



ST THOMAS RESIDENTIAL SCHOOL

83, ST JOHN'S STREET, PO. BOX: 1905 KOKSTAD - 4700

EMAIL: st.thomas.school83@gmail.com

Telephone: 0397272138 / 0717712490

Application for Admission – 20_____

FOR OFFICE USE ONLY

Student Number: _____ Grade: _____ Teacher: _____

Completed Applications Forms Should be Submitted to The School Office
(Please note that completion of this form does not guarantee admission to the school)

LEARNER INFORMATION

Surname: _____ First Name: _____

Date of Birth: _____ Gender: _____

Grade which you are Applying for: _____

Country of Birth: _____ Id Number: _____

Home Language: _____ Present School: _____

Present Grade: _____ Other Schools Attended: _____

Medical Aid: _____ Medical Aid No.: _____

Main Member: _____

Person Responsible for Paying School Fees: _____

ID PHOTO OF LEARNER

GUARDIAN DETAILS

Title: _____ First Name: _____ Surname: _____

Residential Address: _____

Postal Address: _____

Occupation: _____ Name of Employer: _____

Telephone

Work: _____ Home: _____ Cell: _____

Telephone number of 2 people a friend or relative who can be contacted in case of an emergency

1. _____ 2. _____

PARENTS PERSONAL PARTICULARS

PARTICULARS	FATHER	MOTHER
Title & Surname		
First Name		
Id Number		
Postal Address		
Residential Address		
Home Tel Number		
Work Tel Number		

DECLARATION AND UNDERTAKING BY PARENT/GUARDIAN

I the undersigned parent/guardian of the above-mentioned child, hereby declare that the particulars, as furnished, are to the best of my knowledge correct and undertake: -

1. In the event of this application being successful and my child not making use of admission after accepting place, to accept liability for the payment of school fees and levies in full for one school term.
2. To give written notice not less than three months in advance of my intention to remove my child from the school and in the absence of the required notice period I accept the liability for the payment of fees and levies for the above-mentioned period.
3. To pay school fees and levies in full as determined by the school management according to the option in the schedule provided.
4. To accept and encourage my child to abide by the school rules.
5. To pay cost of damaged caused by my child to the school property, books, or equipment.
6. To pay any cost which should arise in the event of the school having to institute legal action for non-payment of fees and levies.
7. To ensure that my child attends school regularly and should my child be absent from school for any reason I will notify the principal, preferably in writing stating the reason of absence.
8. I have familiarized myself with the content of the schools code of conduct and that I and this learner will abide by this document
9. The foundation of the educational process at ST Thomas residential school is a Christian one and that this child will be required to comply with the Christian ethos of the school, without this child being expected to renounce his/her own belief.
10. That my child is dressed in full uniform as determined by the school at all times.
11. Management reserves the right to revoke any applicant from the school

Signature of Parent/Guardian

Date

Witness

THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS FORM

1. 2 X SMALL ID PHOTOS
2. CERTIFIED COPY OF BIRTH CERTIFICATE
3. IMMUNIZATION CERTIFICATE (CLINICAL CARD)
4. COPY OF LATEST PROMOTION REPORT
5. COMPLETED CONDUCT CERTIFICATE FROM PRESENT SCHOOL
6. CERTIFIED COPY OF ID OF PARENT / GUARDIAN
7. TRANSFER LETTER / CERTIFICATE FROM THE PREVIOUS SCHOOL
8. PAYSLIP/ BANK STATEMENT OF PERSON RESPONSIBLE FOR FEES
9. PROOF OF RESIDENCE

The school management does not accept liability for loss or damage to the personal effects of learners Irrespective of how such loss or damage occurred.

FOR OFFICE USE ONLY

ACCEPTED/REFUSED _____ DATE OF REGISTRATION: _____
_____ ALLOCATED GRADE: _____
MEDIUM OF INSTRUCTION: _____



DECLARATION BY LEARNER

I HEREBY UNDERTAKE TO ABIDE BY ALL THE RULES AND REGULATIONS OF THE SCHOOL.

Signature: Date:

The school management does not accept liability for loss or damage to the personal effects of learners, irrespective of how such loss or damage occurred.

INDEMNITY FORM

I (Full names) hereby indemnify ST. Thomas Residential School for any loss or damage to any item and also against any injury child is in their care.

I understand that St. Thomas Residential School will also not be responsible for any medical bills which might arise out of injury sustained under their care.

Signature: Date:
(Parent/Guardian)

ST. THOMAS RESIDENTIAL SCHOOL/COLLEGE

Addendum to Application form—to be completed by current school



Student Confidential Report

The following learner from your school has made application to our school. Please complete and sign this questionnaire and e-mail it directly to st.thomas.school83@gmail.com as soon as possible.

1. STUDENT INFORMATION

Name		Surname	
ID Number		Current Grade	
Current School		Length of time at current school	

2. DETAILS OF PERSON COMPLETING THE FORM

Name		Surname	
Position at the school		Relationship to the student	

3. ACADEMIC OVERVIEW

Please mark the appropriate box (1 = poor, 4 = excellent)

	1	2	3	4
Class engagement				
Ability to work independently				
Homework completion				
Overall academic standing				

4. LEARNING SUPPORT

To your knowledge, does this student have any Special Education Needs? YES / NO

To your knowledge, are there any barriers to learning of which we should be aware? YES / NO

Comment if applicable

Social

Emotional

Medical

5. GENERAL BEHAVIOUR

Please mark the most appropriate box (1 = poor, 4 = excellent)

	1	2	3	4
Interactions with peers				
Interactions with teachers				
School attendance				
Adherence to school rule and regulations				
Has the student ever presented as a disciplinary problem in the school? YES / NO				
Comment if applicable				

6. FEE PAYMENT RECORD			
<i>Please mark the appropriate box</i>			
	Total Fees for the year	Paid up to date	Fees outstanding
Fee payment at current school			
If there are outstanding fees, provide details			

7. CONTRIBUTION TO SCHOOL LIFE (SPORTS & OTHER CURRICULUM INTERESTS)				
Has the student made any positive contribution to school life (club, extra curriculum activities)?				
				YES / NO
Which of the sporting activities is the learner interested in?				
<input type="checkbox"/> Soccer	<input type="checkbox"/> Rugby	<input type="checkbox"/> Netball	<input type="checkbox"/> Athletics	<input type="checkbox"/> Other: _____
<i>Please mark the appropriate box</i>				
	School team	District Team	Provisional Team	National Team
Participation level				

8. PARENT SUPPORT				
<i>Please mark the most appropriate box (1 = poor, 4 = excellent)</i>				
	1	2	3	4
Involvement in the student's schooling				
School attendance				
Support for the school's ethos and code				
General comment if applicable				

Principal Signature: _____

Date: _____

SCHOOL STAMP



ST THOMAS RESIDENTIAL SCHOOL

83, ST JOHN'S STREET

PO. BOX: 1905 KOKSTAD -4700

Email: st.thomas.school83@gmail.com

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Cell: 061 518 3977

Code of Conduct (GRADE R – 7)

1. Respect & Conduct

- Show respect to all staff, peers, and visitors.
- Bullying, harassment, discrimination, or foul language is prohibited.
- Maintain English as the primary language during school hours.
- No sexual activity, physical violence, or misconduct on school premises.

2. Attendance & Punctuality

- Regular attendance is mandatory. Submit written excuses for absences.
- Late arrivals must report to the office before class.
- Participation in all school events is compulsory unless exempted by the principal.

3. Uniform & Grooming

- **Primary Uniform:**
 - *Boys:* White shirt (short/long sleeve) with badge, grey trousers, black shoes, school tie.
 - *Girls:* White shirt with badge, navy tunic/skirt (Grade R-6) or slag (Grade 7), black shoes.
- **Sports Uniform:** School-branded T-shirt, shorts, and white sports shoes (compulsory for Sports Day/PE).
- **Hairstyles:** Neat, trimmed hair (boys); tied back if below shoulders (girls). No extreme styles, unnatural colours, or non-regulation accessories.

4. Academics

- Submit assignments on time. Cheating/plagiarism leads to disciplinary action.
- Bring organized materials to class and participate actively.

5. Health & Safety

- Zero tolerance for smoking, alcohol, drugs, or weapons.
- Report safety concerns immediately.
- **Drug Testing:** All learners subject to random tests. Positive results incur suspension, mandatory counselling, and re-testing for readmission.

6. Property & Electronics

- Keep the campus clean. Report property damage immediately (costs may apply).
- Cell phones/electronics banned during school hours without academic authorization.
- Prohibited items (e.g., jewellery, non-academic electronics) will be confiscated + R200 fine (returned year-end).

7. Discipline

- Violations incur verbal warnings (first offense), detention, suspension, or expulsion.
- Parents notified of serious breaches.