

9. FOR OFFICIAL USE

Result of Application: .....

Additional Information: .....

.....

Principal: ..... Date: .....



**GLENWOOD**  
JUNIOR PRIMARY SCHOOL

ESTABLISHED 1914

**APPLICATION FORM**

|                       |  |                 |  |
|-----------------------|--|-----------------|--|
| Birth Certificate     |  | Transfer Card   |  |
| Immunisation          |  | Social Grant    |  |
| Parent's ID Documents |  | Stationery Levy |  |
| Report                |  | Ad. No.         |  |
| Proof of Residency    |  | Grade           |  |
| Salary Advice         |  | Date            |  |

**1. PERSONAL DETAILS OF CHILD**

Surname: ..... First Names: .....

Date of Birth: ..... Place of Birth: ..... Citizenship: .....

Identity Number: ..... Sex: ..... Religion: .....

Year of Admission: ..... Present School: ..... Tel No.: .....

Grade Applying for: ..... Medium of instruction: English Home Language: .....

Name of Brother/Sister presently in this school: .....

**2. PERSONAL DETAILS OF PARENT**

PRIMARY GUARDIAN: ..... SECONDARY GUARDIAN: .....

Surname: ..... Surname: .....

First Names: ..... First Names: .....

ID No.: ..... ID No.: .....

Residential Address: ..... Residential Address: .....

.....

.....

Owner ☐ Tenant ☐ Owner ☐ Tenant ☐

Name of Employer: ..... Name of Employer: .....

Work Address: ..... Work Address: .....

.....

.....

Occupation: ..... Occupation: .....

Telephone: Home: ..... Telephone: Home: .....

Work: ..... Work: .....

Cell: ..... Cell: .....

Email: ..... Email: .....

PARENTS MARITAL STATUS:

Married ☐ Divorced ☐ Widowed ☐ Unmarried ☐ Separated ☐

Who does the child live with? .....

Name of person responsible for school account: ..... 1.

### 3. MEDICAL

Name any other diseases against which he/she has been immunised other than what is on the immunisation card.

Has the child any disability or allergy? YES/NO ..... If so, which? .....

Name of Medical Aid: ..... Medical Aid No.: .....

Name of Main Medical Aid Member: .....

Name of Doctor: ..... Telephone Number: .....

CONTACT IN EMERGENCY: (other than parent)

Name of person: ..... Relationship to Child: .....

Telephone Number: .....

### 4. IMPORTANT DOCUMENTS

(a) If the child has previously attended a school, a transfer statement from that school must be submitted together with any relevant medical card.

(b) Medium of instruction-  
ENGLISH IS THE MEDIUM OF INSTRUCTION AT THIS SCHOOL

(c) The following documents must be attached:

- (i) A certified copy of the child's unabridged certificate
- (ii) Immunization Card
- (iii) Both Parent's ID Documents
- (iv) Proof of Residency of both parents
- (v) The most recent school/Pre-school report
- (vi) Salary Advice of both parents

(d) SCHOOL RULES AND REGULATIONS  
The pupil shall be subject to the Regulations and domestic rules of the school.

### 5. SCHOOL FEES

Public school fees are a statutory duty in terms of the South African Schools Act No 84 of 1996 (as amended) payable annually in advance at the beginning of each school year and such payment is compulsory unless you have been granted an exemption or partial exemption. However, in order to reduce the financial burden on parents, the school is prepared to accept payment on a Monthly basis. I/We accept that this undertaking in no way changes the fact that the payment of school fees is a statutory duty and not a voluntary agreement, particularly not a credit agreement as defined in terms of the National Credit Act No. 34 of 2005.

1. I/We authorize the school to do credit bureau searches on me/us and in the event of any school fees due by me/us not being paid, I/we authorize the school to inform any relevant credit bureau and have my/our name listed with them.
2. I/We acknowledge that one term's notice is necessary when taking a child out of the school.
3. I/We chose the address specified as our residential address/es under personal details as my/our chosen legal "domicile citandi et executandi" for service of all legal notices and processes until I/we advise the school in writing of my/our change of address.
4. I/We acknowledge that in the event that I/we are not the natural parent and/or guardian of the child/ren, then I/we accept the responsibility of a parent as defined in Section 1 of the Schools Act.
5. I/We in terms of family law and the South African Schools Act, parents are jointly and severally liable to pay school fees irrespective of your marital status e.g. Married, single, divorced, separated and that a divorce/maintenance order is not binding on the school.

2.

### 6. CONSENT AND INDEMNITY

I/We hereby give our consent for our child/ward to take part in any and all activities of the school whether conducted on the school premises or extra-murally, including, but not limited to, games; swimming; tours; excursions of general, vocational, educational, historical or scientific interest and for any photographs taken during such activities to be used to advertise the school.

I/We fully understand and accept that all such activities shall be undertaken at our child/ward's own risk, and I/We undertake on behalf of ourselves, our executors and our aforesaid child/ward to indemnify, hold harmless and absolve the Department, the Principal and his/her staff, against and from any or all claims whatsoever which may arise in connection with any loss or damage to the person or property of our aforesaid child/ward in the course of such activities.

### 7. PARENTAL OBLIGATION

I/We acknowledge and understand that:

1. The prime responsibility for my child's education rests with me.
2. The school will assist me to carry out that responsibility.
3. My active support for my child's schooling may increase his/her likelihood of gaining maximum benefit.
4. School fees are compulsory.

Further, I/We undertake to do the following:

1. To attend private consultations with my child's teacher at a mutually convenient time.
2. To read written reports sent by the school and respond to them.
3. To attend class meetings or other meetings arranged to explain the curriculum and the ways in which it can be reinforced at home.
4. To provide suitable conditions and support for my child's homework.
5. To provide such information as the school shall require for educational purposes.
6. To support the school rules.
7. To abide by decisions made by the Principal and Governing Body, with regard to the school's management.
8. To pay ALL SCHOOL FEES IN ADVANCE.

### 8. ENROLMENT AGREEMENT

I/We declare that all of the above particulars are to the best of our knowledge correct, and that I/we have read and understood Sections 4,5,6,7 and 8. I/We understand that the school reserves the right to verify all information supplied to them via this application. In the event of fraudulent information / documents submitted, the school reserves the right to lay criminal charges against any of the party's to this application and your application will therefore be null & void.

- (a) to furnish proof of the corrections of this child's age;
- (b) to pay all school fees by due date;
- (c) to inform the school in writing of any reason of absence;
- (d) ensure that the child attends school regularly and that he/she complies with the rules and regulations of the school;
- (e) to ensure that the child is properly dressed in the correct school uniform for school;
- (f) to confirm acceptance of my/our child's placement, I/we agree to pay the stationery levy, which is non-refundable;

I/We the undersigned parents/guardians, hereby give our consent for our child referred to in Section 1 to participate in the schools extra curricular activities, including educational visits and tours, and expeditions of historical and geographical interest.

This form is to be signed by both parents of the learner in all cases except where one parent is deceased.

1. ....  
Signature

2. ....  
Signature

Date: .....

3.

**This application form must be returned by The Last Day of the Current Month**

**\*An Application does not guarantee admission**

Please read through the document carefully and follow the exact instructions and produce the correct documents.

This application form must be completed by the **Biological Parents** of the child only.

Priority of admission will be given to those learners living with their parents within the geographical area closer to this School than to any other school. An application form from other areas, a child at a Pre-School in the area, or, Parents /working in the area may be considered.

The following documents are required by law to accompany applications for enrolment and are therefore **compulsory**, regardless of whether parents are single, married, divorced or separated.

Please ensure that all documents are provided when handing in the application as **no application** will be processed without them.

Original and photocopies of the following are required:

1. **Unabridged** Birth Certificate only. (Full birth certificate with both parents' details on it)
2. Clinic / Immunization card. (pages with injections and notes are recorded)
3. Both parent's ID documents:
  - should a parent be deceased a copy of the death certificate of that parent.
  - if you are appointed legal guardian of the child, proof is to be submitted with the application.
4. Latest school Report.
5. Proof of Residence for both parents should they not live at the same address.
  - Municipality /Rates Account / Legal Lease Agreement / current Electricity Account current Telephone Account /current Water Account / IRP5 / Income Tax Form / Bank Statement.
  - The account submitted must reflect the **parent's name and address**.
  - No affidavits will be accepted.
6. Both parent's salary advice slips.
7. If you are self-employed, we require bank statements for the last 3-6 months.
8. If you are registered for social grant, please provide proof of this.
9. Once you have been for an Interview and received an Acceptance Letter, an amount of R5500.00 is payable by the due date as stipulated on the Acceptance Letter.  
The initial fee covers the following:
  - a non-refundable exercise book levy of R1400.00.
  - R900.00 for excursions, school photographs, arts and crafts.
  - one month's school fees of R3200.00 – which will be deducted from next year's.
10. Only on receipt of the full amount, R5500.00 does it secure placement for your child. If you miss the deadline given to you, your acceptance will be cancelled automatically.
11. Transfer Card if the child is already registered at a formal school. (Grade 1 and above).