



CARRINGTON HEIGHTS PRIMARY SCHOOL

Email : carrington.h.primary@gmail.com

Cell No: 079 687 2265

APPLICATION FORM 2024

Dear Parent/Guardian

The application form and all relevant documentation should be completed and hand delivered to the school by the Parent/Guardian before the 14 December 2023. Please be advised that grade 2-7 spaces are limited.

The school receives considerably more applications for places, than the number of learners which we can ultimately accommodate.

- Completion of the application form does not imply the reserving of a position for your child/ward.
- Your child/ward could be expected to attend an Interview.
- Should your child be invited to an interview, you will be notified telephonically
- Each application is considered individually.
- **R200-00 non-refundable Application fee is required.**

N.B. Should you have not heard from the school by 14 December 2023, please consider this as an unsuccessful application.

The following documents must be submitted with the Application Forms and the Admin Fee.

1	2 x Certified copies of Unabridged Birth Certificate of Learner
2	Photocopy of Immunisation Card
3	2 copies of Latest Reports
	Certified copies of Parents Identity documents
5	Certified Legal proof of Guardianship
6	Latest Electricity account or Copy of Lease Agreement
7	R200-00 non-refundable Application Form fee
8	Recent payslip of both parents/Guardian
9	TRANSFER CARD AND REPORT TO BE HANDED TO THE SCHOOL AT THE CLOSE OF SCHOOL FOR 2021.
10	SCHOOL FEES FOR GRADE R (2023) R10 000-00 FOR THE YEAR. (R1000 PER MONTH)
11	SCHOOL FEES FOR GRADE 1 -7 2023 R7000-00
12	A 30% Admin fee will be charged if a learner has been accepted and then withdraws from registration.
13	A 20% Bank charge will be charged if a learner has been accepted and then withdraws from registration.
14	An amount of R3500-00 Grade 1-7 will be needed to pay as a deposit if your child has been accepted and Grade R – R5000-00. Our Bank Details : FIRST NATIONAL BANK, ACC. NO: 507 100 245 85, TYPE : CHEQUE, REF: SURNAME, NAME AND GRADE

We look forward to processing your child's application and thank you for the interest shown in our school.

"Every learner counts" unity is power.

Yours in Education

Mrs L. Ndaba

PRINCIPAL

SIYAKHULA

2024

APPLICATION FOR ADMISSION

(TO BE COMPLETED BY BOTH PARENTS / LEGAL GUARDIANS)

LEARNER'S NAME: _____

LEARNER'S FIRST NAME: _____

GRADE APPLIED FOR: _____

NAMES OF BROTHERS/SISTERS ARE CURRENTLY AT CARRINGTON HEIGHTS PRIMARY SCHOOL:

GRADE: _____

GRADE: _____

COMPLETE IN FULL (Please print)

1. PARTICULARS OF LEARNER

PRESENT GRADE: _____

GRADE APPLIED FOR: _____

SURNAME: _____

FIRST NAMES: _____

DATE OF BIRTH: _____

I.D. NO: _____

MALE: _____

FEMALE: _____

RESIDENTIAL ADDRESS: (This must correspond with the address on the document you submit as proof of residence).

_____ CODE: _____

HOME PHONE NO : _____

HOME LANGUAGE : _____

LEARNER LIVING WITH :	BOTH PARENTS	MOTHER	FATHER	OTHER
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(PLEASE GIVE DETAILS IF OTHER: _____)

LEARNER: PLEASE TICK IN THE BLOCK IF HE/SHE IS LEFT HANDED OR RIGHT HANDED.

LEFT HANDED		RIGHT HANDED	
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2. PARTICULARS OF FATHER/GUARDIAN:

FATHER	GUARDIAN
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SURNAME: _____ FIRST NAMES: _____

RELATIONSHIP TO LEARNER: _____ I.D. NO: _____

RESIDENTIAL ADDRESS: _____

_____ CODE: _____

NO. OF YEARS AT THE ABOVE ADDRESS: _____

CONTACT DETAILS: (HOME): _____ WORK: _____

CELL PHONE NO: _____ (Email): _____

EMPLOYER: _____ OCCUPATION: _____

WORK ADDRESS: _____

3. PARTICULARS OF MOTHER/GUARDIAN

MOTHER	GUARDIAN
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SURNAME: _____ FIRST NAMES: _____

RELATIONSHIP TO LEARNER: _____ I.D. NO: _____

RESIDENTIAL ADDRESS: _____

_____ CODE: _____

NO. OF YEARS AT THE ABOVE ADDRESS: _____

CONTACT DETAILS: (HOME) : _____ WORK : _____

CELL PHONE NO: _____ (Email) _____

EMPLOYER: _____ OCCUPATION: _____

WORK ADDRESS: _____

SCHOOL FEES:

WHO IS RESPONSIBLE FOR PAYMENT OF SCHOOL FEES?

NAME AND SURNAME: _____

ADDRESS: _____

I.D. NO: _____ **CELL NO:** _____

DECLARATION:

I UNDERTAKE

- to furnish original, authentic documents as required
- to ensure that this child attends school regularly and to give reasons in writing should my child be absent;
- to pay the full school fees in Terms of Section 39 and 40 of the South African School's Act, Act No 84 of 1996.
- I declare that the information submitted in this application form is the TRUTH.

PARENT'S/GUARDIAN SIGNATURE

DATE

	FOR OFFICE USE ONLY	
1	BIRTH CERTIFICATES OF – CERTIFIED	
2	IMMUNISATION CARD	
3	LATEST REPORTS X 2	
4	PARENT'S IDENTITY DOCUMENTS – CERTIFIED	
5	GUARDIANSHIP ESTABLISHED	
6	LATEST ELECTRICITY ACCOUNT/ LEASE AGREEMENT (IN PARENT'S NAME)	
8	RECENT PAYSLEIPS OF BOTH PARENTS	
9	ADMINISTRATION FEE (R200-00) – NON REFUNDABLE	
10	ADMISSION FEE (R3500)	

RESULT OF APPLICATION: _____

COMMENTS: _____

DATE: _____ OFFICIAL: _____

UNDERTAKING BY PARENTS/GUARDIANS

1. We hereby apply to have the child whose name appears on this form as a learner at Carrington Heights Primary School and confirm that he/she complies with the basic criteria.
2. I/we hereby certify that I/we have legal custody and guardianship in respect of the above named learner.
3. I/we undertake to adhere to the terms and conditions stipulated.
4. I/we understand and confirm that the Principal or any person duly authorised, will act in loco of parentis in any matter and at any time during which I/we have entrusted our child to the care of the school.
5. I/we jointly and severally undertake to pay School Fees and I/we understand the following: -
 - (a) The Annual School Fees will be compulsory payment as adopted by the majority of parents at the AGM. School fees are revised at the AGM in October of each year.
 - (b) School fees are payable in advance are due on the first day of school.
 - (c) Our terms are as follows: -
 - (i) Fees can be paid in full
 - (ii) Fees can be paid off in 10 equal monthly instalments.
 - (d) A sum of R3500-00 to accompany this agreement. This amount will be deducted from the current compulsory Annual Fees, should a learner not attend the school this fee (less administrative charges of 30% and less bank charges of 20%) will be refunded to the parent upon a written request from the parent providing us with banking details for a refund together with a copy of the receipt. The refund will be a direct electronic payment.

- (e) In terms of family law, parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.
 - (f) In the event of non-payment of school fees, the school will institute legal action against both parents irrespective of maintenance and court orders which may exist between the parties.
 - (g) In terms of Section 39, of the South African School Act, parents are liable to pay compulsory school fees.
 - (h) In terms of Section 40 and 41 of the South African School Act, the school may enforce the payment of these compulsory fees.
 - (i) **The parties** to this application undertakes to pay all legal costs, including attorney/client fees and collection fees and collections costs incurred by the school in the event of the school having to take legal action for recovery of school fees.
 - (j) **FEES** are due and payable at the end of each month or Term.
 - (k) Parents who are unable to pay school fees may apply for exemption of these fees.
 - (l) The school may conduct an enquiry and/or information search about the parents with a credit information bureau, persons acting as their agents and or credit grantors.
 - (m) The school may transmit details of how the parents/have performed in the meeting their obligation in terms of their school fee obligation and share such with other credit grantors.
 - (n) If parents fail to meet their school fee obligation, the school may record parent's non-performance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.
 - (o) Should there be a dispute on your statement of account, please notify the Finance Secretary in writing.
6. Annual registration fee of R3500-00 must be paid before the opening day of each year.
 7. I/we undertake to give notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have.
 8. We/I understand that the school reserves the right to verify all information supplied to them via this application. In the event of fraudulent documents submitted, the school reserves the right to lay a criminal charge of fraud against any of or the parties to this application.
 9. The signatory has to hereby choose domicilliam citandi at executandi (physical address at which you may be served with legal documents. You are deemed to have received the documents served at this address even if you not physically receive them in person) as indicated below. In the event of change of address parents are to notify the school in writing.
 10. This commitment in its entirety will be valid from the day on which it is signed by Parents/Guardians to the day on which the learner officially leaves the school.

The Parent/Guardian declares that he/she is the legal guardian and in his/her personal capacity.

Remember "Every learner counts" unity is power.

DECLARATION:

I, _____ hereby declare that the information which I have recorded on this, is true and correct and by my signature below, I give the Chairperson of the school, Governing Body or his delegate permission to check and confirm any of the details listed by me. I understand that should any of the information supplied by me found to be false, action may be taken against me.

Signed on this _____ day _____ 20_____

1. Signature of Parent/Guardian _____
2. Signature of Parent/Guardian _____

