



ADMISSION – 2024

NAME OF LEARNER: _____

AGE AS @ 31 DECEMBER 2023: _____

GRADE APPLIED FOR: _____

FOR OFFICE USE ONLY: CHECKLIST OF DOCUMENTS

REQUIREMENTS	√/X	REMARKS
1. APPLICATION INTO GRADE		
2. ID/PASSPORT OF LEARNER		
3. ID OR PASSPORT OF PARENTS		
4. 2 ID PHOTOS		
5. TRANSFER CARD		
6. LATEST SCHOOL REPORT		
7. COPY OF CLINIC CARD		
8. PROOF OF RESIDENCE		
9. 3 MONTHS BANK STATEMENT		
10. CHARACTER REFERANCE REPORT		
11. STUDENT PERMIT		
12. ACCEPTANCE		
13. NON-ACCEPTANCE		
14. PRESCRIBED CONDITIONS		
15. ADDENDUM		



Ridgeway Muslim School

120 Riverside Drive, Ridgeway, Johannesburg

office@ridgewaymuslimschool.co.za

principal@ridgewaymuslimschool.co.za

bursar@ridgewaymuslimschool.co.za

www.RidgewayMuslimSchool.co.za

Telephone/fax: 011-433 0961

ADMISSION FORM

(Complete in **BLOCK LETTERS** and in **BLACK INK**)



Admission No.
Account No.

Admission for Grade : _____ Year: _____

SECTION A : LEARNER INFORMATION

SURNAME				
FIRST NAME/S				
BIRTH DATE DD/MM/YY	____ / ____ / ____			
TEL. NO	(011)			
PREVIOUS SCHOOL				
SEX	MALE		FEMALE	
HOME LANGUAGE				
NATIONALITY				
IDENTITY NUMBER (if applicable)				
PHYSICAL DEFECTS (Weak eyesight, hearing, etc)				
ALLERGIES (Specify)				
MEDICATION/Medical Conditions				
MEDICAL AID NO				
DOCTOR'S NAME				
TEL NO (Doctor)				

We require a copy of the following documents :

- Learner's ID./Birth Certificate/PP
- Learner's Health / Clinic Card
- Parents' ID/Passport
- Payslips
- Letter of Employment
- 3 Months Bank statements
- Transfer Card (2-12)
- Last School Report (R-12)
- Registration Fee (R2,100)
- Proof of Residence
- Character Reference (R-12)
- Student Permit
- Age Requirements (RR-1)**
- Grade RR Learner must turn 5 in the year.
- Grade R Learner must turn 6 in the year.
- Grade 1 Learner must turn 7 in the year.

SECTION B : BIOLOGICAL PARENT INFORMATION / LEGAL GUARDIAN

FATHER :

MOTHER:

Surname _____

Surname _____

Name _____

Name _____

ID Number _____

ID Number _____

Occupation _____

Occupation _____

Company _____

Company _____

Work Tel.No. _____

Work Tel. No. _____

Cell _____

Cell _____

Email _____

Email _____

Marital Status : Married Divorced Guardian

Telephone no. : Home _____

Alternative (eg.cell) _____

HOME ADDRESS:

POSTAL ADDRESS:

Code: _____

Code : _____

SECTION C : EMERGENCY CONTACT PERSONS : (Alternative Numbers)

Name _____

Name _____

Relationship _____

Relationship _____

Tel.no. _____

Tel.no. _____

Cell _____

Cell _____

PERSON RESPONSIBLE FOR ACCOUNT

PREVIOUS SCHOOL INFORMATION

Surname: _____

Name of School: _____

Name: _____

Last Grade Attended: _____

ID: _____

City: _____

Bank : _____

Province: _____

Account Number: _____

Branch: _____

FOR OFFICE USE:

Number of siblings presently in this school: _____

Registration Fee Paid: YES NO Receipt Number _____

Assessment Test Completed : YES NO

Application Approved by Principal: YES NO Signature : _____

Date of Application: _____

INDEMNITY FORM

I, the undersigned parent / guardian of the learner _____ hereby absolve **RIDGEWAY MUSLIM SCHOOL**, and/ or any person employed by the school, and/ or any duly authorised person on behalf of the said school from any liability for any loss of property and / or damage sustained by reason of injury to the said learner's property from the time he/she enrolls as a learner of the above school until his/her last day at this school.

I, the undersigned parent / guardian, however, reserve my legal rights in the event of gross negligence.

I hereby designate the Principal and/ or staff as well as the Supervisor of any school tour, excursion, social outing or sporting activity or anyone appointed by him/her to act "in loco parentis" on my behalf.

SIGNATURE : _____

PRINT NAME : _____

DATE : _____

CAPACITY: _____

EXTRA - MURAL ACTIVITIES

I object / have no objection to my child's / ward's reasonable participation in the extra - mural activities of the school.

SIGNATURE : _____

PRINT NAME : _____

DATE : _____

CAPACITY: _____

❖
❖
❖
otherwise and they shall be deemed to be in Loco Parentis, having inter alia and without deterring from generality of the a foregoing, the following rights:

- o in case of emergency, to give any consent that may be required for medical treatment, operation, anesthetic or blood transfusions;
- o to take any decision or furnish any consent or perform any act that they may consider to be in the best interest of the Child in the prevailing circumstances.

a In the event that the Applicant removes the Child from the School, and wishes to terminate this contract for any reason, the Applicant agrees to give the School one full term's written notice of the Applicant's intention to do so;

(b) The Applicant acknowledges that should he/she fail to give such notice, the School shall be entitled to charge the Applicant a full term's fees, at the rate applicable for the next term in which the Child would have been enrolled, shall be paid in lieu thereof.

Likewise, if the school elects for any reason to terminate this contract, then it may do so, on giving the parent a clear term's written notice of its decision to terminate the contract at the end of the term in question, at which time the parent must withdraw the Child.

The Applicant consents to the jurisdiction of the Magistrate's Court and/or Supreme Court of South Africa, the forum at the sole discretion of the School and its aforesaid organs, to determine any dispute arising from the enrolment of the Child and between the Applicant and the School. In the event that the School is obliged to institute legal proceedings in either the Magistrates Court and/or Supreme Court of South Africa, for outstanding tuition and related expenses due by the Applicant, then and in the event, the Applicant shall be liable to the School for all expenses incurred in collecting any amount owing by the Applicant, which expenses shall include all legal fees charged on the scale as between attorney and own client, all collection charges and tracing fees.

The Applicant undertakes to furnish the School at the School's request with a Certificate of Health and the enrolment or otherwise of the Child at the School will be subject to the School's acceptance that the Child is in a sound state of health. This acceptance shall be in the sole discretion of the School. The School may accept applicants for future enrolment in respect of any living individual eligible to attend the school. Any such applicants are accepted on the understanding that neither the applicants nor the school are obliged to enroll the prospective Child, it being understood, however, that wherever possible and without liability in the event of a failure to do so, the school will give preference, between equal candidates, to the earlier applicant.

Without limiting or detracting from the School's right to enforce payment of any and all monies due to the School by the Applicant, the School may, in its sole discretion, where fees/charges are outstanding;

Withhold the Child's school report;

Refuse permission for the Child to enter or return to the School or engage in any of the School activities.

For all purposes hereof the Applicant chooses as domicilium citandi et executandi the address set out above and the School at Ridgeway Muslim School, South Africa. All notices required to be given by the Applicant in terms hereof shall be delivered to the School on due date, or should be sent by mail to P O Box 500 Bertsham 2091.

The School will constantly endeavor to take such steps as may be reasonably required in the circumstance to do what it can to keep the child out of harm, and free of loss, taking into account the circumstances of each case. In respect of events where the School or one of its employees (for whom it may be found to be vicariously liable) may be determined to have fallen short of its common law or statutory obligations in this regard, the School has taken out public liability insurance. Subject to the limitations placed on the School's right to an indemnity placed on it in terms of Section 103 of the School Education Act No. 6 of 1995 (Gauteng Province) both parents jointly and severally waive their own claims and indemnify the School and its employees against any claim of the child in excess of the cover provided by its public liability insurance in respect of the event in question.

NAME (in block letters)

SIGNATURE OF WITNESS

SIGNATURE OF APPLICANT

(father / mother / guardian / custodian / other)
(circle appropriate)



Ridgeway Muslim School

120 Riverside Drive, Ridgeway, Johannesburg
office@ridgewaymuslimschool.co.za
www.RidgewayMuslimSchool.co.za
Telephone/fax: 011-433 0961

DATE: _____

DEBIT ORDER AUTHORITY AND ADDENDUM TO ADMISSION CONTRACT

RMS MANAGEMENT HAVE ADOPTED A PRACTICAL AND EFFICIENT METHOD OF FEE COLLECTION. ONCE THE ADMISSION HAS BEEN TERMINATED, DUE TO BREACH OF CONTRACT OR NON COMPLIANCE OF TERMS & CONDITIONS AND SCHOOL POLICIES THE FOLLOWING WILL BE APPLICABLE:

1. THE CURRENT AMOUNT OF SCHOOL FEES NEEDS TO BE SETTLED PRIOR TO READMISSION, IF THE FEES ARE NOT SETTLED, THE LEARNER WILL NOT BE ALLOWED READMISSION BACK INTO RIDGEWAY MUSLIM SCHOOL AND YOUR CHILD/CHILDREN WILL BE SUSPENDED FROM ALL RMS SCHOOL ACTIVITIES WHICH INCLUDES NON PARTICIPATION, WRITTEN EXAMINATIONS AND ONLINE CLASSROOMS.
2. FAILURE TO APPROVE & AUTHORIZE THE MONTHLY DEBIT ORDER PAYMENTS, WILL RESULT IN BREACH OF CONTRACT AND AUTOMATIC TERMINATION OF ALL RMS SERVICES TO YOUR CHILD / CHILDREN.

BY SIGNING THIS ADDENDUM TO ADMISSION, I HEREBY UNDERSTAND CLEARLY THE POINTS MENTIONED ABOVE AND GRANT RIDGEWAY MUSLIM SCHOOL THE AUTHORITY TO TERMINATE EDUCATIONAL SERVICES IF FAILURE OF PAYMENT ON MY BEHALF.

WE THE PARENTS OF THE FOLLOWING CHILDREN HEREBY AUTHORISE RMS TO DEBIT OUR BANK ACCOUNT MONTHLY AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS AND AGREE TO BE PERSONALLY HELD LIABLE AND INDEBTED.

PARENT 1: FATHER

NAME AND SURNAME: _____

HOME NUMBER: _____

CELLPHONE NUMBER: _____

WORK NUMBER: _____

PARENT 2: MOTHER

NAME AND SURNAME: _____

HOME NUMBER: _____

CELLPHONE NUMBER: _____

WORK NUMBER: _____

CHILD 1: NAME & GRADE

CHILD 2: NAME & GRADE

CHILD 3: NAME & GRADE

CHILD 4: NAME & GRADE

DOCUMENTS REQUIRED BY RMS:

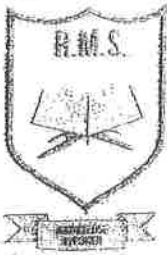
- PROOF OF RESIDENCE
- LETTER OF EMPLOYMENT
- 3 MONTHS BANK STATEMENT (NEW ADMISSIONS ONLY)
- ID COPY /PASSPORT COPY (NEW ADMISSIONS ONLY)
- 3 MONTHS PAYSLEIPS (NEW ADMISSIONS ONLY)

IF THE ABOVE DOCUMENTS ARE NOT AVAILABLE, THE APPLICATION WILL BE REJECTED IMMEDIATELY

SIGNATURE OF PARENT: _____

RMS MANAGEMENT

*This document has been verified and approved by: S Hassen (BA LLB)
Practising Attorney of RSA*



Ridgeway Muslim School

120 Riverside Drive, Ridgeway, Johannesburg

office@ridgewaymuslimschool.co.za

www.RidgewayMuslimSchool.co.za

Telephone/fax: 011-433 0961

Confidential Character Reference for Admission to School

Respected Principal

We hereby request that you or your representative to please complete the below as comprehensively as possible. Please return the completed form via email to the above address.

Full Name of Learner _____

Date of Birth _____ Current Grade _____

ACADEMIC AND CHARACTER ASPECTS (Please mark appropriate block)			
Descriptor	Above Average	Average	Below Average
Intellectual Ability			
Attendance			
Neatness			
Conscientiousness			
Further comments			

Does the learner have any behavioural problems/inability to adapt?	Yes	No
Further Details:		
Has the learner appeared at a disciplinary hearing?	Yes	No
Further Details:		
Does the learner have any outstanding school fees?	Yes	No
Amount: R		

No. of Days Absent	Merits	Demerits
Reason(s) for Demerits:		

Please state any exceptional achievements of learner:
Please give particulars of any leadership position which the learner held:
Any further information?

Kind Regards
Ms R Mahomed
(Principal)

Principal's Signature _____
School Stamp:



Ridgeway Muslim School

120 Riverside Drive, Ridgeway, Johannesburg
office@ridgewaymuslimschool.co.za
principal@ridgewaymuslimschool.co.za
www.RidgewayMuslimSchool.co.za
Telephone: 011-433 0961

INDEMNITY AND UNDERTAKING

I, the undersigned, parent/guardian of _____
("the child/ward") in Grade _____ hereby indemnify, absolve and hold harmless the Ridgeway Muslim School, the Board of Governors, the Principal, Ameer, the Educators, the staff, the employees or agents from any or all claims which I or my child/ward may have, now or in the future, against any and/or all of the aforementioned in respect of any loss or damage to property or injury to the person of my child/ward, howsoever caused, during the period of my child's/ward's enrolment at the Ridgeway Muslim School.

I hereby fully understand, appreciate and accept that all activities, conveyance, tours and excursions are and shall be undertaken at my and/or child's/ward's own risk and that my child/ward and/or I shall have no claim against the Ridgeway Muslim School and/or any of the aforementioned, now or in the future, in respect of any loss or damage to property or injury to the person of my child/ward, howsoever caused.

I hereby designate the Principal and/or any other person nominated by him or any other person acting on behalf of the Ridgeway Muslim School to act in **LOCO PARENTIS** on my behalf, in the full knowledge and understanding that reasonable precautions shall be undertaken for the safety and welfare of my child/ward.

Signature of Parent/Guardian

Date



Ridgeway Muslim School

120 Riverside Drive, Ridgeway, Johannesburg

Email: office@ridgewaymuslimschool.co.za

principal@ridgewaymuslimschool.co.za

Website: www.RidgewayMuslimSchool.co.za

Follow us on D6 & Instagram: [ridgewaymuslimschool](#)

Telephone: (011)433-0961

SCHOOL FEES 2023

Our fee structure has been finalized and is as follows:

Fees 2023
Grade RR / Grade R - R1500.00 monthly
Grade 1 to 6 - R2700.00 monthly
Grade 7 to 9 - R3200.00 monthly
Grade 10 to 12- R3550.00 monthly

Registration fees: R2100.00 (Non-refundable)

Nursery & Grade R (Early Childhood Development)	Annual Payment once-off payment paid at the start of the year	Quarterly Payment 4 installments, paid beginning of each term.	Monthly Payment (January to December 12 installments)
	R 18 000.00	R 4 500.00	R 1 500.00

Grades 1 to 6 (Foundation and Intermediate Phase)	Annual Payment once-off payment paid at the start of the year	Quarterly Payment 4 installments, paid beginning of each term.	Monthly Payment (January to December 12 installments)
	R 32 400.00	R 8 100.00	R 2 700.00

Grade 7 to 9 (Senior Phase)	Annual Payment once-off payment paid at the start of the year	Quarterly Payment 4 installments, paid beginning of each term	Monthly Payment (January to December 12 installments)
	R 38 400.00	R 9 600.00	R 3 200.00
Grade 10 to 12 (FET Phase)	Annual Payment once-off payment paid at the start of the year	Quarterly Payment 4 installments, paid beginning of each term	Monthly Payment (January to December 12 installments)
	R 42 600.00	R 10 650.00	R 3 550.00



Ridgeway Muslim School

120 Riverside Drive, Ridgeway, Johannesburg

Email: office@ridgewaymuslimschool.co.za

principal@ridgewaymuslimschool.co.za

Website: www.RidgewayMuslimSchool.co.za

Follow us on D6 & Instagram: [ridgewaymuslimschool](https://www.instagram.com/ridgewaymuslimschool)

Telephone: (011)433-0961

FOR 2023

*Non-refundable advance for Nursery and Grade R - R4 500.00 per learner deductible from school fees.

*Non-refundable advance for Grade 1- 12 - R9500.00 per learner deductible from school fees.

*Fees are payable in advance at the beginning of each month, term or year.

*Fees should be paid in full by the 15th of November for each year.

*Workbook fee (Grade RR and R) R 750.00 per child/annum

*Textbook + Islamic Book fees (Grade 1-3) R 900.00 per child/annum

*Textbook fee (Grade 4-12) R 900.00 per child/annum

*If full payment is made on or before 31st January 2023 you will receive a 5% discount

Banking details:

Name of Account: Ridgeway Muslim School

Bank: Nedbank

Account no: 1062291220

Branch code: 128405

Reference: Family code/child's name and grade – Please email deposit slip to the address as indicated above