



# APPLICATION PROCEDURE

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## STEP 1

- Complete the Application for Admission Form. Make sure the form is signed.
- An administration fee of R300,00 must accompany the application - this fee is not refundable. (Your application cannot be processed without payment of the administration fee).
- For applications for Grade R (Reception) - Grade 7 a copy of your child's most recent report must accompany the application (not originals please).
- Copies of any medical, psychological or therapists' reports and assessments, if there are any, must be sent.
- A letter of motivation from you, giving your reasons for applying to send your child to Forres, and giving a picture of his/her strengths and weaknesses.

## STEP 2

- When there is a definite possibility of a place in the class, you will be contacted and an interview will be arranged with the Head (we do not interview if the class is full, but keep your application on the waiting list).
- A screening by the Learning Support Teacher of primary school children, Grade R - Grade 7 may be requested.
- After the interview a faculty meeting is arranged and the application is reviewed taking into account the needs of the class as a whole.
- You will be notified telephonically and in writing that your child has been accepted.

## STEP 3

- A short interview with the Bursar where you complete the Acceptance of Place Forms. Make sure the forms are signed.
- A non-refundable Admission Fee of R1 000,00 must be paid to secure your child's place.
- First term's fees are payable whether or not he/she actually attends the school. Please provide the bursar with a post-dated cheque.

**ANY QUERIES PLEASE CALL 021 689 2727 BETWEEN 08H00 AND 15H00**

**PLEASE FAX OR EMAIL PROOF OF PAYMENT (R300,00 ADMIN FEE) TO**

**021 686 9944 or [admin@forres.co.za](mailto:admin@forres.co.za)**