



KLOOF SENIOR PRIMARY

Application Form



ADMISSIONS INFORMATION

For Parents



APPLICATION FOR ADMISSION FORM

We are delighted that you would like your child/children to join our KSP family. Please read the following information carefully:

1. The closing date for admissions according to the Department of Education will fall in the third term.
2. All enquiries shall be directed to: The Principal, Attention Admission Secretary, 1 Patrick Duncan Road, Kloof, 3610.
3. The following documentation shall accompany your application. The required documentation is as follows:
 - a. A completed application form. An incomplete application form will not be processed and be deemed invalid.
 - b. A certified copy of an unabridged birth certificate
 - c. Both parents' Identity documents
 - d. Certified copies of both parents' ID books or proof of guardianship
 - e. Proof of residence (Municipal Accounts) indicating a street address. If renting, a current lease agreement, signed by both parties together with the owners municipal rates account.
 - f. Latest School Report or transfer card
 - g. A signed KSP Confidential Financial Clearance Certificate from the present school of attendance.
 - h. A current, certified, copy of 6 months school fee statement from current school.
 - i. Proof of employment: Certified copies of both parent's payslips and 3 months bank statements if unemployed or self-employed.
 - j. A colour photograph of your child (ID or passport size)
 - k. A copy of Annexure A document to be completed and signed.
 - l. Immunisation Card
 - m. Psychological assessment, no older than 2 years, will be required for admissions into the Learner Academic Support Unit (LAS).

- n. If the learner is NOT a South African Citizen the following will shall be presented on registration.
 - i. Visa
 - ii. Temporary or permanent study permit from the Department of Home Affairs.
 - iii. Evidence that application has been made for the child to reside in South Africa.
4. If you currently have/ had a child at Kloof Senior Primary, please be aware that this does not mean that a sibling is automatically accepted.
5. Please take note that should any of the information given by the applicant/s on either the Application Form or on the Academic Contracts, be shown to be either inaccurate, incorrect or misleading, then the school specifically reserves the right to refuse entry to the learner.
6. Other important criteria
 - a. Residence:
 - i. Preference is given to residents who live in close proximity to Kloof Senior Primary School, and can prove that Kloof Senior Primary is the nearest state school. All relevant documents need to be attached to the application (see breakdown above).
 - ii. Late applications from those whose closest state school is Kloof Senior Primary School, may be placed on a list of applicants waiting for a vacancy. Applications from other areas will be considered.
 - b. Proof of employment:
 - i. Payslips for both parents are required as proof of employments. In the event of being self-employed or unemployed, please supply the last three months' bank statements.
 - c. Rules
 - i. Every learner enrolled at Kloof Senior Primary shall be obliged to adhere to the school rules, uniform and other regulations otherwise known as the 'Pupils' Code of Conduct'. A parent and the learner will be required to acknowledge receipt of 'The Pupils Code of Conduct' by signing an attachment and forwarding it to the learner's class teacher.
 - d. School Fees:
 - i. School Fees are a statutory duty in terms of the South African Schools Act No. 84 of 1996 (as amended). These school fees are payable annually in advance at the beginning of each school year and as such payment is compulsory unless exemption or partial exemption has been granted. However, purely in order to reduce the financial burden on parents, the school may extend the terms of payment completely at its discretion.
 - ii. School fees are compulsory and the Governing Body determines the amount of school fees, which is presented to parents at the Annual Budget Meeting. As a public school, the State contribution to the cost of the school is limited

to the salaries of teaching and non-teaching staff formerly provided in terms of the Schools PPN as well as an allocated amount for norms and standards as per the school's quintile rating. All other operational costs of the school as well as the cost of additional staff employed have to be met by the school from fees paid by parents.

e. Age Limits:

i. Learners must be age appropriate. Average ages are:

1. Grade 4: 9/10 years;
2. Grade 5: 10/11 years;
3. Grade 6: 11/12 years;
4. Grade 7: 12 - 14 years.

f. Religion

- i. Kloof Senior Primary School is a Christian based school, but we welcome, value and appreciate all faiths.

g. Language

- i. The Governing Body of Kloof Senior Primary School has determined that KSP will be a single medium school. Our Medium of Instruction at Kloof Senior Primary School will be English.

h. Co-Curricular

- i. It is EXPECTED that learners will take part in the co-curricular activities. Certain school activities will require attendance by all learners, whether to help or participate. One such an example is Gladiator Day.

i. Obligations

i. The parent/legal guardian shall be obliged to:

1. Immediately inform the school of any change of address, telephone number and email address.
2. Inform the school of any case of infectious, communicable or contagious disease that occurs in the learner's household.
3. Ensure that the learner complies with the Code of Conduct and Rules of the school.
4. Respect the tradition, character and ethos of the school.
5. Ensure that the learner attends school timeously on every school day excepting in the case of verifiable serious illness.
6. Ensure that all appointments are made after school hours excepting urgent, valid, specialist appointments. Letters requesting these urgent appointments are to be forwarded at least the day before, for the Principal's attention.

j. POPIA Act

- i. Parents and the learners provide information to the school voluntarily and the school may:
 1. Store the data in its files and electronic systems;
 2. Generate academic, attendance, behavioural and other school-related records;
 3. Use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of the learner at the school (including, but not limited to contacting parents; placing the learner in a class; entering him/her in exams, competitions, leagues and the like; updating the school roll; and researching and reporting on school demographics or performances);
 4. Pass it on where required to do so as part of school reports, testimonials and confidential reports, and for statistical or research purposes, or when legally required to do so.
 5. Include photographs, with or without name, of your child/ward in School publications, or in press releases to celebrate the School's or your child/ward's activities, achievements or successes;
 6. The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the school that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.



APPLICATION FORM



KLOOF SENIOR PRIMARY SCHOOL

reception@kloofsp.co.za

Telephone: 031 7640211

Required <u>CERTIFIED</u> documents must be submitted with the application	
<u>Unabridged Birth Certificate</u> A certified copy of Learner's UNABRIDGED Birth Certificate or receipt of application.	
<u>Parent 1 : ID Document</u> A certified copy of the ID document of parent / Guardian 1 is required or a certified copy of the death certificate if that parent is deceased	
<u>Parent 2 : ID Document</u> A certified copy of the ID document of parent / Guardian 2 is required or a certified copy of the death certificate if that parent is deceased	
<u>Guardianship (if necessary)</u> Proof of legal guardianship – CERTIFIED COPY OF THE COURT RULING	
<u>Proof of residence</u> A certified copy of current utility account (Electricity & Water or Rates) in parents name only or certified copy of lease agreement	
<u>Previous School Report</u> A certified copy of the most recent school report	
<u>Financial Clearance Certificate</u> A signed KSP Financial Clearance Certificate from the present school of attendance	
<u>Current School Fee Statements</u> A copy of Annual School Fee Statement from current school	
<u>Proof of Employment</u> Certified copies of both parents 3 month's pay slips or 3 month's bank statements if unemployed or self employed	
<u>Recent ID Sized Photo</u> 2 x Recent photo of the learner (can be school photos)	
<u>Annexure A Document</u> A copy of the Annexure A document to be completed and signed	
<u>Deposit</u> A non-refundable deposit of R3000.00 will be required 30 days after letter of Acceptance is received	
Copy of Immunisation records / clinic card	
<u>LEARNER ACADEMIC SUPPORT UNIT ONLY</u> Psychologist Assessment (<u>ESSENTIAL</u>) NOT older than 2 years	
<u>LEARNER ACADEMIC SUPPORT UNIT ONLY</u> Speech Therapy / Occupational Therapy / Other Assessment Documents (<u>IF AVAILABLE</u>)	
NB: Have you applied at your nearest school	

YEAR

GRADE

ADM NO



**KLOOF SENIOR PRIMARY SCHOOL
APPLICATION FOR ADMISSION**

APPLICATION FOR
1 Patrick Duncan Road
Kloof 3610

MAINSTREAM LEARNER ACADEMIC SUPPORT

Telephone number: 031 7640211
email: ksp@kloofsp.co.za

NOTE: This form must be completed in full. All changes to be initialed or signed by Parent/guardian. Completing the form does not necessarily mean that the learner has been accepted into the school

Learner's Surname First Name

Nick Name Religion

Date of Birth: Year Month Day

Male Female Race Home Language

Child ID No. or Passport No.

Right Handed Left Handed Mode of Transport

Physical Address

Postal Address

Postal Code: _____

Postal Code: _____

Telephone Number Home Work

Deceased Parent Dad Mom Both

Marital Status Married Divorced Single Widowed

Learner resides with parent/s YES NO Relationship to Learner

Previous School Information

Name of Previous School

Previous School Address

Province Country

Contact Telephone Number:

PARENT / GUARDIAN INFORMATION: Complete a SEPARATE form for each parent living at different Physical address.

FATHER / GUARDIAN 1

Mr Mrs Ms

Surname First Names

ID / Passport No. Race Home Lang.

Cell Number Email

Residential Address

City/Suburb Code

Postal Address

City/Suburb Code

Employer's Name Telephone No

Address

Occupation Account Payer: YES NO

MOTHER / GUARDIAN 2:

Mr Mrs Ms

Surname First Names

ID / Passport No. Race Home Lang.

Cell Number Email

Residential Address

City/Suburb Code

Postal Address

City/Suburb Code

Employer's Name Telephone No

Address

Occupation Account Payer: YES NO

In case of an emergency contact:

MOM
DAD
OTHER

NAME

RELATIONSHIP TO LEARNER

CONTACT NUMBER

SIBLINGS

Number of other children Learner Position in family e.g. 1st, 2nd etc

Name School Grade

Name School Grade

Name School Grade

Name School Grade

Name School Grade

If at KSP: Sports House

Reg. Social Grant YES NO

Rec. Social Grant YES NO

I hereby acknowledge receipt of Kloof Senior Primary School Application Form, and acceptance of Code of Conduct and Payment of Fees declaration. I further declare that, to the best of my knowledge, the above information is accurate and correct.

Name of Parent/Guardian (Please print)

DATED

SIGNED BY BOTH PARENTS DAD

MOM



Kloof Senior Primary

Telephone: 031-764-0211/12
Fax: 031-764-5481
1 Patrick Duncan Road
Kloof
3610

P.O. Box 1005
KLOOF
3640

VISION: "TO BE THE SCHOOL OF CHOICE"

Dear Parents,

Historically we have avoided publishing individual achievements online but, with a growing online presence and social media fast becoming an integral part of the Public Relations and Marketing strategy of the school, we would like permission to feature your child individually or as part of a group, as well as to publish their name should the need arise?

Please note that should you tick 'No', your child's achievements will not be recognised nor featured outside of school, but will still be recognised within KSP.

Please could you kindly tick the respective box, whichever way you deem appropriate?

KSP Social Media	Yes <input type="checkbox"/>	No <input type="checkbox"/>
KSP Website	Yes <input type="checkbox"/>	No <input type="checkbox"/>
KSP Newsletter / Communicator	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Press (e.g. Highway Mail)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
YouTube	Yes <input type="checkbox"/>	No <input type="checkbox"/>

CHILD'S NAME: _____

GRADE: _____

I hereby give KSP authorization to provide my contact details to a 3rd party for educational, school related or representative purposes only. KSP will use their discretion at all times.

Name of Parent/Guardian (Please print): _____

SIGNED: _____ DATED: _____

MAKE A SELECTION FOR 1st ADDITIONAL LANGUAGE

Afrikaans isiZulu

PAYMENT OF FEES

School fees are a statutory duty in terms of the South African Schools Act No. 84 of 1996 (as amended) payable annually in advance at the beginning of each school year and that such payment is compulsory unless I have been granted an exemption or partial exemption. However, in order to reduce the financial burden on parents, the school is prepared to accept payment. I accept that this undertaking in no way changes the fact that the payment of school fees is a statutory duty and not a voluntary agreement, particularly not a credit agreement as defined in terms of the National Credit Act No. 34 of 2005.

Those parents who wish to pay monthly are required to sign the enclosed authorization form and submit it to the Bursar. Should you be unable to make payment you are requested to make an appointment to see the Bursar after the 28th February to discuss partial or full exemption.

Payments are made subject to the following terms and conditions:

If the School allows me/us any form of extended payment and I/we default and fail to pay any single instalments by the due date, then the whole amount that is outstanding will become immediately due and payable

1. I authorize the school to do credit bureau searches on me/us and in the event of any school fees due by me/us not being paid, I/we authorize the school to inform any relevant credit bureau and have my/our names listed with them.
2. One term's notice is necessary when taking a child out of the school.
3. I/we chose the address specified as our residential address/es under personal details as my/our chosen legal domicile for service of all legal notices and processes until I advise the school in writing of my/our new address.
4. That in the event that I/we are not the natural parent and/or guardian of the child/ren, then I accept responsibility of parent as defined in Section 1 of the Schools Act.
5. I/we have been advised of the exemption available to me/us on the school fees.
6. Understand that in terms of the Schools Act, parents are jointly and severally liable for school fees and any divorce is *inter partes* binding between the parents and does not reflect the parent's liability to the School.



Signed: _____
MR. J. JURY (PRINCIPAL)

Signed: _____ Date: _____ Place: _____
MOTHER/GUARDIAN

Signed: _____ Date: _____ Place: _____
FATHER/GUARDIAN

CHILD'S NAME: _____ Grade: _____

ANNEXURE A

SOUTH AFRICAN SCHOOLS ACT, NO. 84 OF 1996

REGULATIONS FOR THE EXEMPTION OF PARENTS FROM PAYMENT OF SCHOOL FEES

CHECKLIST FORM *

(Mark with a cross in applicable box.)

1. Has the Principal informed you about the amount of the annual school fees to be paid?
2. Has the Principal informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees?
3. Has the Principal informed you about your right to apply for exemption from paying school fees?
4. Do you wish to apply for such exemption?
5. Do you wish to be assisted in making such application?

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

Forms for exemption of school fees are available on request

6. Has the Principal provided you with the form (Annexure B) for application for exemption?

YES	NO
-----	----

MR. J. JURY

PRINCIPAL

Name of learner

Grade

Name of Parent



Signature of Principal

Signature of Parent



MEDICAL FORM

MEDICAL INFORMATION

The information requested on this form is needed to ensure correct medical treatment in an emergency.

Child's Full Name: _____ Class: _____

Date of birth: _____ I.D. Number : _____

Father's Full Name (Guardian 1)	
ID Number	
Cell Number	
Email Address	
Home Address	
Postal Address	
Home Telephone Number	
Company Name	
Occupation	
Work Address	
Work Telephone Number	

Mother's Full Name (Guardian 2)	
ID Number	
Cell Number	
Email Address	
Home Address	
Postal Address	
Home Telephone Number	
Company Name	
Occupation	
Work Address	
Work Telephone Number	

PLEASE INDICATE ANY LEARNING DIFFICULTIES OR PHYSICAL DISABILITIES

	Please Tick
None	
Attention Deficit Disorder (ADD)	
Attention Deficit Disorder with Hyperactivity (ADHD)	
Diabetic	
Behavioural Disorder	
Cerebral Palsied	
Partially Sighted	
Blind	
Hard of Hearing	
Deaf	
Blind & Deaf	
Epilepsy	
Mild or Moderately Intellectually Disabled	
Severally Intellectually Disabled	
Multiple Disabilities	
Physically Disabled	
Specific Learning Disability	
Reading Difficulties	
Numeric Difficulties	
Language Difficulties	
Autistic Spectrum Disorder	
Other – please provide information	

SIGNED: _____

DATED: _____



FEE CLEARANCE FORM



FINANCIAL CLEARANCE FORM

PLEASE HAVE THIS FORM COMPLETED BY YOUR PRESENT SCHOOL AND RETURN WITH YOUR APPLICATION FORM.

PUPIL'S SURNAME: _____

PUPIL'S NAME: _____

ADDRESS OF PUPIL: _____

CURRENT SCHOOL PUPIL IS ATTENDING: _____

YEARS AT THE SCHOOL: _____ CURRENT YEAR: _____ ANNUAL FEES: _____

CURRENT FEES OUTSTANDING: _____

METHOD OF PAYMENT: _____

Concession applied for:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Concession granted:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

FEES HISTORY

Previous year annual fees: R

Outstanding fees: R

DATED and SIGNED on this the _____ day of _____ 202_____

NAME AND SURNAME: _____

SCHOOL STAMP

SIGNATURE OF PRINCIPAL/
BURSAR OF CURRENT SCHOOL

THIS DOCUMENT NEEDS TO BE ATTACHED TO AND SUBMITTED WITH YOUR APPLICATION

Queries can be directed to reception@kloofsp.co.za