

Dear Parent

Thank you for choosing Acts House of Education as your preferred choice of school for your child's education.

To streamline our enrolment process and to facilitate quick feedback on your application request, kindly register online via the school's website, [www.actshouse.com](http://www.actshouse.com) from the 'ADMISSION' tab via this link <https://1613.d6plus.co.za/register/>. This is a secure process, and all saved information and uploaded documents are private and secure.

**The following is a list of required supporting documents that must be included with your application submission. Please ensure you have all applicable documents on hand on hand before:**

Student/s required supporting documents	Parent/s required supporting documents
<ul style="list-style-type: none"> <li>▪ Certified copy of the Student's Birth Certificate</li> <li>▪ Copy of Student permit &amp; passport (<b>foreign Students only</b>)</li> <li>▪ Copy of the Student's updated immunization card (please note that a 6-year immunization is due for Students in Grade R)</li> <li>▪ 1 electronic head and shoulder colour photograph of the Student</li> <li>▪ Student's latest school report (from current school, original and stamped)</li> <li>▪ Copy of the medical aid card/membership certificate (confirming that the Student is an active dependent on the medical aid)</li> <li>▪ Financial Clearance Form (to be completed by the current school)</li> <li>▪ Latest Tuition Statement (of current school)</li> <li>▪ Acts House of Education Confidential Report (required for all Grade 2 to 11 application; to be completed by the current school)</li> </ul> <p><i>Please note that Students entering Grade RR must be 4 turning 5 years and the age for Grade R must be 5 turning 6 years and Students entering Grade 1 must be 6 turning 7 years. No child at the age of 5 will be enrolled into Grade 1.</i></p>	<ul style="list-style-type: none"> <li>▪ Copy of both parents' and the liable account holder's ID Document/Card (or passport and permit if applicable)</li> <li>▪ Copy of latest pay slip &amp; 3 months bank statements for the debtor for the school account or 6 months bank statement if the debtor is a business or a letter of confirmation if the debtor is a trust</li> <li>▪ Proof of address for the debtor (latest utility bill with physical or postal address)</li> <li>▪ Police affidavit in the absence of a parent or copy of the death certificate if applicable</li> <li>▪ Proof of payment for the R 600 non-refundable administration fee (see page 15 of this document for the school's banking details)</li> <li>▪ Acts House of Education Religious Declaration form</li> </ul> <p><b>The following is applicable to Grade 10 and 11 applications, upon request from the Principal/HOD:</b></p> <ul style="list-style-type: none"> <li>▪ Academic Assessment results</li> <li>▪ Completed Subject Selection Form</li> </ul> <p><i>Please note application for Grade 10 and 11 may be subject to the results of a full academic assessment to ensure that the student meets all his/her academic requirements and will be able to meet the demands of this phase. The assessment must be conducted by a registered educational psychologist.</i></p>

We would like to draw your attention to the following regarding the online registration process:

- Kindly complete the registration process in one sitting as you cannot return later to finalise the process or upload missing supporting documents.
- ALL required applicable supporting documents as per the online registration, must be uploaded BEFORE you can save and submit your application online. Only documents in PDF FORMAT can be uploaded; no photo or screen shoots or WORD documents can be uploaded for the online registration process.
- ALL required fields must be completed before you submit your application online.
- A R600 registration fee per application is required to be paid when you submit your application for enrolment to our school; the learner's name and surname is your payment reference. Your POP must be uploaded for the online registration. Herewith is our school banking information:

<b>Account Name</b>	: ACTS HOUSE OF EDUCATION
<b>Date Account Opened</b>	: 20141002
<b>ABSA Account Number</b>	: 4085042398
<b>Company Registration</b>	: 2015/425722/08
<b>Branch Name</b>	: ABSA BUSINESS CENTRE EASTGATE
<b>Branch Code</b>	: 335642
<b>Swift Code</b>	: ABSAZAJJ

Should you require clarity or assistance, please do not hesitate to contact our school office.  
We look forward to receiving and processing your application for enrolment for your child at our school.

Regards  
The AHE Team