



# Student Application For Admission Procedure

<b>Name of Applicant (A)</b>					
Grade applying for		Year applying for		Term applying for	
<b>Name of Sibling (1)</b>					
Grade applying for		Year applying for		Term applying for	
<b>Name of Sibling (2)</b>					
Grade applying for		Year applying for		Term applying for	
<b>Name of Sibling (3)</b>					
Grade applying for		Year applying for		Term applying for	

<b>Documents attached (please check v):</b>	A	1	2	3
1. Student Application for Admission Form & Fee (BUCA001)				
2. Birth certificate or ID document or passport or DIRE (certified copy)				
3. Parent's/guardian's ID documents or passports of DIREs (certified copies)				
4. Recent passport size photo of the applicant				
5. Immunization record & any relevant medical/professional therapists' reports				
6. Most recent report card / progress report from current school				
7. Parents Questionnaire (included in BUCA001)				
8. Pupil's Code of Conduct (included in BUCA001)				
9. Policy Information and Declaration (included in BUCA001)				
10. Student Application of Admission Form & Fee (Sibling) (BUCA004)				

<b>Documents submitted to current school (please check v):</b>	A	1	2	3
1. Teacher/Administrator Reference Report (BUCA002)				

<b>FOR OFFICE USE ONLY</b>			
Date received		Family number	

# Student Application Procedure & Checklist

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**Welcome to Beira United Christian Academy. We are glad you have decided to apply. Please complete all sections of the application procedure fully. Providing inaccurate or incomplete information may delay the process or invalidate this application. As the school only accepts 16 children in a class, please return all documents as soon as possible.**

Receipt of this form by Beira United Christian Academy does not guarantee enrolment or admission to the school. The School reserves the right to verify all information supplied herein, to acquire a credit reference, and to obtain references from your child's current or past schools. The admissions process will include an assessment for placement of your child and an interview with the parent(s), before a place may be offered. If successful, a contract between the Academy and the parents will then be entered into.

## 1. APPLICATION FORM AND FEE

The application must be completed and signed by the parents/guardian, and student. A non-refundable application fee (administration and assessment fee) of 5,000.00 meticaís is payable on submitting this application. The application fee payable for each sibling is 4,000.00 meticaís each.

## 2. APPLICANT EXAMINATION

A testing appointment will be scheduled after the application has been received. The examination fee per student is included in the application fee. Each applicant is required to take an entrance examination.

## 3. REQUIRED READINGS

Parents/guardians **must** read the following:

- the Beira United Guiding Principles and Charter (both included in BUCA001), **and** the Parent/Student Handbook (A loaned copy will be made available at the student entrance exam.)

It is strongly suggested that parents/guardians read the following:

- For the Children's Sake*, by Susan Schaeffer Macaulay **or** *Charlotte Mason Reviewed* by J King.

## 4. INTERVIEWS

After submission of the application form and fee, a personal interview with the Director of the School and/or School Board members will be arranged.

## 5. ACADEMIC RECORDS and REFERENCE REPORT

The following form, included in this Student Application, are to be completed, signed, and submitted by you to your child's current school:

- 1) Teacher/Administrator Reference Report (BUCA002) -**only for applicants in 5<sup>th</sup> grade or higher.**

<b>School Fees</b>	<b>First Day of School (<i>to be confirmed</i>)</b>
7,500.00 meticaís per month for 12 months	Tuesday, February 5 <sup>th</sup> , 2019

## Beira United Christian Academy Guiding Principles

### Mission

*Partnering with the church to provide exceptional, international standard educations, where the child is instructed, nurtured and disciplined for a full life: creative and rich in relationship with Christ ad neighbour.*

Beira United Christian Academy aims to provide what Charlotte Mason called a “living education,” where each child is guided and empowered to author a full and free life, a life rich in relationship to God, self, others, ideas, and all of creation. Thus, our primary concern is the kind of student each child is becoming, not the mastery of particular data or technique, for we are confident that the student who masters the art of learning will attain his full potential for mastering data and technique. The student who masters the art of relating well to God, self, others, ideas, and creation will attain the fullness of life for which she was created. Our mission is fulfilled through a consistent application of our Fundamental Convictions as applied to education.

### Our Faith

We begin with the conviction that the fullness of God’s plan for humanity is revealed in the person of Jesus Christ. He is both the example and the source of living a full and free life. The commandments to love God and to love one another are fundamental in the outworking of a fully human life. This conviction is given expression in the Beira United Christian Academy Charter.

### Fundamental Convictions

#### 1. A Non-Competitive, Stimulating Atmosphere

In an atmosphere of sincerity and truth, students are free to learn for the pleasure of learning. Students do not compete with their peers for rank, grades or prizes. Learning is the focus, not besting a classmate. Real life is placed before the students to study and discuss. Students are stimulated to observe, explore, and understand.

#### 2. The Discipline of Habit

At Beira United, we consider the process of student work to be as important as the end product. Rather than developing persons who are able to study well for the next exam, we are interested in helping students develop a life of study. We ask the questions: Did she attend? Did he put forth effort? And was she thorough? We believe school is not just an institution to get through, but rather a place to develop habits that will serve children the rest of their lives.

#### 3. Education as Vital, Dynamic, Living

Real learning occurs when the learner wonders, asks why and how. And it needs to happen in an atmosphere that stimulates thought, in an atmosphere rich with ideas. Our objective is to place the very best books before our students, books rich in content and ideas, putting them into relationship with the finest authors. Through the use of “living books” students interact with scientists, mathematicians, philosophers, historians, artists, poets, and explorers.

#### 4. The Infinite Dignity and Potential of Each Child

Because children are born in God’s image, they are therefore born with great potential for a fruitful and full life of interests and relationships. At Beira United Christian Academy, children are not identified or limited by their strengths or weaknesses. All children participate in a broad, rigorous curriculum—all children calculate, solve, attend, explore, ponder, recite, paint and sing. The expectation that prevails within the school is that all students will learn and grow to their full potential as persons and attain their vast inheritance.

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## 5. The Priority of the Relational Life

Children live in relationship with God, self, others, creation, and the world of ideas. These relationships are cultivated in the educational process through a broad, challenging curriculum and a faculty that seeks to relate to students, parents, and one another in accordance with the principles of Jesus Christ.

## 6. The Importance of Delight and of Struggle

Children will naturally delight in the feast of great ideas set before them. They will savour them and grow in the ability to enjoy and celebrate their relations with persons, ideas, and creation. But they will also at times struggle. We consider the struggle to be as essential to the learning process as the delight. Children must learn to labour with problems not yet grasped, to remain on task when uncertain of the outcome, to struggle to completion when mind and hand are tired, to experience the rewards and negative consequences of their actions. There will be no growth in character without the struggle. Foremost among the enemies of the delight and the struggle necessary for the cultivation of a learner are entertainment and indulgence. In the classroom, entertainment and indulgence both encourage passivity. To grow, a student must be strenuously engaged in the work of learning. Thus, Beira United teachers, while often creative in their presentations, make no effort to entertain their students. Beira United teachers, while being loving, will not be indulgent.

## Beira United Christian Academy Charter

- 1} We believe in and proclaim both the mystery that is God, whom we partly know and partly do not know, and the human need to worship.
- 2} We believe in and proclaim the person of Jesus Christ who distinctively reveals the nature of God and the meaning and purpose of life, and who calls us to follow Him through the death of the cross to the place of the Resurrection.
- 3} We trust in the Holy Spirit who prompts liberty, beauty, truth, love, and joy against the waywardness of human nature.
- 4} We are committed to using the Bible in a way that takes account of all truth and relates it to the real experiences, both good and bad, that people have of life.
- 5} We are committed to exploring the meaning of the Kingdom of God and to making connections between what we profess and the way in which we live and work.
- 6} We acknowledge the destructive power of human sinfulness, and we welcome gratefully the forgiveness that God offers to those who are prepared to turn to the truth.
- 7} We are committed to taking all people seriously wherever they might be at their particular point of understanding, while at the same time sharing with them whatever insights may have been gained by our relationship with God.
- 8} We are committed to identifying and affirming what is good and identifying and opposing what is evil, and living as best we can in the mess in the middle.

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# Student Application for Admission

BUCA001

Complete this form for the **ONLY** or **ELDEST CHILD** in the family

## Student Information (Applicant)

Name (in full): \_\_\_\_\_ Surname: \_\_\_\_\_

Preferred name: \_\_\_\_\_ Gender: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_

ID/Passport/DIRE no: \_\_\_\_\_ Nationality: \_\_\_\_\_

Home language: \_\_\_\_\_ Other languages: \_\_\_\_\_

Home address: \_\_\_\_\_

Student lives with (please circle): Both parents OR Mother OR Father OR Other: \_\_\_\_\_

## Family Information

### Father or Primary Guardian

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home address: \_\_\_\_\_

Email address: \_\_\_\_\_

ID no: \_\_\_\_\_ Cell no: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work no: \_\_\_\_\_

Employer: \_\_\_\_\_ Work address: \_\_\_\_\_

Religion, faith or belief: \_\_\_\_\_ Marital status: \_\_\_\_\_

### Mother or Primary Guardian

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home address: \_\_\_\_\_

Email address: \_\_\_\_\_

ID no: \_\_\_\_\_ Cell no: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work no: \_\_\_\_\_

Employer: \_\_\_\_\_ Work address: \_\_\_\_\_

Religion, faith or belief: \_\_\_\_\_ Marital status: \_\_\_\_\_

### Contact person OTHER than Father/Mother/Guardian (IN CASE OF EMERGENCY)

(1) Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Cell no: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Cell no: \_\_\_\_\_

**Applicant's Sibling(s)-Please list siblings other than Applicant**

Applicant's place in the family: \_\_\_\_\_ of \_\_\_\_\_

Name of sibling	Age	Current Grade	Current School

**Academic Information**

**Current School**

Name of current school: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

School Phone no: \_\_\_\_\_ Date attended from: \_\_\_\_\_

Current grade: \_\_\_\_\_ Highest grade passed: \_\_\_\_\_

Grades repeated (if applicable): \_\_\_\_\_

**Schools Prior to Current School**

School Name, City & Country	Dates of Attendance	Grades
School Name, City & Country	Dates of Attendance	Grades

**Other Applicant Information**

1. Medical history: Please state aspects that the staff should be aware of, e.g. diabetes, allergies, epilepsy, abnormal bleeding, dietary restrictions, etc.

2. Has applicant ever been:

*(Provide an explanation on a separate sheet of paper for any of first four boxes checked.)*

- sent home from school for misbehavior? How many times sent home from school? \_\_\_\_\_
- suspended for \_\_\_\_\_ full school day(s) for misbehavior? How many times suspended? \_\_\_\_\_
- expelled from a school for misbehavior? How many times expelled from a school? \_\_\_\_\_
- been put on any form of academic probation?
- none of the above

3. Describe applicant's academic strengths. *I.e. personal habits that facilitate learning, subject area strengths, etc.*

4. Describe any particular circumstances that should be taken into consideration when reviewing applicant's school record. *I.e. reading difficulties, learning disabilities, etc.*

5. Describe any physical limitations which would not allow applicant to participate fully in any academic or athletic program.

## Parent Questionnaire

*Parents/Guardians complete ONE questionnaire thoughtfully and thoroughly.*

1. How did you hear of Beira United Christian Academy?

- Internet                       Advertisement                       Facebook  
 Friend/Relative: \_\_\_\_\_  Church: \_\_\_\_\_  
 School: \_\_\_\_\_  Other: \_\_\_\_\_

2. Why are you considering Beira United Christian Academy for your son or daughter?

3. What are your expectations of Beira United Christian Academy?

4. What do you understand about the Charter and Guiding Principles of Beira United Christian Academy?

5. Are there any family circumstances that might affect performance and of which we should be aware?  
If so, please explain.

6. Beira United Christian Academy does not tolerate the use or possession of drugs (including alcohol, marijuana, or paraphernalia) and will expel a student for violation of this policy. Will you support this policy?

7. How do you see yourself contributing to the life of the school if your child is admitted?

Father:

Mother:

8. Academic work to be done in school and/or at home is not assigned indiscriminately, therefore Beira United Christian Academy does not tolerate student irresponsibility in the areas of in-class work or preparedness for class. Should a student come to class unprepared, or abuse in-class work time, they will be sent home. Will you support this policy?

9. If your son/daughter is lacking in skills or knowledge, will you support his/her growth by bringing them into the responsibility of providing for their necessary tutoring, extra lessons, or any additional reinforcement as needed?

## Pupil's Code of Conduct – The way we want to be

### Our teachers expect us to:

- be kind, considerate, helpful and friendly to everyone
- say hello politely to visitors
- walk, not run, in corridors and let the grown-ups pass by
- do our best in everything we do, including our homework
- obey the rules for whatever we're doing or wearing or playing
- own up when we do something bad or make a mistake
- encourage others to do what is right
- use words to build others up and show we love them and God
- speak respectfully about religious beliefs, cultures, opinions and choices that are different from our own.

### We are not allowed to:

- miss any classes or sports without permission
- ignore or disobey our parents, teachers or other staff members
- mess up or break things, neither on purpose nor by being careless
- borrow or use or take things that don't belong to us without asking
- tell lies or cheat or let people think things that aren't true
- use swear words or make rude signs
- exclude some people by speaking a language they don't understand
- play rough games that hurt others on purpose
- tease or bully anyone, by hurting them (hitting, pinching, pulling hair or kicking) or calling them an unkind name, or making fun of them
- go into "out of bounds" areas unless we're with a teacher
- keep a cell phone with us during the school day
- bring any toys, or ugly, evil, rude or violent books or pictures to school
- bring cigarettes, alcohol, drugs, fireworks, dangerous objects or weapons to school

Initial:

## Policy Information and Declaration

Acceptance of any child at Beira United Christian Academy (the School) is a decision of the Beira United Christian Academy trustees and faculty. Acceptance is based on the compatibility of the school, the parents, and the child. Beira United Christian Academy reserves the right to determine proper grade placement.

Parents or guardians must furnish accurate and complete information regarding a student's special learning issues, emotional stability, or physical limitations during the application process. With such accurate information our staff can carefully and prayerfully evaluate how effectively we can meet the needs of each student. Currently we do not have a program dedicated to the needs of learning disabled or physically handicapped students. However, a student with these types of needs is not automatically denied admission.

### Non-Discrimination Policy:

Beira United Christian Academy admits students of any race, colour, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

In applying to Beira United Christian Academy (the School) for the education of my child(ren), I confirm that I understand and accept the following:

## Responsibilities of the School:

- As a Non Profit Company, the School exists to achieve a public benefit object, and its income and property may not be distributed to its members or directors. All the assets and income of the School are therefore used to advance its objectives.
- As a private educational institution, the School has the right to impart its religious convictions to its students, and may refuse to promote, teach or practice any religious or other conviction other than its own. As the School was established to be a Christian school, based on the teachings of the Bible, it provides education informed by a biblical, Christian worldview. Its philosophy of education affects all its activities, including curriculum, methodology, policies, relationships, mission and vision.
- The School follows the curriculum of Ambleside Schools International, adapted where appropriate or necessary to the scope and sequence of the Mozambican Department of Education.
- On the School premises the Director or his appointed Representative acts in loco parentis (including consent to medical treatment). In an emergency, the exact nature of this phrase will be at the discretion of the Director, or his Representative, who will consult with parents wherever possible.
- The School has School Rules, including regulations, policies and codes of conduct, to govern the relationship between the School and its staff, parents and pupils. The School is responsible to ensure that School Rules are fairly applied. In exercising this responsibility, the School may carry out disciplinary action, which action may extend to suspension and expulsion.
- The School reserves the right to verify all information supplied herein and to obtain a credit profile and payment history of the applicants.

## Responsibilities of Parents and/or Guardians:

- In order to take up an offer of a place for a child, Parents must sign a formal contract with the School and pay the required enrolment deposit, school fees and activity fee.
- Parents are expected to inform themselves of the School's ethos, policies, rules, codes of conduct and other expectations so as to maintain a co-operative, supportive relationship with the School.
- Parents may not withhold permission for children to participate in the School's educational curriculum, including extra-mural programs, sporting and cultural events, community service and religious activities.
- If there are any changes in a family's circumstances which may affect a child's physical, emotional or psychological wellbeing while at School, Parents should inform the School timeously.
- Parents are responsible for their children's punctual and regular attendance.
- Parents shall provide their children with the appropriate school uniform in good, clean condition.
- Parents will ensure that personal belongings are marked with their child's name.
- Parents will provide packed lunch for their children in accordance with the school's policy.
- At least one Parent is expected to attend parent-teacher meetings and interviews.
- Parents are encouraged to support all school events
- Parents cannot opt out of their responsibilities, even if they receive assistance from other parties. If financial or other support is withdrawn, so that they are unable to fulfil the expectations outlined above, they must secure support elsewhere, or withdraw their children from the School.

I hereby acknowledge that the information I have provided on this Application Form is accurate and complete. I understand that by providing inaccurate information, I may disqualify my child for acceptance. I understand that if a place is offered to my child, I will enter into a contract with the School.

**Father/Guardian's Full name (block letters)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mother's Full name (block letters)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_