JEFFREYS BAY PRIMARY SCHOOL
APPLICATION FOR ADMISSION

Telephone: 042 2931343
E-mail: jbayschool@epweb.co.za

OFFICE USE ONLY: Approved: YES NO Signature (Principal): _____ Accession number: _____
Date received: _____ Email date: _____ House team: _____ SAMS: _____
Comment: _____ Photo: YES/NO

This form must be completed on behalf of a child, whenever admission to a school under control of the Department is sought. **Completing this form does not mean your child has been admitted**. All information asked for is required by the Department and must be completed by all applicants. All information will be treated as confidential. **Please initial all pages and sign where necessary.** **Only complete applications will be taken into consideration.** The decision of the admission committee is final and **NO** interviews will be granted afterwards. Take note that this is a **FEE-PAYING** school. **THE FIRST INSTALMENT OF SCHOOL FEES MUST BE PAID UPON ACCEPTANCE OF LEARNER.**

Please attach the following documents to the completed Application:

☐ Copy of learner's birth certificate ☐ Latest learner report card ☐ Clinic card ☐ Copy of both parents' ID document
☐ Proof of residence (Lease contract etc.) ☐ Letter of employment ☐ Transfer card (available last day at current school)

LEARNER INFORMATION:

Date of admission required: _____ Grade: _____ Language of instruction required: AFR ENG

Surname: _____ Full names: _____

Nickname: _____ Gender: M F Race: _____ Home Language: _____

Date of Birth: Day ____ Month ____ Year: _____ ID no: _____Citizenship: _____

Country of residence: _____ If SA, indicate province: _____ Place of birth: _____

Home address: _____ City: _____ Cell: _____

Dexterity of learner: Right handed Left handed Ambidextrous

Mode of transport to school? Pedestrian Own transport Other (Specify):

Religion: _____ Church: _____ Pre-primary education? None Non Formal Formal

Emergency Tel.: _____ Person: _____ Deceased Parent? None Mother Father Both

DETAILS OF CURRENT / PREVIOUS SCHOOL:

Name of school: _____ Tel: _____

Address of school: _____ City: _____ Code: _____

Province: _____ Country: _____ Language of instruction at last school: _____

Date of learner leaving the above mentioned school: _____ Year: _____ Grade passed: _____

SIBLINGS:

Number of children in family: _____ Position in family (e.g. 1st): _____ Number of children attending Jeffreys Bay: _____
Please supply names of other children in your family currently attending Jeffreys Bay Primary School:

Full name and surname	Grade	Full name and surname	Grade
1)		2)	
3)		4)	

Initial: ____

DISCIPLINARY HISTORY:

Has the learner been refused continuation of school attendance at any previous school? Yes No

If so, which school: _____ Tel.: _____

Please supply details: _____

_____

Has any school taken disciplinary actions against the learner as a result of a serious misdemeanor? Yes No

If so, which school: _____ Tel.: _____

Please supply details: _____

_____

EXTRA-MURAL ACTIVITIES IN WHICH LEARNER PARTICIPATED SPORT:

SPORT:

Sport	Team/Level	Position/Item	Provincial Team	National Team	Highest Merit Award	Year

CULTURE:

Activity	Year	Highest Merit Award

LEADERSHIP POSITIONS:

Position	Year

Interest / Hobbies / Activities not offered by school(s): _____

_____

LEARNER'S MEDICAL INFORMATION:

Underline illness(es) learner has been immunised against: **tuberculosis (B.C.G.), tetanus, measles, poliomyelitis, hepatitis B**.

Important illness(es) from which the learner is suffering or has suffered (e.g. Asthma, Epilepsy, Diabetes): _____

_____

Any physical or emotional handicaps that the school should be aware of (e.g. ADHD, partially sighted, deafness): _____

_____

Operation(s) pupil has had. Give date and nature of operation(s): _____

_____

Name of Medical Aid: _____ Medical Aid number: _____

Main member: _____ Tel: _____

Name of GP: _____ City: _____ Tel.: _____

Initial: _____

PARENT / GUARDIAN INFORMATION:

► **Parent / Guardian 1:**

Title: _____ Surname: _____ Full name: _____

ID no.: | | | | | | | | | | | | | Citizenship: _____ Relationship to learner: _____

Marital Status: Married | Unmarried | Divorced | Widow/Widower Race: _____ Home Language: _____

E-mail: _____ Cell: _____

Tel. (W): _____ Tel. (H): _____ Fax: _____

Postal address: _____ City: _____ Code: _____

Home address: _____ Suburb: _____ City: _____

Occupation (Specify): _____Employer: _____

Work address: _____ City: _____

► **Parent / Guardian 2:**

Title: _____ Surname: _____ Full name: _____

ID no.: | | | | | | | | | | | | | Citizenship: _____ Relationship to learner: _____

Marital Status: Married | Unmarried | Divorced | Widow/Widower Race: _____ Home Language: _____

E-mail: _____ Cell: _____

Tel. (W): _____ Tel. (H): _____ Fax: _____

Postal address: _____ City: _____ Code: _____

Home address: _____ Suburb: _____ City: _____

Occupation (Specify): _____ Employer: _____

Work address: _____ City: _____

► **Guardian: (*The person who undertakes to fulfil the obligations of the parent / guardian towards the learner's education at the school.*)**

Title: _____ Surname: _____ Full name: _____

ID no.: | | | | | | | | | | | | | Citizenship: _____Relationship to learner: _____

Marital Status: Married | Unmarried | Divorced | Widow/Widower Race: _____ Home Language: _____

E-mail: _____ Cell: _____

Tel. (W): _____ Tel. (H): _____ Fax: _____

Postal address: _____ City: _____ Code: _____

Home address: _____ Suburb: _____ City: _____

Occupation (Specify): _____ Employer: _____

Work address: _____ City: _____

Please supply certified proof if any of the following questions are applicable to the learner:

Foster child? Yes | No Are you the Legal guardian? Yes | No Do you receive a social grant for the learner? Yes | No

Learner resides with (mark)	Parent 1	Parent 2	Guardian
Correspondence to (mark)	Parent 1	Parent 2	Guardian
Person handling the school accounts (mark)	Both parents		Guardian

Initial: _____

UNDERTAKING BY PARENTS / GUARDIANS:

1. We hereby apply to enroll the child, whose name appears on this form, as a learner at Jeffreys Bay Primary School and confirm that he / she complies with the basic criteria.
2. I/We hereby certify that I/we have legal custody and/or guardianship in respect of the above named learner.
3. I/We undertake to adhere to the terms and conditions stipulated in this undertaking.
4. I/We understand and confirm that the Principal or any person duly authorized, will act in loco 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 separately undertake to pay school fees and I/we understand the following:
   - 5.1 The annual school fee is a compulsory sum adopted by the majority of parents at the AGM.
   - 5.2 School fees are payable in advance and are due on the seventh day of every month.
   - 5.3 The Schools terms for the payment of school fees are as follows:
     - 5.3.1 Fees can be paid in full.
     - 5.3.2 Fees can be paid quarterly – January/April/July/October.
     - 5.3.3 Fees can be paid in 11 equal instalments, January to November. Fees are due at the 7th of each month.
   - **5.4 In terms of Section 39 of the South African Schools Act, the parties to this form 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**.
   - 5.5 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.
   - 5.6 In terms of Section 39 of the South African Schools Act, parents are liable to pay compulsory school fees.
   - 5.7 In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
   - 5.8 The parties to this application undertake to pay all legal costs, including attorney client fees, collection costs and tracing fees incurred by the school in the event of the school having to take legal action for the recovery of school fees.
   - 5.9 Parents who are unable to pay school fees may apply for exemption of these fees.
   - 5.10 The school may process and keep on record any information obtained about the parents as a result of their liability for school fees.
   - 5.11 The school may conduct an enquiry and/or information search about the parents with the credit information bureau, persons acting as their agents and/or credit grantors.
   - 5.12 The school may transmit details of how the parent/s have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors for the purpose of making any credit risk management related decisions.
   - 5.13 If parent/s fails to meet their school fees obligations, the school may record the 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.
   - 5.14 Should there be a dispute on your statement of account, please notify the Bursar in writing.
6. I/We undertake to give notice in writing of any intention to remove my/our child/ren from the school and furthermore to return any books and/or equipment belonging to the school which my/our child/ren may have in their possession.
7. I/We 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 the parties to this application.
8. The signatory hereto hereby chooses domicillium citandi et executandi (official address) as indicated below. In the event of a change of address, parents are to notify the school in writing.
9. This commitment in its entirety will be valid from the day on which it is signed by the parent/guardian, to the day on which the pupil officially leaves the school.

The parent/guardian declares that he/she is the legal guardian of the child and is entitled to sign this document, and shall be bound hereto both as parent/guardian, and in his/her personal capacity.

► ADDRESS: The signatory hereto chooses domicilium citandi et executandi (official address) as:

_____ City: _____ Code: _____

DECLARATION: PARENT / GUARDIAN: ► I _____
hereby declare that the information which I have recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designee, permission to check and confirm any of the details listed by me. I understand that should any of the information supplied by me is found to be false, action may be taken against me as in item 7 above.

Signature: _____ Signed on this _____ day of _____ 20 _____

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JEFFREYS BAY PRIMARY SCHOOL

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Tel nr (042) 2931343
e-pos: jbayschool@epweb.co.za
Skoolhoof: Mnr. H. Vogel

P.O. Box 110
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Tel no (042) 2931343
e-mail: jbayschool@epweb.co.za
Principal: Mr. H. Vogel

RELIGIOUS EDUCATION

All major Religions are recognized in the South African law (No. 108 of 1996) as well as in Article 7 of the South African Education Law, No. 84 of 1996. These laws protect the individual against any form of discrimination on grounds of their religion.

AIM:

Due to the Democratic nature of our Government, written into our constitution are the promotion, protection and respect for all of the various religions.

VISION:

It is entrenched into the Curriculum and Law, that teachers, learners and parents will accord each Religion the respect deemed necessary, without the institution favouring one specific Religious order.

RELIGIOUS EDUCATION POLICY:

1. All religions are acknowledged and our policy is one of inclusion.
2. All denominations will be represented at the various School meetings and Assemblies.
3. No indoctrination of a specific religious belief will be allowed and encouraged.
4. Allowance will be made for religious holidays and the observance of the various religious days for all denominations and religions.
5. The opening and closure of the school at the beginning of each year and term will be marked by an acceptable religious assembly, which will make allowance for all religious groups.
6. Teachers will acknowledge God in the form of prayer at the beginning of each school day.
7. Various faiths will be requested on a rotational basis to deliver an interdenominational message to the learners at weekly assemblies.

Plan of Action implemented to encourage and foster mutual respect and acceptance of various religions within Jeffreys Bay Primary School:

1. Non-discrimination of various religions will be encouraged in Life Skills Curriculum.
2. Understanding of the differences within the various religions, tolerance and acceptance is encouraged and entrenched into the school Curriculum.
3. Weekly assemblies are held where the emphasis is on mutual respect and tolerance.
4. Various denominational leaders will be given the opportunity to present an opening at weekly formal assemblies.
5. All religious days / Holy days and various Religious observances in the various religions are given equal notice and understanding.
6. Mutual respect and tolerance is fundamental to the Ethos of the Religious Education and Spiritual Development of the Jeffreys Bay Primary School Community.

RELIGIOUS POLICY:

Please state whether you, the parent of guardian of the learner have any objections to education based on Christian Principles.

YES NO

Signature: …… Date: ……

JEFFREYS BAY PRIMARY SCHOOL
CRITERIA FOR ADMISSION

CRITERIA FOR ADMISSION:

1. A prospective pupil will have to be able to speak English and Afrikaans, of which at least one will be taught as a **Home Language** and the other as a First Additional Language (according to the school's act).
2. A copy of the original unabridged birth certificate must be available on request when applying for admission.
3. A copy of the previous year's school report should also be kept at hand.
4. Please attach the following documents to the application:
   - 4.1 Proof of addresss
   - 4.2 Proof of employment
   - 4.3 Certified copy of divorce agreement
   - 4.4 Proof of guardianship
   - 4.5 Copy of ID document for both parents
   - 4.6 Clinic card
   - 4.7 Transfer form

REGULATIONS:

The following regulations must be strictly abided before admittance will be approved.

1. Pupils to be admitted will have to meet the following age requirements. Pupils one year older than stated in Table A will only be allowed when special permission is granted by the Governing Body.

Grade	Age on 1 January	Disqualification for admission or Compulsory retirement from school
1	**6 – 7**	**9**
2	**7 – 8**	**10**
3	**8 – 9**	**11**
4	**9 – 10**	**12**
5	**10 – 11**	**13**
6	**11 – 12**	**14**
7	**12 – 13**	**15**

2. Admission to the school is subject to the capacity. The capacity is as follows:
   - 2.1 School capacity – 800 learners from Grade R – 7
   - 2.2 Learners per class – 30 learners
   - 2.3 Grade 1 to 3: After 28 learners are admitted a waiting list is started to make provision for learners moving into the traditional feeder area of the school.
   - 2.4 Grade 4 to 7: After 30 learners are admitted a waiting list is started to make provision for learners moving into the traditional feeder area of the school.

3. The immediate obligation of the Jeffreys Bay Primary School is to consider the admission of pupils from the traditional feeder area of the school. Preference will be given to pupils from this area.

4. The parent / guardian of a pupil can be required by the Governing Body to give written motivation why another school in the vicinity cannot be attended

5. The home address of the parent / guardian must be his/her property or rented by him/her. Exceptional cases will be considered on merit.

6. Application for the admission of pupils who do not meet one or more of these admission criteria will have to be made 3 weeks before the proposed admission date. Disregarding this stipulation can result in a delay in admission.

7. Compulsory school fees are payable in advance and must be paid promptly. The responsibility for the application for financial assistance lies with the parent/ guardian and must be done timeously.

8. On admission parents and pupils must undertake to fit in with the ethos and abide by the rules of the school and the discipline of the Governing Body, Principal and Teachers. The Principal reserves the right to lay down the rules of the school and change them from time to time.

9. Admission of non-citizens/immigrants:
    - The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.
    - A learner who entered the country on a study permit must present the study permit on admission to the public school.
    - Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991)

10. The Admissions committee and Governing Body reserve the right to revise the criteria for admission from year to year and except the Departmental Language Policy of 2012, specifically for Grade R.

11. The Governing Body, the Headmaster and the teachers will set the standards and norms pertaining to the appearance, neatness and hair of all the pupils.

Hair:

11.1 Hair may not be highlighted or coloured, this includes braids.

11.2 No gel, mousse or other hair products may be used to style hair.

11.3 Hair accessories must be navy or white.

11.4 Girls with shoulder length hair should tie it up. Fringes may not cover eyes.

11.5 <u>Boys hair must be short back and sides</u>. No "steps", "Mohawk" or long hair styles will be allowed.

11.6 No wigs are allowed. Braids are allowed, provided they match natural hair colour and must be neat and in a pony.

Jewellery:

11.7 Boys/Girls may wear a watch. No "smart" watches.

11.8 Girls may wear one pair of gold/silver studs/small sleepers in their earlobes.

11.9 Medic Alert bracelets or chains are permissible.

11.10 <u>NO OTHER</u> jewellery will be allowed. NO religious jewellery.

12. No bags with wheels please.

13. Pupils who have a record of bad behaviour or expulsion from other schools may be refused.

14. At the discretion of the Principal and Governing Body, pupils can lose their privilege of admission or re-admission should they or their parents/guardians take part in any organized stay-away or be part of any intimidation.

15. If necessary a pupil must be prepared to be interviewed by the Principal before his/her admission can be considered. The Principal will determine the time and date of such an interview. The parent / guardian will be responsible for any expenses.

16. The parent / guardian of a pupil must sign a written undertaking that he or she will see to it that the pupil complies with these school rules.

17. Any false and misleading information by the applicants can lead to expulsion.

18. A decision regarding admission is final and further negotiation will not take place.

Learners who transgress these rules will be sent home or given detention until they comply.

Mr. H. Vogel
Principal

Mr. C. Wessels
Chairperson Governing Body

<u>Admissions committee</u>:

Mr. C. Wessels (Chairperson Governing Body)
Mrs. B Lindeque (H.O.D. Junior Phase)

Mr. H. Vogel (Principal)
Mrs. Y. van Niekerk (Secretary)

Signature: …… Date: ……

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RELEASE FORM REGARDING LEARNER PHOTOS/IMAGES/VIDEOS

I, _____ (full name), hereby grant permission to

Jeffreys Bay Primary School to display photos/images/videos of the child indicated below as part of:

- A demonstration/project/activity in the course of classroom teaching;
- A sample project/activity (on electronic media) created by the school for the use of educational workshops, classrooms, advertisements, etc.;
- The school's webpages and social media platforms (including Facebook and Instagram);
- Samples given to publishers, or contest entries submitted to sponsors;
- Video recordings for a programme related to the school, as well as images of any participation in any school sport or school cultural event that may be broadcast on a television channel or as part of a transmission or broadcasting platform including the internet or social media.
- Any printed publication, including, though not limited to, newspapers, magazines, yearbooks, etc.

In granting this permission, I understand that the school may use photos/images videos of the child for purposes such as celebrating achievements and publicising education events, as deemed appropriate by the school governing body and the principal, and that such use may include display of the aforementioned in the school photo gallery.

I further understand that although the school associated with photos/images/videos will be identified, and that adults appearing in photos/images/videos may be named, the personally identifiable information of children in the photo/image/video, except for their names will not be released.

I am signing this release form in the knowledge that any photos/images/videos posted on the school's website can be downloaded and reproduced by various news organisations therefore releasing the school from any liability arising from the use of photos/images/videos of the children on school web posting.

Additionally, I understand that there are potential dangers associated with the posting of photos/images/videos on a website, since global access to the internet does not allow for control over who accesses information.

This form provides consent for the duration of your child's enrolment at Jeffreys Bay Primary. Please send any changes of consent hereafter in writing to the school office.

Please mark your answer below:

I give permission ☐ I do NOT give permission ☐

Details of learner: ……..

Name of parent/guardian: …….

Address: ……..

……

……

Telephone no: ……..

Signature of parent/guardian:

……

Date: ……..

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INDEMNITY

I, the undersigned parent / guardian of ……hereby give permission
(first name and surname)

THAT HE /SHE MAY PARTICIPATE IN ALL SCHOOL ACTIVITIES

I will not hold the principal, staff or any people appointed by the principal of the above-mentioned school responsible for any loss, damage, injury, hospitalisation, medical treatment, or death which may result during the transport of my child / children or from any school activities.

I hereby give my permission to the person/persons in charge of the project to apply the necessary medication or treatment to the above mentioned child.

I would like to draw the attention of the organisers to the following conditions that my child may suffer from (eg. Allergies, epilepsy, chronic illnesses, etc.)

……

Medical Aid ……

Members name and number: ……

Name of parent / guardian (please print) ……..

Tel. No. …….

Signature: ……. Date: …….

PLEASE NOTE:

The teachers in charge will take the greatest care of your child.