



Green Fountain Farm
Route 72, Port Alfred
Telephone: 046 624 3616
E-mail: admissions@tkswr.co.za
www.kingsedgrp.co.za

Dear Colleague

Parent Consent to release this information: Parent Signature: _____

CONFIDENTIAL REFERENCE

In order to assist us in our admissions procedures, we request that families provide us with a reference from the learner's current school. Your knowledge and understanding of the learner will be most helpful to us.

Please complete the Confidential Reference and email it together with an updated school statement to admissions@tkswr.co.za at your earliest convenience. Please do not give this confidential report to the learner or the family. The family's application will only be processed once the completed form has been received at our school office.

Thank you for taking the time to complete this form.

Yours Sincerely
Mrs Payne
Principal

CONFIDENTIAL REFERENCE

Student's First Names: _____ Surname: _____

Name of the Current School: _____ Current Grade: _____

1. In which year and grade did the learner first enrol at your school? _____
2. Please provide details below that relate to any instance where the student has been the subject of any disciplinary hearings or received any disciplinary sanctions (e.g. detention, community service, suspension or expulsion) at your school.

3. Please state which extra-curricular activities (Sport & Cultural) the learner has been involved in:

4. Would you recommend this learner to our school? _____

5. If not, please provide a reason.

6. Has the student been assessed by or consulted with any of the following whilst at your school?

	Yes	No		Yes	No
Speech Therapist/Audiologist			Occupational Therapist		
Psychologist (clinical/educational)			Psychiatrist		
Family Counsellor/Therapist			Other Counsellors		

7. Please make a brief comment on the following facets of the learner's involvement/progress in school life:

CATEGORY	COMMENTS
Academic Aptitude	
Appearance and manners	
Attitude towards Staff	
Behaviour in Class	
Homework	
Leadership and Influence	
Learning Barriers	
Parental Involvement	
Peer Relationships	
Responsibility	
Self-Discipline	
Other	

Are the school fees paid regularly and up to date? _____

Outstanding Amount _____

Name: _____ Signature: _____

Designation: _____

Please email: admissions@tkswr.co.za
Please also include an updated school statement.
Thank you!

School Stamp:
