOL APPLICATION FORM

Knights Preparatory School

Milner Road, Kensington B, Randburg

Tel: +27 11 789-6778/9

Email: admissions@knightsprep.co.za

Web: knightsprep.co.za

Please attach a
recent ID size
photo of the
student

IMPORTANT

- Please initial each page of this application.
- **Application fee: R 500** (payable on submission; non-refundable).
- **Acceptance fee: R 3 000** (payable on acceptance; non-refundable; not a deposit or credit toward future fees).
- Applications are not processed until the application fee and required documents are received.
- Please attach certified copies of the requested documents.

DOCUMENTS REQUIRED (CERTIFIED COPIES WHERE INDICATED):

1. Student's birth certificate (unabridged/abridged) – certified copy
2. Student's passport (if applicable) – certified copy
3. Recent colour ID-size (35mm X 45mm) photo of student's head and shoulders. Attach above.
4. Student's latest two school reports
5. Other recent assessment reports, e.g. Occupational Therapy, psychologist, etc.
6. ID document of both parents/guardians – certified copies
7. ID document of the person responsible for fees (if different) – certified copy
8. Knights fee policy and procedures form with each page signed
9. Financial clearance certificate from previous school (completed by the previous school)
10. Proof of guardianship/custody orders (if applicable) – certified copy
11. South African study permit/residency documentation (if applicable)

APPLICATION DETAILS

Date of application: _____

Grade applying for: _____

Year of entry: _____

Knights services required:

☐ Academic Support

☐ Aftercare

☐ Bus Service

Note: Submission of this application does not guarantee acceptance.

Acceptance will be confirmed in writing.

STUDENT INFORMATION

Surname:	
First Name:	
Known As:	
Gender:	Male / Female
Date of Birth:	YYYY/MM/DD:
ID Number:	
Age:	_____ Years _____ Months
First Language:	
Home Address:	
Parental Responsibility:	Father / Mother / Both
Parents Living Together:	Yes / No
Current School Name:	
Current School Telephone:	
Current Grade:	
Grade Applying For:	
Year of Entry:	
Medical Aid Name:	
Medical Aid Plan:	
Medical Aid Number:	
Main Member:	
Doctor Name:	
Doctor Telephone:	
Allergies:	
Medical Conditions / Special Needs:	
Nationality:	
Population Group:	Black African / Coloured / Indian or Asian / White
Resident Province:	

FATHER/GUARDIAN INFORMATION

Surname:	
First Name:	
Marital Status	Single/ Married / Widowed / Divorced
Spouse's Name:	
Home Address:	Code: _____
Distance from Knights:	5km or less / 10km / 15km / 20km / 25km or more
Postal Address:	Code: _____
Reside With Student:	Yes / No
ID / Passport Number:	
South African Citizen:	Yes / No
Citizenship:	<i>If not a South African citizen</i>
Resident Status:	<i>If not a South African citizen</i>
Occupation:	
Company Employer:	
Work Email:	
Work Telephone:	
Home Email:	
Home Telephone:	
Mobile Phone:	
Attend Church:	Yes / No
If Yes, Church Name:	

MOTHER/GUARDIAN INFORMATION

Surname:	
First Name:	
Marital Status	Single/ Married / Widowed / Divorced
Spouse's Name:	
Home Address:	Code: _____
Distance from Knights:	5km or less / 10km / 15km / 20km / 25km or more
Postal Address:	Code: _____
Reside With Student:	Yes / No

ID / Passport Number:	
South African Citizen:	Yes / No
Citizenship:	<i>If not a South African citizen</i>
Resident Status:	<i>If not a South African citizen</i>
Occupation:	
Company Employer:	
Work Email:	
Work Telephone:	
Home Email:	
Home Telephone:	
Mobile Phone:	
Attend Church:	Yes / No
If Yes, Church Name:	

Note: In the event of the parents being divorced, should a copy of the student's report be forwarded to the non-custodian and/or fee payer as well? **Yes / No**

If yes, email address for the student's report: _____

LEGAL GUARDIAN OR PERSON/S RESPONSIBLE FOR PAYMENT OF FEES (IF NOT THE FATHER OR MOTHER)

Surname:	
First Name:	
Marital Status	Single/ Married / Widowed / Divorced
Spouse's Name:	
Home Address:	Code: _____
Distance from Knights:	5km or less / 10km / 15km / 20km / 25km or more
Postal Address:	Code: _____
Reside With Student:	Yes / No
ID / Passport Number:	
South African Citizen:	Yes / No
Citizenship:	<i>If not a South African citizen</i>
Resident Status:	<i>If not a South African citizen</i>
Occupation:	
Company Employer:	
Work Email:	
Work Telephone:	
Home Email:	

Home Telephone:	
Mobile Phone:	
Attend Church:	Yes / No
If Yes, Church Name:	

Note: If the parents are divorced, the person completing this form must ensure that the correct parent/guardian or other responsible party is listed as the fee payer according to the divorce settlement agreement or court order. If the listed fee payer does not pay the school fees when they are due, the person signing this application form will be responsible for paying the outstanding fees to Knights Preparatory School.

ENTITY (E.G. TRUST) RESPONSIBLE FOR PAYMENT OF FEES

Entity Name:	
Entity Type:	Close Corporation / Company / Trust
Registration No:	
Responsible Person:	
If a company, close corporation or trust, a resolution authorising the said person to sign this application form is required.	
Street Address:	Code: _____
Postal Address:	Code: _____
Work Email:	
Work Telephone:	
Home Email:	
Home Telephone:	
Mobile Phone:	

Note: If a company/trust/CC is responsible for payment of fees, please attach a signed resolution authorising the signatory to bind the entity and provide registration details.

CREDIT CHECK CONSENT (SEPARATE EXPLICIT CONSENT)

I/We/Entity, (name(s)) _____
 with ID Number(s)/Entity Registration Number: _____,
 as the parent/s or guardian/s or Entity responsible for payment of fees in respect of (student name): _____

consent to Knights Preparatory School and its authorised agents conducting credit and/or consumer profile checks against my/our personal details with any registered credit bureau for the purpose of verifying fee-payer details and assessing financial responsibility for school fees.

I/We understand:

- Purpose: verification of fee payer and assessment of affordability/credit risk.
- Possible recipients: any registered credit bureau and authorised third-party agents.
- The school will keep a record of the check and this consent.
- I/We have the right to request a copy of the results and to query inaccuracies with the credit bureau.

Signature of fee payer: _____**Signature of fee payer:** _____**Date:** _____

Note: If the Entity fails to pay the fees for any reason whatsoever, the person signing this application form shall be responsible for payment of any fees due to Knights Preparatory School.

GENERAL

How Did You Hear About Knights:	
Proximity To Knights <i>(Required by GDE for statistical reasons)</i>	5kms or less / 10kms / 15kms / 20kms / 25kms or more
Current Family/Friends At Knights:	Yes / No
If Yes, Name/s And Grade/s of Students:	
Two Main Reasons For Choosing Knights:	
Other Children of School-Going Age:	Yes / No
If Yes, Will They Attend Knights:	Yes / No
If No, Why Not:	

MARKETING, PHOTOGRAPHY AND SOCIAL MEDIA CONSENT (SEPARATE OPT-IN)

During the school year, photographs or videos of children who have excelled or participated in special events at Knights may be published in newspapers or on social media channels. This is exciting for the children as they receive recognition for their endeavours. Please confirm below that you permit Knights to use such photographs or videos.

I/We give Knights Preparatory School permission to use photographs or videos of my/our child for school marketing and publicity (website, social media, newsletters and newspapers). Please tick one:

☐ I/We give Knights consent to use photos/videos of my/our child

☐ I/We do NOT give Knights consent to use photos/videos of my/our child

Note: Consent is voluntary and may be withdrawn in writing to the school's administration team.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

ADDITIONAL STUDENT INFORMATION

1. Are there any professionally tested and/or diagnosed learning difficulties? If yes, please explain and provide relevant documentation, e.g. diagnostic test, psychologist report, etc.

2. Briefly outline student's sporting and cultural participation to date.

3. Briefly outline student's hobbies and other interests.

4. In the event of divorce, please specify and attach any relevant documentation required by the school, e.g. restraining order.

5. Any court orders or custody arrangements affecting the child? ☐ Yes ☐ No
If yes, please attach a certified copy.

6. Other relevant information:

MEDICAL AND EMERGENCY CONSENT

EMERGENCY CONTACT 1

Surname:	
First Name:	
Relationship To Student:	
Email:	
Telephone:	
Mobile Phone:	

EMERGENCY CONTACT 2

Surname:	
First Name:	
Relationship To Student:	
Email:	
Telephone:	
Mobile Phone:	

I/We authorise the school to seek emergency medical treatment for my/our child and to transport the child to a medical facility, if necessary, when I/we cannot be contacted. I/We understand that we will be responsible for any medical or transport costs incurred.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

SCHOOL FUNCTIONS AND LATE-COLLECTION PENALTY

If a child is not collected on time after a school function or co-curricular fixture, the child may be placed in aftercare (if available), and a late-collection penalty will apply.

Penalty: R 220 per half hour (or portion) starting 15 minutes after the stipulated end time. The school may revise this fee with notice.

LITTLE KNIGHTS PRE SCHOOL APPLICATION INFORMATION

1. Is your child toilet trained? (*applicable for Grade 0000 and Grade 000*)

☐ Yes ☐ No

2. Will your child be a half-day student (07h30 – 13h00) or full-day student (07h30 – 17h30)?

☐ Half Day ☐ Full Day

3. Does your child have any specific dietary requirements?

☐ Yes ☐ No

If yes, please specify:

Note: Please also ensure “Allergies” and any “Medical Conditions/Special Needs” information is completed under “STUDENT INFORMATION”.

STATEMENT OF FAITH

At Knights, we believe:

- In one God, existing in three Persons: Father, Son, and Holy Spirit.
- The Bible is God's inspired, accurate Word and perfect guide.
- Sin separates us from God; only Jesus Christ reconciles us.
- Jesus is God and Man, born of a virgin, lived sinless, died, rose again, and is our High Priest .
- Salvation is a gift available to those who confess and believe.
- Water baptism is a testimony of faith.
- The Holy Spirit is our Comforter and guide.
- Holy Communion is a celebration of Jesus' death.
- God wants to transform, heal, and provide for us.
- We are called to preach the gospel.
- Jesus Christ is coming back again.

I/We _____ and _____
parents/guardian(s) of _____, confirm that I/we have read,
understood and agree to abide by the Statement of Faith, and its ongoing application at Knights.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

DATA PROTECTION / POPIA NOTICE AND CONSENT

Controller: Knights Preparatory School. Contact: admissions@knightsprep.co.za

Personal information collected: identity and contact details of student and parents/guardians, medical and special-needs information, school records, financial information (including credit checks), photographs and other information necessary to process this application and manage the student's enrolment.

Purposes: to process admissions, to provide educational services, to administer fees and financial matters, to provide healthcare in emergencies, to communicate with parents/guardians, and to comply with legal obligations.

Lawful basis: processing is necessary for the performance of a contract (enrolment), for compliance with a legal obligation, and/or with the consent of the parent/guardian.

Recipients: authorised school staff, service providers (transport, bursary administrators), third parties required by law, and registered credit bureaus (where consent is given).

Retention: information is retained while the student is enrolled and thereafter for a period consistent with legal and audit requirements (at least 5 years after termination), unless otherwise required by law.

Rights: parents/guardians may request access, correction, deletion, object to processing, and withdraw consents (subject to lawful bases and contractual obligations). Complaints can be referred to the Information Regulator (South Africa).

Consent: by signing below, I/we consent to the processing of the personal information described above for the stated purposes and confirm that I/we are authorised to give such consent for the minor child.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

PARENT CONTRACT

1. Parties and scope

1.1 This Agreement is between Knights Preparatory School (the "School") and the parent(s), guardian(s) or other person or entity who signs this Agreement and is responsible for payment of fees as set out in the School's Application Form (the "Fee-Payer").

1.2 This Agreement governs the pupil's admission, enrolment, attendance, and payment of all fees, charges, and levies, together with related obligations described or incorporated in this Agreement.

2. Acceptance and incorporated documents

2.1 Admission is effected when the School provides written acceptance in accordance with the Application Form and the School's admissions procedures.

2.2 The School's Fee Schedule, Code of Conduct, Admissions Policy, Discipline Policy, and any other policies are incorporated into and form part of this Agreement for all purposes. Those documents are available on the School's website or on request.

3. Fees, payment and responsibility

3.1 All fees, charges and levies are payable on the dates and in the manner published in the Fee Schedule. The Fee-Payer shall ensure timely payment and remain responsible for all amounts due, irrespective of any private arrangements between parents, third parties, or sponsors.

3.2 All signatories to this Agreement shall be jointly and severally liable for payment of all amounts due and for performance of all obligations under this Agreement. Each signatory warrants that the personal details and identity documents provided are correct and that they have the authority to bind themselves.

4. Interest and recovery costs

4.1 Overdue amounts will attract interest from the due date until paid at the prescribed mora interest rate (or such other rate as the School notifies in writing and which is permitted by law).

4.2 The Fee-Payer will be liable for all reasonable costs of collection and recovery incurred by the School, including tracing and collection costs and legal costs on an attorney-and-own-client scale to the extent such costs are reasonably incurred and permitted by law.

5. Non-payment, suspension, and termination

5.1 If fees or other amounts remain unpaid after 14 days from written notice of default, the School may (without prejudice to other remedies) suspend the pupil's attendance, withhold school reports, certificates and examination results, and/or restrict access to extra-mural activities until amounts due are paid or appropriate arrangements are in place.

5.2 The School may terminate this Agreement where there is a material breach, including persistent non-payment, after first giving reasonable written notice and a reasonable opportunity to remedy the breach. Termination shall be carried out in accordance with the School's policies and any applicable statutory requirements.

5.3 Nothing in this Agreement permits the School to contract out of its statutory duties or to avoid compliance with applicable education or consumer-protection laws.

6. Notice of withdrawal and fees in lieu

6.1 Written notice of withdrawal must be given in accordance with the School's Policy. Unless otherwise agreed in writing, a minimum of four (4) calendar months' written notice is required before the pupil's last day of attendance.

6.2 If proper written notice is not given, the Fee-Payer shall remain liable for fees for the notice period (or shall pay fees in lieu equal to fees for that notice period). Acceptance fees are non-refundable except where otherwise required by law or expressly agreed in writing.

7. Code of conduct and school rules

7.1 The pupil must comply with the School's Code of Conduct, rules, policies, and ethos (including reasonable requirements relating to school uniform, conduct, and participation in curricular and extra-curricular activities). The Fee-Payer undertakes to ensure the pupil's compliance and to support the School's disciplinary procedures.

8. Assessments and placement

8.1 The Fee-Payer consents to any assessments, readiness tests or placement evaluations the School requires for admission or grade placement and accepts the School's decisions made reasonably in light of those assessments.

9. Indemnity, defence and limitation of liability

9.1 Indemnity by Fee-Payer(s)

The Fee-Payer(s), jointly and severally, indemnify, defend and hold harmless the School and its governors, trustees, employees, agents, contractors and volunteers (together "School Parties") from and against any and all claims, demands, actions, liabilities, losses, damages, costs and expenses (including legal costs on an attorney-and-own-client scale where permitted by law) of any nature whatsoever arising out of or in connection with:

(a) any act or omission of the pupil, the Fee-Payer(s), their guests, or any person for whom they are responsible while on School premises or participating in any School activity;

(b) any breach by the Fee-Payer(s) or the pupil of this Agreement or any School policy incorporated by reference in this Agreement (including the provision of materially inaccurate or incomplete information);

(c) any wilful or negligent act or omission of the pupil or any visitor accompanying the pupil; and

(d) any claim by a third party that arises from the foregoing.

9.2 Defence and costs

The Fee-Payer(s) shall promptly, on written demand, assume and conduct the defence of any claim covered by clause 9.1 (including engaging legal representation of the School's choosing if the School reasonably requires), and shall pay any judgment, settlement or costs awarded against the School Parties in respect of such claim. The School may, at its option and expense, participate in the defence. The Fee-Payer(s) shall not settle any claim that admits fault on behalf of the School Parties without the School's prior written consent, which shall not be unreasonably withheld where the settlement so requires.

9.3 Acts taken in good faith; emergency and disciplinary powers

Without limiting the indemnity in clause 9.1, the Fee-Payer(s) acknowledge and agree that the School Parties may in good faith exercise disciplinary, safety, supervisory and emergency powers (including the administration of first aid or medical treatment in emergency situations, the taking of reasonable disciplinary measures and the temporary exclusion or suspension of a pupil) and the School Parties shall be indemnified by the Fee-Payer(s) in respect of claims arising from such reasonable acts, except to the extent that such claims arise from the School Parties' gross negligence or wilful misconduct.

9.4 No exclusion of statutory rights

Nothing in this clause purports to exclude or limit any liability that the School Parties cannot lawfully exclude or limit under applicable South African law (including liability arising from statutory obligations imposed by education law, the Consumer Protection Act, the National Health Act, or other applicable statutes).

9.5 Limitation of indirect losses

Subject to clause 9.4, the School's liability for any claim arising out of or connected with this Agreement shall, where permissible by law, be limited to direct damages only and shall exclude loss of profits, business interruption, loss of revenue, consequential or special damages.

9.6 Survival

The obligations in this clause 9 shall survive termination or expiry of this Agreement.

10. Force majeure

Neither party shall be liable for failure or delay in performing obligations where such failure or delay is caused by events beyond its reasonable control (including pandemics, strikes, acts of God, civil commotion, governmental acts or restrictions). The School may in such circumstances, vary the provision of services and will make reasonable efforts to continue education services.

11. Dispute resolution, governing law, and jurisdiction

11.1 The parties shall attempt in good faith to resolve any dispute arising from this Agreement by discussion within 30 days of written notice of the dispute.
11.2 If the dispute is not resolved by such discussion, the parties agree to attempt mediation in good faith before commencing court proceedings.
11.3 This Agreement is governed by the laws of the Republic of South Africa. The parties submit to the exclusive jurisdiction of the South African courts, subject to the parties' obligation to attempt mediation as provided above.

12. Domicilium and service

12.1 The parties choose as their domicilium citandi et executandi, for all purposes arising from this Agreement, the addresses and electronic contact details given in the Application Form.

12.2 Notices sent by email shall be deemed received on the next business day unless an automated delivery failure is received by the sender.

13. Severability, amendment and entire agreement

13.1 If any provision of this Agreement is found to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

13.2 No amendment of this Agreement is valid unless recorded in writing and signed by the parties.

13.3 This writing, together with the incorporated policies and the School's written acceptance of the Application Form, constitutes the entire agreement between the parties regarding the pupil's enrolment and supersedes prior representations and agreements.

14. Signatures and capacity

14.1 By signing below, the Fee-Payer(s) confirm(s) that they are over 18 years of age (or otherwise have legal capacity), that the information provided is true and correct, and that they have read, understood, and accept the terms of this Agreement and the incorporated documents.

14.2 The School's duly authorised representative will sign to confirm acceptance.

Student name(s): _____

Grade(s): _____

Father / Male guardian

Name: _____ ID / Passport No.: _____

Signature: _____ Date: _____

Mother / Female guardian

Name: _____ ID / Passport No.: _____

Signature: _____ Date: _____

Other person/entity responsible for payment (if different)

Name / Entity: _____

ID / Registration No.: _____

Signature (Authorised signatory): _____

Capacity: _____

Date: _____

For and on behalf of Knights Preparatory School

Name: _____ Position: _____

Signature: _____

Date: _____



KNIGHTS

Milner Road, Kensington B, Randburg, Johannesburg, South Africa • Tel +27 11 789 6778/9
Email enquiries@knightsprep.co.za • Website www.knightsprep.co.za
Knights Education Group – Reg No: 2000/004318/07

FINANCIAL CLEARANCE CERTIFICATE

(To be completed by the previous school)

Full Name of Student: _____

Current School: _____

Fees Paid to Date: _____

Fees Outstanding: _____

Notice Given: Yes / No

Comments: _____

Signature of Principal/Bursar: _____

Full Name: _____

Date: _____

School Stamp:

