



LEGAE ACADEMY

AN INTERNATIONAL SENIOR SECONDARY SCHOOL



P O Box 750, Mogoditshane, Kweneng District, Botswana Tel: (+267) 3924333 Fax: (+267) 3923003 E-mail: info@legaeacademy.co.bw

APPLICATION FORM

THIS APPLICATION FORM SHOULD BE COMPLETED BY ALL CANDIDATES SEEKING ADMISSION
PRINT NEATLY IN BLOCK LETTERS ALL REQUIRED INFORMATION

PERSONAL INFORMATION:

SURNAME (Last/Family)			
FIRST NAME			
Middle Name		Gender	
Identity Number		Date of Birth	
Place of Birth			
Current Form		Form Applying for	
Term of Entry		Home Language	
Nationality		Religion	

EXPATRIATES:

Residence Permit Number			
Issue Date		Expiry Date	

SECOND LANGUAGE CHOICE *(Applicable to Form 1 - 3)*

Choose One:

Setswana

French

ADDITIONAL INFORMATION

Do you currently have another child in this institution?

Yes

No

If yes, please provide the following information:

Student First Name	
Surname	
Parent Name	
Parent Email	

This application form does not give rise to a commitment by the school to the parents. The offer of a place is subject to availability and entry requirements of the school at the time of the offer.

Applicant's Signature

Date of Application

..... / / 20.....

FOR OFFICIAL USE

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Reg. No.: _____

This application must be accompanied by a P400.00 non-refundable registration fee.

Legae Academy students who wish to continue are exempt from paying the P400.00, however, they are still required to obtain a receipt reflecting such.

The fee may be paid during normal office hours from Monday to Friday, or may be deposited directly into the Bank Account.

Account Name: Legae Academy

Bank: First National Bank

Branch: Broadhurst Industrial

Code: 28-12-67

Account No: 57370008511

Please deposit or email proof of payment with the Accounts Office for a receipt.

Email the Bursar at pd.king@legaeacademy.co.bw

Student's Additional Information:

Addresses: Postal _____

Physical _____

Landline (W) _____ (H) _____ (Cell) _____

Last School attended _____

Sports Played _____

Sport Excelled in _____

Circle the event that your child has participated in

Athletics: Track: 100m 200m 400m 800m 1500m
Field: Shot Put Javelin Discus Long Jump High Jump
Other: _____

First language _____

Second language _____

Disabilities, if any:

I. Sight _____

II. Hearing _____

III. Writing _____

IV. Any/other _____

State your special abilities and/or interests, if any: _____

CHECK LIST

Parent of the applicant should submit the following, along with duly completed Application Form:

- 1.) A copy of the Birth Certificate.
- 2.) A copy of the Passport.
- 3.) Photocopy of the latest "Student Report" from the last/present school.
- 4.) This checklist is for our office to confirm that the Application Form is duly completed and the above documents have been submitted.

FOR OFFICE USE ONLY

1.) **Application Form: Whether the following sections have been duly completed:**

- a.) Student Information Yes No
- b.) Medical Information Yes No
- c.) Pick Up Information Yes No
- d.) Parent Information Yes No
- e.) The agreement has been signed by the Parent/Guardian Yes No

2.) **Whether the following Documents have been submitted:**

- a.) Student Report Yes No
- b.) Copy of the Birth Certificate Yes No
- c.) Copy of the Passport Yes No

NB: If the Form is not returned within 14 days of the payment of registration fee it will be deemed that the parent is not interested in securing the place.

Checked by:

Name of the Officer: _____

Sign: _____

Date: _____

Medical Information:

Family Doctor _____ Landline _____
Medical Aid _____ Medical Aid No. _____

In case of medical emergency do you agree that we should move your child to the nearest medical facility at your cost?

(Yes) (No)

If No, state action to be taken by the School, in case of emergency.

Does your child suffer from any condition that could affect his/her schooling?

(Yes) (No) e.g Asthma

If Yes, please explain _____

You may attach any documents that can enable the School to give appropriate assistance to the student.

Please provide the Name of Family Friend/Relative to be contacted should we be unable to communicate with you.

Name _____
Physical Address _____
Landline (H) _____ (W) _____ Mobile _____
Relationship _____

Pick up Information

- a. Will you pick up student from School for lunch break? (Yes) (No)
- b. If No, please be informed that students may leave school premises only with parental consent. Students who leave campus, they do so at their own risk.
Do you give consent to the student leaving the campus during the lunch break?
(Yes) (No)
- c. It is the responsibility of the designated parent/guardian to collect the student from the School at the end of day. Do you have any special instructions in this regard?

- d. Please note that the students who are waiting for their parents on the campus will be supervised by the duty teachers and administrators up to 4.30pm. Those who remain after 4.30pm are generally safe on campus but the School cannot take responsibility for any mishaps, which may occur.

I Agree

Parents' Information

Mother/Guardian

Surname _____ First Name _____

Omang /Passport No. _____

Addresses: Postal _____

Physical _____

Landline (W) _____ (H) _____ (Cell) _____

e-mail _____

Employer _____

Marital Status: Married Divorced Widowed Separated Single

Father/Guardian

Surname _____ First Name _____

Omang /Passport No. _____

Addresses: Postal _____

Physical _____

Landline (W) _____ (H) _____ (Cell) _____

e-mail _____

Employer _____

Marital Status: Married Divorced Widowed Separated Single

Non-Boarder Student's Residence:

The Student resides with: Both Parents/Guardians Father Mother

If the Student does not reside with any of the Parents/Guardians, please give details of the person with whom the Student resides.

Name _____

Addresses: Postal _____

Physical _____

Landline (W) _____ (H) _____ (Cell) _____

e-mail _____

Relationship _____

Fees

Who is responsible for payment of fees?

Father/Guardian Mother/Guardian Other

If it is Other, give details of the person/ legal entity responsible for payment.

Name _____

Addresses: Postal _____

Physical _____

Landline (W) _____ (H) _____ (Cell) _____

e-mail _____

Relationship _____

Payment of Fees

On acceptance of a place in the school, non-refundable levy of P4,000.00 is to be paid. For New Form 1s, term 1 fees are to be paid the September prior to joining Legae Academy. Thereafter fees are paid termly on the Wednesday before school opens.

PENALTIES WILL BE CHARGED ON ALL OVERDUE FEES.

Penalties for late payment after the above Wednesday stated are:

- Thursday - P100
- Friday - P100
- Monday - P200
- The day school opens - P400
- The following week, 2nd week of term - P500
- 3rd week of term - P750
- 4th week of term - P1000

Breached payment arrangements (this is separate from late payment penalties):

- Each individual breach - P250

NOTE: Penalties are not negotiable

All correspondence will be sent to the relevant address given in this Form, unless otherwise requested. It is therefore imperative that you keep the School advised of any change of address and phone numbers.

NO CASH ACCEPTED, only debit card, current cheque and EFT

TERMS AND CONDITIONS

All successful applicants are subject to the following terms and conditions:

1. All school rules and regulations are binding on registration, acceptance of admission and enrolment.
2. For Forms 1 to 5 inclusive; a NON REFUNDABLE LEVY OF P4000.00 (Four Thousand Pula Only) will be paid on acceptance of admission. To secure the place before school opens, a letter will be sent requesting payment of school fees. In the event your child is not taking up the place, the fees paid will not be refunded.
3. In the event that the Parent/Guardian/Ward wishes to terminate their contractual Agreement with the school and remove their child (children) they will be obliged to give one term written notice or pay one term's fees in lieu of such notice. In case of expulsion the term's fees are still due.
4. All departing students will be obliged to satisfy the School authorities that they have completed all clearance procedures and have obtained a signed Clearance Form from the administration to this effect before they are released.
5. Should the Parent/Guardian/Ward fail to comply with any of the Terms and Conditions of this Agreement, and more particularly defaults at any time, in the payment of School Fees or any charge due and be in arrears for a period of seven days from the date due thereof, in addition to all or any of its other rights, the School shall have the right forthwith to declare this Agreement cancelled by written notice to the Parent/Guardian/Ward and to recover all the instalments in arrears, interests and other moneys; and all amounts on account, prior to the due date of such default, shall be forfeited to the School, as ascertained and liquidated damages.
6. No relaxation or indulgence, including acceptance of late payments by the School, will be deemed to be a waiver of any rights to enforce strict compliance by Parent/Guardian/Ward of any of his/her obligations in terms hereof; nor is such relaxation or indulgence, a violation of any of the Terms and Conditions of this Agreement.
7. The parties choose Domicillium Citandi et Exeatandi for all notices and processes, at their respective addresses as given in the Application for Admission Form.
8. I hereby indemnify the School authorities against any claim by me, in connection with any accident or injury resulting from mishaps, incurred, during any School activity, including travelling with official School parties, whilst my child is attending Legae Academy.

INITIALS: _____

SIGNED: at GABORONE this _____ day of _____ 20____

Signature of Mother/Guardian/Ward: _____

Name of Mother/Guardian/Ward: _____

Signature of Witness (1): _____

Name of the Witness: _____

Signature of Witness (2): _____

Name of Witness: _____

Signature of Father/Guardian/Ward: _____

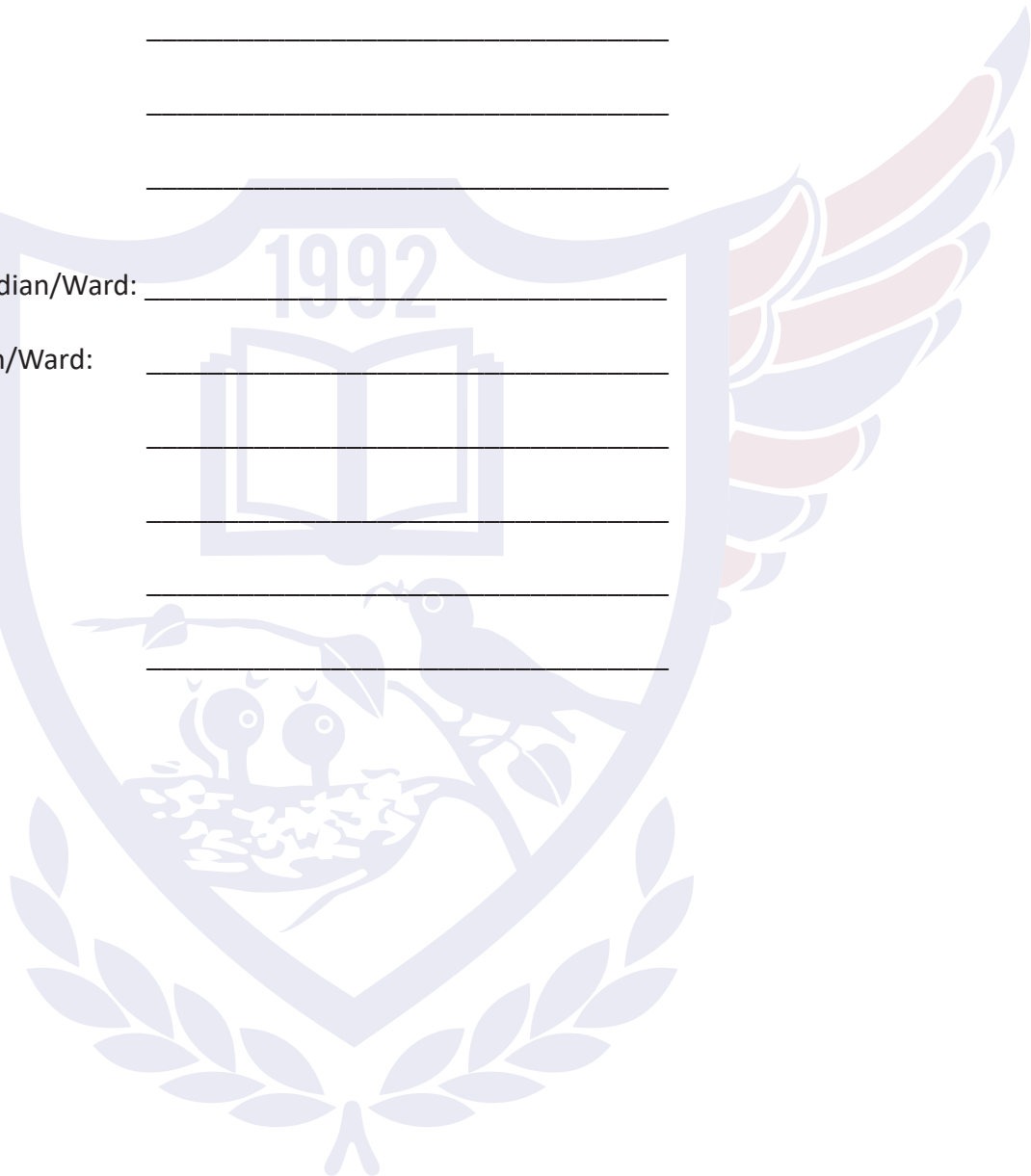
Name of Father/Guardian/Ward: _____

Signature of Witness (1): _____

Name of the Witness: _____

Signature of Witness (2): _____

Name of Witness: _____



AGREEMENT

I _____ being the Parent/Guardian of Student _____, have read and completed the "Application for Admission Form" and hereby agree to abide by the Terms and Conditions herein above, as well as the Uniform Dress Code and Student Disciplinary Code of Conduct. I also undertake to provide the Student with the necessary stationery required by the subjects.

I agree that my child should conform to all the School rules as per the Code of Conduct, the Uniform Dress Code and any other rules that are lawfully prescribed from time to time. In the event my child is found guilty of breaching any of the School rules, he/she should be punished appropriately.

In the instances of expulsion or asked to withdraw the student due to some serious offence in accordance with the Clauses 2 and 3 under Category C, the School fees will not be refunded.

Signed at _____ on this _____ day of _____ 20_____

Signature of Parent/Guardian/Ward: _____

Name of Parent/Guardian/Ward: _____

Signature of Witness (1): _____

Name of the Witness: _____

Signature of Witness (2): _____

Name of Witness: _____

Principal's Signature: _____

Principal's Name: _____

Date: _____

DISCIPLINARY CODE OF CONDUCT

In order to cultivate a spirit of cooperation, mutual respect and order conducive to the promotion of a culture of learning, the Academy reserves the right to enforce its own set of rules, to govern behaviour together with appropriate penalties for their infringement. These rules are embodied in this "DISCIPLINARY CODE OF CONDUCT". All students who are enrolled at the Legae Academy are expected to accept these rules, understand them and abide by them. Ignorance of any of the School rules is not an acceptable excuse for breaching any of the rules.

1. Categories of offences

1.1 Category A (Minor offences)

- 1.1.1 Late coming, e.g. arriving late to School or to a lesson.
- 1.1.2 Uniform offences, e.g. wearing school uniform improperly, wearing items of non-school uniform, wearing of jewellery, etc. (Refer to Uniform Code)
- 1.1.3 Leaving schoolbooks or items of personal property carelessly around the School campus.
- 1.1.4 Failure to do homework or to complete homework by the stipulated deadline.
- 1.1.5 Littering
- 1.1.6 Eating or drinking during a lesson. This includes chewing gum, which is not allowed on the School campus.
- 1.1.7 Making excessive noise in or out of class.
- 1.1.8 Bringing to School portable CD players, MP3 players, radios, or other similar types of electronic equipment used to listen to music. Also includes electronic games.
- 1.1.9 Public displays of affection deemed inappropriate on a School campus, e.g. kissing, embracing, and other forms of close physical contact.

1.2 Category B (Serious offences)

- 1.2.1 Abusive language (e.g. swearing) or behaviour towards a member of staff or another student.
- 1.2.2 Disrespect or a show of dissent towards a member of staff.
- 1.2.3 Vandalism – includes deliberate damage to School property, writing on or marking furniture, walls, etc.
- 1.2.4 Lying to a member of staff.
- 1.2.5 Fraud, e.g. a student writing an absence note, or signing a detention form on behalf of his/her parents or guardian.
- 1.2.6 Cheating in an exam or internal test.
- 1.2.7 Borrowing from or lending money to another student.
- 1.2.8 Selling or buying goods on the School campus without authorization.
- 1.2.9 Gambling, e.g. playing cards for this reason is not permitted at School
- 1.2.10 Truancy, e.g. being absent from School or a lesson without any satisfactory reason. Note – Any student who is absent from School must produce a letter from his/her parent/guardian, or a medical certificate. Failure to do so will be considered as truancy.
- 1.2.11 Misuse of a cell phone

1.3 Category C (Very serious offences)

- 1.3.1 Bringing drugs, or intoxicants (i.e. alcoholic drinks) onto the School campus. This includes smoking in School.
- 1.3.2 Bringing a weapon (e.g. knife) to School.
- 1.3.3 Bullying or intimidating other students. Includes sexual harassment.
- 1.3.4 Fighting
- 1.3.5 Assault or threatening violence e.g. upon another student or a member of staff.
- 1.3.6 Theft
- 1.3.7 Misuse of fire extinguishers.
- 1.3.8 Possession or use of fireworks or any other kind of explosive.

2. Disciplinary procedures and penalties

2.1 Minor offences (Category A)

These offences will all be punishable through a system of fines. The minimum charges will be determined as follows:

1 st offence	P5.00
2 nd offence	P10.00
3 rd offence	P20.00
4 th and subsequent offences	Detention

Fines will be paid through the Vice Principal's office, and recorded in various minor offences books, and onto the individual student's computer file. The money collected will be paid eventually to the Bursar and received to the Community Service Club to be used to support local charities.

Other forms of punishment for such offences (e.g. collecting litter, or removal of gum) may also be imposed.

Students who repeatedly offend will be liable to have their parents/guardians called to the School for consultation.

2.2 Serious offences (Category B)

Usually students who commit offences in this category will receive detention (Re. **4. Detention System**). Special detention, that is detention on a Saturday morning, may be given if the offence is considered to be of a more serious nature. During detention offenders will be expected to carry out some form of physical labour (e.g. litter collection, gum removal from furniture, arranging chairs or desks in the hall, etc.) for a minimum of two hours.

Students who are repeatedly placed on detention (i.e. three or more times during a School term, or a three-month period) will have their parents called for consultation, and may be liable to additional disciplinary action.

2.3 Very serious offences (Category C)

Students found guilty of any offences in this category will immediately be suspended and have their parents/guardians called. Suspension or, in the most serious cases, withdrawal/expulsion from the School may be imposed.

3. Probation

A student with a continuous record of disciplinary problems, or one, who has committed a very serious offence and returns to the School following a period of suspension, may be placed on probation for a certain period. During the period of probation, a student is required to maintain an exemplary record of behaviour. Any additional serious offences or misdemeanours committed during the period of probation can result in a student being recommended for expulsion.

4. Detention system

A teacher who puts a student on detention will complete a Disciplinary Procedure Form for the student, a copy of which is given to the Vice Principal. The form must be taken by the student to have it signed by his/her class teacher and parent/guardian before it is returned to the VP's office. Detentions are served on Fridays from 2-4 p.m. under the supervision of a duty teacher. Normally some type of labouring activity such as litter collection, removing grass or vegetation, or arranging chairs in the hall for School assembly, is done during the detention period. Upon completing the detention, the names of offenders and other relevant details are recorded in the detention book kept in the VP's office. Students who frequently get

into detention (i.e. three or more times during a term or a three-month period) will be interviewed by the Disciplinary Committee and may have their parents/guardian called.

A special detention may be given for offences in Category B considered to be of a more serious nature. This involves the student coming to School on a Saturday morning or School holiday in order to serve the detention.

5. Special report

This is a procedure reserved for students who have a record of disciplinary problems, and may be given in order to monitor the student's behavior and academic work on a daily basis. Students placed on special report must go every day to the Deputy Vice Principal to collect a Student Behavior Report Form. This is given to the class and subject teacher for every period of the day for comment by the teacher regarding their behavior and schoolwork. At the end of the School day the form is returned to the DVP in order to monitor the student's performance. Usually a student will be on special report for a week, but the period may be extended if the student is judged to have made no improvement.

6. Disciplinary Committee

The Disciplinary Committee is composed of the Vice Principal and other senior members of staff. The Committee meets every two weeks to review all aspects of student discipline and report /make recommendations concerning general discipline, or the disciplinary cases of individual students, to the Principal.

7. Disciplinary procedures

In cases of serious indiscipline by students (i.e. usually those in Category C), an investigation will be held by members of the Disciplinary Committee in which the student or students allegedly guilty of misconduct, together with witnesses, will be interviewed, and written statements, together with any physical evidence, obtained for the purposes of the investigation. Depending on the nature of the alleged offence, and the evidence obtained, the student will be suspended and the parents/guardian will be contacted. The student may be suspended while the inquiry continues. Once statements and any other relevant information have been obtained, a report will be prepared and this, together with recommendations from the Disciplinary Committee, submitted to the Principal for evaluation.

8. Students going out of campus during the School day

Students are not permitted to leave the campus once they have arrived at School unless they have a verifiable reason. This should be either through a letter from a parent/guardian, a medical/dental appointment card, or a visit/telephone call from a parent/guardian. Once permission has been given, a gate pass will be issued which the student must show to the gate guard in order to leave the School. It is a serious offence to leave the School campus without authorization, and any students who do so will be considered to have committed truancy in terms of Clause 2.2 on Serious offences.

Muslim students leaving the School early on Fridays in order to attend prayers at a Mosque, must provide a letter from their parents/guardians making such a request. They will then be provided with a special gate pass.

9. Students driving on campus

Students who drive themselves to School and park their vehicle on the School campus must first obtain permission from the authorities. This is only granted to students who provide a valid driving license and bring a letter from their parents/guardians authorising them to drive to School.