

Grade RR-R & 1-12 Application Form

**LAKEWOOD****INTERNATIONAL ACADEMY**

EMIS NO. 700401222

Branch name Grade Promo/employee No. Year applying for Parent/family Code
(Existing parents only)

Necessary supporting documents, completed sections and forms

⊕ This application will be processed only if all fields are completed legibly, are signed, and all necessary supporting documents are attached.

Copy of learner's birth certificate/ID

Copy of learner's latest progress report

Copy of parents'/legal guardians' IDs

Copy of learner's FINAL progress report once available

Proof of residence/study permit, if foreign

Subject choice form (for Grades 10 to 12)

Copy of learner's vaccination records (preschool to Gr 3)

Completed and signed debit order form

All sections completed and signed

Two recent ID photos of learner

Section 2: Child's personal details

Surname Name/s as on birth certificate/ID Preferred name ID number

Date of birth

 YYYY/MM/DDCurrent age

Gender:

Male ☐Female ☐Home language 1st teaching language Number of children in family Position of child in family Nationality Country of origin Immigration date

Race:

Asian ☐African ☐Coloured ☐White ☐Indian ☐Other ☐

Resides with:

Parents ☐Guardian ☐Religion

Transport:

Car ☐Motorcycle ☐Bus ☐Taxi ☐Bicycle ☐Walk ☐

Parent/ Guardian Details

Name Address ID/Passport No. Telephone

Section 3: For office use only

Interview date	<input type="text"/>	Approved	YES/NO	Family code	<input type="text"/>
Notes	<input type="text"/>	Date approved	<input type="text"/>	Credit reference	<input type="text"/>
		Commencement date	<input type="text"/>	Siblings at the school	1
		Grade	<input type="text"/>		2

Section 4: Previous Nursery/ Crèche or School's Details

Current school

Address

Tel. no.

Contact person

Previous school

Address

Tel. no.

Contact person

Has admission to any other school/s ever been refused?

Yes ☐

No ☐

If yes, please state the reason below:

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Section 5: Child's medical details

Blood type

O+ ☐

O- ☐

A+ ☐

A- ☐

AB+ ☐

AB- ☐

B+ ☐

B- ☐

Unknown ☐

Family doctor

Name

Tel. no.

Address

Medical aid

Name

Member no.

Main member initials & surname

Main member ID number

Option

Has the child received all the necessary immunizations?

Yes ☐

No ☐

If no, please state the reason below:

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Has the child suffered from any of the following illnesses?

Asthma ☐

Enteric fever ☐

Measles ☐

Scarlet fever ☐

Chickenpox ☐

German measles ☐

Mumps ☐

Tick bite fever ☐

Diabetes ☐

Hepatitis ☐

Polio ☐

Typhoid fever ☐

Diphtheria ☐

Malaria ☐

Rheumatic fever ☐

Whooping cough ☐

Does the child suffer from any allergies?

Yes ☐

No ☐

If yes, please provide details below:

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Does the child have any special medical needs?

Yes ☐

No ☐

If yes, please provide details below:

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Section 6: Personal details of Father, Stepfather, Mother, Stepmother, or Legal Guardian

Parental status Child residing with Both Parents ☐ Child residing with legal guardian ☐
 Child residing with Father/Mother ☐ Access rights to child in emergency only ☐
 Only (Please specify)

Section 7: Emergency contact details (not parents)

Full names & surname
 Relationship
 Tel. H Tel. W Cell
 Email address

Section 8: Details – Person responsible for account

Surname
 Full names as on ID
 ID number

Designation Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐
 Rev. ☐ Prof. ☐ Other

Relationship Marital status
 Occupation Employer

Residential address	Work address	Postal address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tel. H Tel. W Cell

Email address

Parental status: Child residing with Both Parents ☐ Child residing with legal guardian ☐
 Child residing with Father/Mother ☐ Access rights to child in emergency only ☐
 Only (Please specify)

Details of children in your care who are currently at this school:

1. Name <input type="text"/>	Gr <input type="text"/>	2. Name <input type="text"/>	Gr <input type="text"/>
3. Name <input type="text"/>	Gr <input type="text"/>	4. Name <input type="text"/>	Gr <input type="text"/>

Method of payment

* Debit order form to be completed with Enrolment contract.

Section 9: Signature of parent, legal guardian, and/or account holder

We/I, the undersigned, _____, hereby certify that the information provided in this application for admission is complete and accurate. We/I acknowledge that enrolment is subject to signing a child enrolment contract that contains the detailed requirements and the terms & conditions for admission into the school.

We/I hereby authorise the Lakewood International Academy and/or its associates to conduct any credit inquiries on us/me as may be deemed necessary from time to time.

We/I acknowledge that we have read the school-specific policies, as well as the school rules and will accept an offer of placement for our child at the school in accordance with the terms and conditions as set out therein. These documents, as amended from time to time, are available on the school communication platforms.

NB: The signatures of the account holder and both parents and/or legal guardians are required where applicable.

Signature of account holder

Date

Signature of father/stepfather/legal guardian

Date

Signature of mother/stepmother/legal guardian

Date

Section 10: Services or facilities required

School transport	Yes <input type="radio"/>	No <input type="radio"/>	From	<input type="text"/>
Aftercare	Yes <input type="radio"/>	No <input type="radio"/>		
Swimming Lessons	Yes <input type="radio"/>	No <input type="radio"/>	To	<input type="text"/>

Section 11: Survey – Marketing

Where did you hear about us? Please indicate with an X.

Billboard <input type="radio"/>	Newspaper <input type="radio"/>	Magazine <input type="radio"/>	Radio <input type="radio"/>	Presentation <input type="radio"/>
Friend <input type="radio"/>	Brochure <input type="radio"/>	Flyer <input type="radio"/>	Exhibition <input type="radio"/>	Web <input type="radio"/>
Other (specify): <input type="text"/>				

How satisfied are you with the service you have received during the application process?

Very satisfied ☐ Satisfied ☐ Unsatisfied ☐ Very unsatisfied ☐

Was the information received during the application process:

Relevant ☐ Informative ☐ Sufficient ☐

If not, please provide further details below:

Lakewood International Academy (LIA)

I, the parent/guardian of the learner mentioned below, hereby confirm my voluntary consent given in terms of the Lakewood International Academy School Admission application and Enrolment contract, that Lakewood International Academy (LIA), by way of their school of enrolment, may process the following personal information of myself in the capacity of parent/guardian as well as of said learner, being a minor:

- Name
- Identity number
- Telephone number
- Email address
- Physical address
- I also acknowledge the following:

1. The above-mentioned personal information will be processed in order to conclude the above-mentioned enrolment contract as stipulated in section 11 of the Protection of Personal Information Act (POPI).

2. Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation, and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information, as described by POPI.

3. In terms of POPI, parents/guardians and learners whose personal information is being processed will be referred to as 'data subjects'.

4. This consent is effective immediately and will remain effective until such consent is withdrawn.

5. The personal information may only be processed if it is adequate, relevant, and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of processing information must relate to a school-related function or activity.

6. Lakewood International Academy (LIA) will collect and process only personal information pertaining to the proper functioning, management, and governance of its schools, as prescribed in the South African Schools Act, no. 84 of 1996, and other relevant education legislation and policies.

7. The subjects and categories of information collected will depend on the purpose for which it is collected and will be processed for that purpose only.

8. Lakewood International Academy recognises that personal information may be processed in terms of POPI only if:

- 8.1.** the data subject, or a competent person where the data subject is a minor, consents to the processing;
- 8.2.** processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
- 8.3.** processing complies with an obligation imposed on the school by law;
- 8.4.** processing protects a legitimate interest of the data subject;
- 8.5.** processing is necessary for the performance of a public law duty; and/or
- 8.6.** processing is necessary for pursuing the legitimate interests of the school.

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Lakewood International Academy (LIA)

9. A data subject has the following rights in terms of this consent:

9.1. The right to correct their details: The school will attempt to keep information updated.

Should any details of a data subject change, the school should be notified to ensure that all records are as accurate as possible.

9.2. The right to revoke consent: Data subjects may revoke the consent that has been given in terms of this form at any time. This should be done in writing and addressed to the school admin at info@lakewoodacademy.co.za. Revoked consent is not retroactive and will not affect any past or current use of information.

9.3. All the aforesaid information is contained in LIA's policy on the Protection of Personal Information and its privacy policy, both available on the LIA website, as well as at LIA offices.

10. I also consent to the following (mark with a ✓ if consent is given):

☐ **10.1.** To receive marketing information relevant to the marketing of LIA only, in the form of SMSes, WhatsApp messages, emails, etc., from the school.

☐ **10.2.** To make personal information (limited to photos/images of learners participating in events) available on broadcast platforms, including video recordings for a programme related to the school, as well as any participation in any school sports or cultural event on a television station or other form of transmission or broadcasting platform, including the Internet or apps, including the live streaming of such events.

☐ **10.3.** To be added to LIA school WhatsApp groups for parents/guardians, solely related to LIA school activities, including relevant class groups and sports groups, administered by LIA staff.

Learner Name:

	Grade	
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Parent/Guardian name:

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Address:

Signature of parent/guardian

Learners of 18 years or older may sign themselves

Date

Consent for Credit Check (and Indemnification)



Lakewood International Academy (LIA)

As part of the learner admission process, the school may need to obtain credit reports or other relevant information regarding the account holder, as deemed necessary. The purpose of these reports is to assess the account holder's financial capacity to meet the obligations outlined in the Learner Admission Contract.

Please complete the section below and return it to the school's finance department along with your completed application form.

Kind regards,
Executive Head

I/We, the undersigned, hereby authorize **Lakewood International Academy** and/or its affiliates to conduct credit inquiries and obtain credit reports related to my/our credit profile, as necessary, from a credit bureau of their choice.

Account holder name:			
Identity number:			
Address:		Date of birth	
		Cell. no.	
Email address:			

Signature of account holder

Date

Furthermore, I/we, the undersigned, acknowledge that any Personal Information provided to Lakewood International Academy (LIA) is supplied voluntarily. I understand that LIA may not be able to fulfill its obligations if accurate and complete Personal Information is not provided. I recognize that privacy is important to LIA, and that the academy will use reasonable efforts to ensure that any Personal Information in its possession, or processed on its behalf, is kept confidential, stored securely, and processed in accordance with the Protection of Personal Information Act, No. 4 of 2013 (POPI).

I warrant that all information, including Personal Information, provided to LIA is accurate and up to date, and I agree to correct and update such information as necessary. By submitting Personal Information to LIA in any form, I acknowledge that such submission constitutes indefinite, unconditional, specific, and voluntary consent to the processing of said Personal Information by LIA and/or third parties, in accordance with the following:

- Personal Information may be shared by LIA with relevant verification suppliers for the purposes of verification, credit checks, or other legitimate uses.
- A copy of any Personal Information held by LIA will be provided to me upon request, as outlined in the provisions of POPI.

I unconditionally agree to indemnify LIA against any liability arising from the processing or verification of Personal Information. This includes any unintentional disclosures to or unauthorized access by third parties, as well as any reliance placed on inaccurate Personal Information provided by myself or by third parties.