

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

LORRAINE PRIMARY SCHOOL



Photo

(Please staple)

APPLICATION FOR ADMISSION						
LEARNER NAME & SURNAME:						
GRADE APPLYING 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 and prefects.
- 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 & SURNAME IN CAPITAL LETTERS: (Parent / Guardian / Step parent)			

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.

Supporting documentation must be certified not older than 3 months

1.	Certified copy of child's birth certificate	
2.	Proof of immunization	
3.	Certified copy of both parents / guardians' identity documents	
4.	Proof of employment of both parents / guardians. Certified copies of BOTH parents / guardians' salary slip (if self-employed, 3 months CERTIFIED bank statements must be attached).	
5.	Proof of address Owner: Municipal account Rental: Lease agreement and affidavit from homeowner	
6.	Certified Copy of latest report from pupil's current school (if applicable)	
7.	Transfer documents from current school (if applicable)	
8.	Immigrant: Valid residence / study permit (if applicable)	
9.	Death Certificate (if applicable)	
10.	Should both biological parents be deceased, legal guardianship papers as indicated by a Court of Law must be attached. Death certificate/s will also be required.	

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.

Should the Department of Education decide to go ahead with centralized applications, we will notify and encourage parents/guardians to apply as soon as possible. This application form will then not be valid.

A. PERSONAL INFORMATION OF LEARNER

NB: D6 Communicator is our preferred communication platform. Please ensure that contact details as well as e-mail addresses are 100% correct. Important information can be missed.

Surname						Initials				
Full Names						Preferred Name				
Date of Birth		Year	Month	Day	Gender	Male		Female		
Race (Statistics required by Dept of Ed.)		African	Asian	Coloured	White			Other		
Identity Number Passport Number										
Residential Address						Postal Code				
Home Language				Current Language of Instruction						
				Language of Instruction at Lorraine Primary School						
Does this learner have a deceased parent? (Certificate required)		Mother		Father		Both		None		
Citizenship				Religion						
Mode of transport to school		Bicycle	Bus		By foot	Motor car	Motor cycle	Taxi		
School last attended by learner		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 learner				Right Handed					Left Handed	
Is this learner 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

NB: D6 Communicator is our preferred communication platform. Please ensure that contact details as well as e-mail addresses are 100% correct. Important information can be missed.

		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
Previous association with Lorraine Primary School e.g. Past learner											
Dates											
Telephone Numbers:											
Father	H			Cell				W			
Mother	H			Cell				W			
Email Address			Father								
			Mother								
Father's occupation											
Company											
Address											
Mother's occupation											
Company											
Address											

If self-employed, please state nature of business.

C. GUARDIAN'S DETAILS

NB: D6 Communicator is our preferred communication platform. Please ensure that contact details as well as e-mail addresses are 100% correct. Important information can be missed.

	MALE GUARDIAN/STEPPARENT					FEMALE GUARDIAN/STEPPARENT						
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
Previous association with Lorraine Primary School e.g. Past learner												
Dates												
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												

If self-employed, please state nature of business.

D. ACHIEVEMENTS:

Please mention any leadership / sport / cultural activities your child is currently involved in.

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EXTRA MURAL PROGRAMME: The school expects of learners to be involved in at least one school Summer and one Winter co-curricular activity. List with detail, those in which your child will participate.

Sport:	
Cultural:	
Other Interests:	

E. EMERGENCY CONTACT SHOULD PARENTS/GUARDIANS BE UNAVAILABLE

Name and Surname		Relationship	
Telephone Number			

F. ANY SPECIAL MEDICAL CONDITIONS THAT THE SCHOOL SHOULD BE AWARE OF?

Has your child ever been tested by any therapist, doctor, institution for any possible attention difficulty/hearing/ speech? If yes, please attach the report.	YES	NO
Special problems requiring counselling		

G. REASON FOR WANTING TO ENROL YOUR CHILD AT LORRAINE PRIMARY SCHOOL

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H. PAYMENT OF SCHOOL FEES

Please note that **Lorraine Primary School** is declared as a **FEE PAYING SCHOOL** in terms of the relevant legislation, and that by enrolling your child/ren at the school, you are accepting an obligation to contribute financially towards his/her education.

Definition of parents:

The South African Schools Act 84 of 1996 defines a parent as:

“parent” means-

- a) the biological or adoptive parent or legal guardian of a learner (documentation required)
- b) the person legally entitled to custody of a learner; or
- c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner’s education at school

Please take note that the school fee account will be addressed to the “parent” who has applied for the learner at Lorraine Primary School.

Parents admit and confirm that:

- a) they are aware that the school fees are payable in respect of any and each individual academic school year or part of such year during which their child/ren are enrolled in the school.
- b) divorced parents must note that the school is not a party to the settlement agreement of the parents. Both parents, irrespective of the contents of the settlement agreement, are liable for the payment of school fees in terms of Section 40 of the SA Schools’ Act. The court order does not overrule the provision of the Act.
- c) they are jointly and severally liable in their personal capacities towards the Governing Body for payment of the school fees, **both parents** are liable for the payment of the **full amount of school fees**.
- d) school fees are strictly **PAYABLE IN ADVANCE**. School fees are a statutory obligation.
- f) they are aware that the Governing Body in its sole discretion may from time to time increase the school fees payable without prior consultation with the parents and in which event they, the parents, are liable to pay the increased school fees amount.

I take note that it is my responsibility to ensure that my school fee account is up to date	YES	NO
I can afford the school fees	YES	NO
Signature: Father/Guardian/Step parent	Signature: Mother/Guardian/Step parent	
Print Name & Surname Father/Guardian/Step parent	Print Name & Surname Mother/Guardian/Step parent	

I. CONSENT

LEARNER/IMAGES/VIDEOS

At Lorraine Primary School, we take photos/images/videos of all our learners to display them on various platforms i.e. classroom teaching/schools' web pages and social media platforms (including Facebook, Instagram and Twitter, newspapers).

I understand that the school may use these images for purposes such as celebrating achievements and publishing educational events, as deemed appropriate by the school Governing Body and the Principal, and that such use may include display in the school photo gallery.

	AGREE	DISAGREE
Signature : Father/Guardian Print Name & Surname:		
Signature : Mother/Guardian Print Name & Surname:		

POPIA and PAIA Policies of the School	AGREE	DISAGREE
POPIA aims to protect the privacy and security of personal information processed by public and private bodies. It sets out conditions for the lawful collection, use, storage, and destruction of personal information. PAIA aims to give effect to the constitutional right to access information held by the state or another person that is needed to protect or exercise any rights. It sets out the framework and procedures for requesting such information.		
Signature : Father/Guardian Print Name & Surname:		
Signature : Mother/Guardian Print Name & Surname:		

DECLARATION

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

SIGNATURE:
FATHER / MALE GUARDIAN /
STEP PARENT

PRINT NAME & SURNAME

SIGNATURE:
MOTHER / FEMALE GUARDIAN /
STEP PARENT

PRINT NAME & SURNAME

DATE