



## PROCEDURES TO FOLLOW WHEN ENROLLING A CHILD: 2024

### FORMS TO COLLECT AT SCHOOL OFFICE:

- Application form
- School fees policy / structure
- Information Brochure
- Contract: pupils/parents
- School uniform list
- Bus services particulars

1. Complete an application form in detail (incomplete forms will be returned to you) include the signatures of both parents (or guardians).
2. Submit the completed application form, signed by both parents, together with the following attached:
  - Copy of child's birth certificate
  - Child's latest school report
  - Copy of parents/guardian ID
  - Copy of letter of transfer from previous school
  - Copy of immunization certificate
  - Signed contractual agreement between parent/guardian and school
  - Signed contractual agreement between pupil (Gr.6-12) and the school
  - A copy of latest pay slip, plus monthly budget (Requirement of the credit control Act)
3. Depending on the availability of space:
  - P/S 4 years old in January, turning 5 years in that year
  - Gr.0 5 years old in January, turning 6 years in that year
  - Gr.1 6 years old in January, turning 7 years in that year
  - Applicants are admitted on a first-come-first-serve basis
  - Primary school children (Gr.1 – 3) to come for interview with H.O.D. Primary Phase.  
Parent(s) must be present
  - Applicants from Gr. 4 to Gr. 10 to arrange interview with the Principal.  
Parent(s) must be present.
  - Gr.11/12 applicants - only in exceptional circumstances will applicants for Gr.11/12 be considered.
4. Textbook / stationery / workbook lists will be provided to successful applicants.

### SCHOOL FEES 2023

1. **APPLICATION FEE**  
R100 is payable on application. R50 is refundable for an unsuccessful application
2. **REGISTRATION FEE**  
Once your child has been accepted, the following non-refundable registration fee applies:
  - Gr. RR – R: R 1 000
  - Gr.1 to 12: R 2 000
3. **FIRST INSTALMENT OF SCHOOL FEES**  
**NOTE:** An applicant will only be registered after the above fees have been paid.
4. **FURTHER COSTS**  
Parents are responsible for:
  - School fees
  - Incidentals
  - Textbooks / workbooks
  - Certain items of stationery
  - Transport and uniforms