

Laerskool Lorraine Primary

📍 Adres / Address: Meuselaan / Meuse Avenue, Lorraine, Port Elizabeth

☎ Tel: (041) 367 - 1115 Faks / Fax: (041) 368 - 1812

✉ E-pos / Email: info@lorraineschool.co.za



2020 APPLICATION REQUIREMENTS AND INFORMATION

Thank you for your interest in Lorraine Primary School.

Important information for you to take cognisance of.

APPLICATIONS WILL ONLY BE ACCEPTED AT SCHOOL FROM 13/2/19 UNTIL 15/3/19

ONCE YOUR APPLICATION FORM HAS BEEN HANDED IN YOU WILL RECEIVE A REFERENCE NUMBER AS PROOF OF RECEIPT.

NO E-MAILED APPLICATIONS FROM LOCAL RESIDENTS WILL BE ACCEPTED.

Should the relevant documents not be supplied or the form be incorrectly completed, the application will not be processed. Having submitted an application form does not automatically guarantee acceptance. Without prejudice, the Principal reserves the right to accept or reject an application.

GRADE R AND GRADE ONE

The following information MUST please be attached to your application form.

1. Child's **UNABRIDGED BIRTH CERTIFICATE** (indicating Mother, Father and Child). The school will accept the abridged birth certificate temporarily
2. Both Parents'/Legal Guardians' ID documents
3. Passport size colour photograph of the child
4. Proof of current residential address (Utility Bill) proving ownership of property or Signed Lease Agreement. Attached to the Lease Agreement we require:
 - (a) ID of the owner of the property
 - (b) Utility Bill in the name of the owner of the property. Information given will be verified.
5. Proof of immunization
6. Non-South African Citizens are to produce original Work Permits and **VALID STUDY PERMITS**
7. Death Certificate where applicable

GRADE TWO TO SEVEN

The following information MUST be attached to your application form.

1. Child's **UNABRIDGED BIRTH CERTIFICATE** (indicating Mother, Father and Child). The school will accept the abridged birth certificate temporarily
2. Both Parents'/Legal Guardians' ID documents
3. Passport size colour photograph of the child



Die skool wat omgee / The school that cares

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4. Proof of current residential address (Utility Bill) proving ownership of property or Signed Lease Agreement. Attached to the Lease Agreement we require:
 - (a) ID of the owner of the property
 - (b) Utility Bill in the name of the owner of the property. Information given will be verified
5. Proof of immunization
6. Non-South African Citizens are to produce original Work Permits and VALID STUDY PERMITS
7. Death Certificate where applicable
8. Certified copy of latest report showing details of the child's current school
9. On acceptance, a transfer document from the previous school must be handed in on the first day of attendance at Lorraine Primary School

The supplying of fraudulent information could lead to legal action being taken by the SGB.

We do not make photocopies. Therefore, kindly have copies made and certified or produce copies with the original documentation.

In the case of Foster parents/Legal guardians: LEGAL documentation is required to support their status.

ONCE YOUR CHILD HAS BEEN ACCEPTED AS A FUTURE PUPIL AT LORRAINE PRIMARY SCHOOL, YOU WILL HAVE TWO WEEKS TO PAY A FEE OF R1 500 TO SECURE HIS/HER PLACE. THIS MONEY WILL BE DEDUCTED FROM YOUR SCHOOL FEES THE FOLLOWING YEAR.

MEDIUM OF INSTRUCTION

The Governing Body of this school has, in its Language Policy, determined that the school will be a parallel medium school and that the language of instruction will be English or Afrikaans. Pupils admitted to the school will need to be sufficiently proficient in English or Afrikaans so as not to hamper their academic progress. **WE STRONGLY RECOMMEND THAT CHILDREN BE TAUGHT IN THEIR MOTHER-TONGUE.**

ADMISSION AGE

Grade R – Pupils must turn 6 during the Grade R year.

Grade 1 – Pupils must turn 7 during the Grade 1 year.

SELECTION CRITERIA FOR ADMISSION

The Governing Body and the Principal of Lorraine Primary School are bound by the constitution of the country to ensure that all applications will be treated fairly. However, it must be appreciated that by the number of applications received, not all applicants will be accepted and some fair process of selection is inevitable.

The selection criteria is as follows.

- 1) Pupils who have biological brother/sisters (siblings) presently at Lorraine Primary School.
- 2) Pupils who live in the feeder area of the school.
- 3) Pupils whose parents work in the feeder area of the school.
- 4) Should there be space, children from out of the feeder area of the school. Applicants who do not come from the school's "core geographical area" must accept that their chances of admission are slim and that they must also apply to other schools, and most definitely to their nearest public school.

Parents who are on transfer from outside the greater metropolitan area of Port Elizabeth may complete an application form. The same norms and standards will apply.

To ensure orderly and effective teaching will always be possible at Lorraine Primary School the following are of utmost importance.

- 1) The pupil must be proficient in the language of instruction for which he/she applies.
- 2) The pupil must be sufficiently equipped for the grade for which he/she applies and, where applicable, must have passed the previous grade.
- 3) The school will apply the pupil/teacher ratio as determined by the Governing Body of the school. Once capacity has been reached, no more applications will be considered.
- 4) Parents who apply for their child's admission to the school will, with due observance of the Act, familiarise themselves with the contents of the Mission Statement of Lorraine Primary, policies concerning language and religion, code of conduct and fees and subscriptions to the school. Furthermore, such parent/s or guardians should acknowledge acceptance and commit themselves to the fulfilment thereof.
- 5) A child who is transferred to Lorraine Primary from another school must leave his/her previous school with a clean record.
- 6) Lorraine Primary School may, in the appropriate circumstances, invite any child and his/her parents/guardians to an interview at the school. A child invited to such an interview will not be admitted unless such an interview has taken place.
- 7) Should the school have any concerns regarding a pupil's health, it may demand that a medical test/examination be undergone at a doctor nominated by the school and that a suitable medical report be submitted to the school.

FINANCIAL OBLIGATION

In terms of Section 39 of the South African Schools Act, the parties to this from are liable to pay compulsory school fees as determined by the Governing Body of the school. According to this Act, both parents/guardians are jointly and severally responsible for the payment of school fees irrespective of any divorce or maintenance agreement in place. Further, in terms of Section 40 and 41 of the same act, the Governing Body may enforce the payment of these compulsory school fees.

The school may conduct an enquiry and/or information search about the parents/guardians/sponsors with a credit information bureau. The school may transmit details of how the parents/guardians/sponsors have performed in meeting their obligations in terms of the school fees and share such information with other credit grantors for the purpose of making any credit risk management related decisions. If parents/guardians/sponsors fail to meet their school fee obligations, the school may record the 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.

SCHOOL FEES (Subject to change in 2020)

Please note, listed below are the School Fees for 2019:

Grade R – R12 980 pa (R1180 x 11 months payable from 1 February to 1 November)

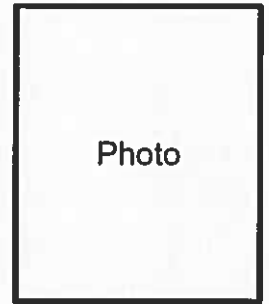
Grades 1 – 7 – R12 540 pa (R1140 x 11 months payable from 1 February to 1 November)

School fees for 2020 will be available in November 2019.

Should your child be admitted, we look forward to a long and mutually beneficial relationship. We care lovingly for every child at our school and aim to provide him or her with every possible opportunity to develop his or her potential to the full. We also look forward to a close and constructive relationship with every parent/guardian.

Official use only	Date received		No. yrs in Gr		Grade	
	Admin No.		Admin date		Teacher	

LORRAINE PRIMARY SCHOOL



APPLICATION FOR ADMISSION

PUPIL'S NAME :

GRADE APPLIED FOR : **MONTH :** **YEAR :**

ON BEHALF OF MY CHILD AND ON MY OWN BEHALF, I AGREE TO:

- accept the ethos of the school.
- accept the behaviour and uniform rules.
- accept the authority of the principal, teachers, prefects and monitors.
- understand that the payment of school fees is compulsory and undertake to pay the school fees.
- oversee my child's involvement in the school's extra-mural programme.
- in the event of my child leaving the school, give 30 days written notice and return all items obtained from the school on loan.
- abide by the school's Code of Conduct.

Signed : Date :

Name in block letters :

This application will only be processed if signed by both parents/guardians and accompanied by the required certified documents. No copies will be made at the school office.

1.	Certified copy of latest report from pupil's present school (if applicable)
2.	Transfer documents (if applicable)
3.	Certified copy of birth certificate
4.	Proof of immunization
5.	Certified copy of both parents'/guardians identity documents
6.	Municipal bill as proof of residence where the applicant lives
7.	Valid residence/study permit (if applicable)
8.	Death Certificate (if applicable)

Completion of this application form is not a guarantee that your child will be accepted at Lorraine Primary School.
 You will be informed of the school's decision as soon as possible.
 An interview may be required.

A fee will be payable on acceptance to secure your child's place.

A. DETAILS OF PUPIL

Surname						Initials	
Full Names							
Date of Birth	Year	Month	Day	Gender	Male	Female	
Race <small>(Statistics required by Dept of Ed.)</small>	African	Asian		Coloured	White	Other	
Identity Number							
Passport Number							
Residential Address						Post Code	
Home Language		Language of Instruction at Lorraine Primary School					
Does this pupil have a deceased parent? <small>(Certificate required)</small>	Mother	Father		Both	None		
Citizenship		Religion					
Mode of transport to school	Bicycle	Bus	By foot	Motor car	Motor cycle	Taxi	
School last attended by pupil	None	School in this province	School in another province		School in another country		
	Province	Country					
Name of previous school / Pre-School							
Address of previous school							
Tel no. of previous school				Fax No. / Email			
Highest grade passed				Year			
Previous grade/grades repeated				Year			
Language of instruction at previous school							
Is Lorraine the nearest school to your place of residence?							
Dexterity of pupil		Right Handed			Left Handed		
Is this pupil registered for a Social Grant?		Yes			No		
Social Grant Number							
Number of children in this family				Position in the family e.g. first			
Brothers/Sisters at Lorraine		Name			Grade		
Applicant lives with....	Both parents	Father	Mother	Guardian	Other		

B. PARENT'S DETAILS

		BIOLOGICAL FATHER					BIOLOGICAL MOTHER						
Surname													
First name(s)													
Identity No.													
Address													
Home Language													
Race		African	Asian	Coloured	White	Other	African	Asian	Coloured	White	Other		
Marital Status		Married	Divorced	Remarried	Single	Widowed	Other	Married	Divorced	Remarried	Single	Widowed	Other
Telephone Numbers:													
Father	H				Cell				W				
Mother	H				Cell				W				
Email Address		Father											
		Mother											
Father's occupation													
Company													
Address													
Mother's occupation													
Company													
Address													

C. GUARDIAN'S DETAILS

	MALE GUARDIAN					FEMALE GUARDIAN						
Surname												
First name(s)												
Identity No.												
Address												
Home Language												
Race	African	Asian	Coloured	White	Other	African	Asian	Coloured	White	Other		
Marital Status	Married	Divorced	Remarried	Single	Widowed	Other	Married	Divorced	Remarried	Single	Widowed	Other
Telephone Numbers:												
Male	H				Cell				W			
Female	H				Cell				W			
Email Address		Male										
		Female										
Male guardian's occupation												
Company												
Address												
Female guardian's occupation												
Company												
Address												

D. Any special medical conditions that the school should be aware of?

Special problems requiring counselling	

E. Person responsible for paying of the school fees

Title		Full name and surname			
Residential address				Postal Code	
Tel. home		Work		Cell	
Email address					

DECLARATION

I/We the undersigned, hereby confirm, that the contents of this application has been read and understood and the information supplied herein is correct and that all the documents attached hereto are authentic.

N.B. In the event of the parents being divorced, both parents are jointly and severally responsible for the payment of school fees, irrespective of any maintenance order.

SIGNATURE : FATHER / MALE GUARDIAN

PRINT NAME

SIGNATURE : MOTHER / FEMALE GUARDIAN

PRINT NAME

DATE