



ISIQALO PRIMARY SCHOOL

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55 BEACONSFIELD AVENUE, VEREENIGING, 1930

ENROLMENT FORM 2024

APPLICATION FOR ADMISSION TO SCHOOL

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

Grade Applied for: _____ Highest Grade Passed: _____ Year Grade Passed: _____

Surname: _____ Initials: _____ Nick Name: _____

First Names: _____ Other Names: _____

Date of Birth: YYYY _____ MM _____ DDD _____ Gender: Male _____ Female _____

Race: _____ ID/Passport No: _____

Country of Residence: _____ Citizenship: _____

Physical Address: _____ Home Telephone No: _____

_____ Emergency No: _____

City/ Suburb: _____ Learner Cell: _____

Code: _____ Learner email address: _____

Home Language: _____ Language of Instruction: English HL & Zulu HL

Mode Of Transport: _____ Taxi Driver Contact No: _____

Deceased Parents: Father _____ Mother _____ Both _____

(For Grade 1 only: Indicate Pre-Primary Education: None _____ Non Formal _____ Formal _____)

Previous School Information

Name of Previous School: _____

Previous School Address: _____

Code: _____ Province: _____ Country: _____

Learner Medical Information

Medical Aid Number: _____ Medical Aid Name: _____

Medical Aid Main Member: _____ Doctor Name: _____

Doctor's Address: _____ Doctor's Tel No: _____

Medical Conditions: _____

Special Problems Requiring Counselling:

Dexterity of Learner: Left Handed: _____ **Right Handed:** _____ **Ambisextrous:** _____

Registered Social Grant: Yes _____ No _____

Receive Social Grant: Yes: _____ No _____

If the learner is accepted, the following documents muse be submitted to the school

1. Copy of Immunisation Records
2. Copy Of birth Certificate
3. Progress Report from Previous School
4. Transfer letter from Previous School
5. Registration Fee
6. Copy Of Salary Advice
7. Study Permit
8. Copy of Parent ID

APPLICATION FOR ADMISSION TO SCHOOL

Siblings

Number of other children in this school: _____ Position in the Family (First): _____

Please Supply Full Names Below:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Parent / Guardian Information Complete as SEPARATE parent form for each parent living at different Physical Address

Title: _____ Initial: _____ Surname: _____

First Name: _____ Gender: Male _____ Female _____

Home Language: _____ Race: _____

ID / Passport No: _____ Account Payer: Yes _____ No _____

Residential Street Address: _____

City/Suburb: _____ Code: _____

Occupation: _____ Employer: _____

Surname of Spouse: _____ First Name: _____

Occupation of Spouse: _____ Learner Resides with this Parent/s: Yes ___ No ___

Spouse ID No: _____ Relation to Learner: _____

Marital Status of Parent: _____

Correspondence Details

Title: _____ Initial: _____ Surname: _____

Postal Address: _____

City /Suburb: _____

Other Contact Details

Home Tel No: _____ Work Tel No: _____

Fax No: _____ Cell No: _____

Spouse Work Tel No: _____ Spouse Cell No: _____

Email: _____ Spouse Email: _____

I hereby declare that to the best of my knowledge , the above information supplied is accurate and correct.

Name Of Parent / Guardian (Please Print _____)

Signature of ParentGuardian: _____

Date: _____

For Office Use Only

1. Date _____
2. Accepted: _____
3. Rejected: _____
4. Reason for Rejection: _____

5. Documentation Received
- 5a. Immunisation Record: _____
- 5b. Birth Certificate: _____
- 5c. Progress Report Prev School _____
- 5d. Transfer Card Prev School: _____

GENERAL INDEMNITY FORM

I, the undersigned, _____ (Full Names of Parents /Guardian)
ID No: _____ being the Parent / Legal Guardian of _____
hereby enrol him/ her and accept the stipulations of the indemnity below and undertake the following:

- I authorise Isiqalo Primary School to act in loco parents in respect of the minor for the duration of him/her attending the school and in the event of any unseen circumstances arising, until such a time as I may again take over responsibility of the minor.
- I authorise Isiqalo Primary School , at it's discretion, in it's opinion, a reasonable parent would have to take In relation to the safety and well being of the minor and accept personal liability for all expenses and costs arising out of such actions, including medical expenses and the cost of medicines.
- I indemnify Isiqalo Primary School against any and all losses, damages and injury, including all consequential losses and damages to and in respect of any property of the minor or any other parties or in the possession of the minor or any other parties arising out of actions Isiqalo Primary School during and in any way related to the school including trips arranged by the school and accept full liability in the place and stead of Isiqalo Primary School, for any and such loss, damage and injury and consequential losses and damages.
- This indemnity extends to all members and employees of Isiqalo Primary School and all contractors employed by Isiqalo Primary School in the same manner as that in which it extends to Isiqalo Primary School.
- I give consent to for my child to walk with an educator to Isiqalo Primary School's Sports Ground and Facilities.
- I give consent for my child to be photographed at school, on outings and to use that photograph for Isiqalo Primary School's website and marketing materials.

PARENT /GUARDIAN SIGNATURE

DATE

LEARNER SIGNATURE

DATE

WITNESS

DATE

FINANCIAL CONTRACT

I, the undersigned, _____ (Full names of Parent /Guardian).

ID No: _____ being the Parent / Legal Guardian of _____.

In Grade _____, hereby agree that:-

- I take **FULL** responsibility for the payment of my child's fees on time.
- **I shall pay All fess by the 25th of each month.**
- In the event of breach of contract Isiqalo Primary School could at its own discretion:
 1. Withhold tuition and / or
 2. Confiscate learning material and / or
 3. Withhold results and /or
 4. Hand over account to attorneys for collection of all outstanding fees after 21 days notification to parents and/or referred to as de-registration)
 5. Cancel this contract after 21 days of notification to parents and add 2(two) months school fees to the arrears amount – in lieu of notice(referred to as de-registration.)
 6. Removal from register
 7. Not Mark or evaluate work, tests and or / or exams.
 8. Withhold transfer cards and / or indicate payment owed on the transfer card.
- I, the Parent / Guardian am required to **give two calendar month's notice in writing before withdrawing the pupil from the school.**
(if I, the parent, fail to give such notice , I shall nonetheless be liable for payment in full of all school fees plus two months notice period from the last day of attendance by the learner).
- I, the Parent / Guardian shall not be entitled to rebate of fees if my child is absent for any portion of a school term for whatever reason.
- I, the Parent /Guardian shall submit proof of income or enrolment at any stage requested by the school. (Learners only be admitted and remain registered while parent's financial status is viable).
- In the event that I, the Parent / Guardian send school fees or any money with my child, the school will not take responsibility for any loss or theft thereof.
- I, the Parent am aware that if my child is de-registered and I do not re-register my child within 30 days of de-registration, my child / children will not be able to continue their education at Isiqalo Primary School.
- **The school reserves the right to:**
 1. Charge interest on overdue accounts and / or charge an administration cost for fees in arrears.
 2. Without notice to vary these conditions, including fees and other extras, from time to time, in it's entire discretion, but failure by the school to enforce any condition shall not constitute a waiver of its rights.
 3. Allocate any funds paid toward other school activities such as outings, trips, and fundraising, including LSM toward school fees at any time if the school fees are in arrears. LSM fees are due on or before the 25th of every month – money paid toward school fees will be allocated to cover the monthly LSM fee outstanding.
 4. In the event of learners leaving the school and siblings remaining, any fees received will be allocated towards the notice period of the learners left until fully paid up.
- The school is entitled to instruct its attorneys to attend to the collection of any overdue accounts, and the parent is liable for payment of all costs co incurred, on the scale as between the attorney and client, including collection commission, whether legal proceedings are instructed by the school's attorneys or not.
- Enrolment at Isiqalo Primary School is only confirmed on receipt of all valid documentation required on this form e.g. Transfer card from previous school. Report from previous school, both with the original school stamp. (No copies will be accepted). Written proof of paid up account at previous school. Valid Passport and Study Permit for Non-South African Learners.
- If any fees for the previous year is outstanding such a learner will not be allowed to enrol for the following year.
- If a learner leaves the school through the year and any fees are outstanding, the learner will not be allowed to enrol for the following year.
- If a learner is outstanding any fees on 31 December, registration fees will be payable to enrol for the following year.
- **No registration fee will be refunded**
- All school fees are payable for 11(eleven) months -January up to and including November.
- Should my child return at the beginning of the new year, the previous year's financial contract remains valid until such a time as the responsible person has signed the compulsory financial contract for the new year – therefore all clauses remain in effect.
- Should my child not return forms for the following year by deadline date a re-registration fee will be charged and my child will be placed on a waiting list.
- Should my child not return to school in January the registration fee will be charged in return,

I HAVE READ AND UNDERSTOOD AND UNDERTAKE TO ADHERE TO THE REGULATIONS ABOVE

PARENT / GUARDIAN SIGNATURE

WITNESS

WITNESS

Consent form in terms of the protection of Personal Information Act 4 of 2013 (POPI)

Consent to use personal information

- By agreeing to the terms of this information form, you, _____ **Name & Surname**), hereby voluntarily authorise **Isiqalo Primary School** to process your personal information as well as that of the learner _____ (including the names, physical address, telephone numbers and any other information you have provided to the school).
- Processing shall include the receipt , recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging , linking as well as blocking, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain effective until one of the condition stated under paragraph 8 of the policy on the Protection of Personal information has been met (available on request)
- The personal information may only be processed if it is adequate , relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.
- In addition, you herby take note that Isiqalo Primary School collects and processes personal information pertaining to proper functioning, management and governance of the school as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- The type of information will depend on the purpose for which it is collected, and will be processed for that purpose only.
- In terms of section 11 of POPI , personal information may only be processed in the following circumstances:
 - If the data subject, or a competent person where the data subject is a child, consents to the processing.
 - If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
 - If the processing complies with an obligation imposed by the law on the school.
 - If processing protects a legitimate interest of the data subject.
 - If processing is necessary for the performance of a public law duty.
 - If processing is necessary for pursuing the legitimate interests of the school.

Your rights in terms of this consent

You have the following rights:

- *The right to know what information is being kept, how it is being used, and when the school will disclose it.* All of the aforesaid information is contained in our Policy on the Protection of Personal information and our Privacy Policy, which are available and maybe be obtained from our offices or our website.
- *The right to correct your details.* The school with try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- *The right to revoke consent.* You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect past or existing use of your information

Consent to receive marketing information

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes, and understand that by consenting, you make receive marketing materials on the form of SMSs, emails and the like from the school.

Please tick the following box below:

- I agree
- I do not agree

SIGNATURE OF PARENT / GUARDIAN

DATE

RELEASE FORM IN RESPECT OF LEARNER PHOTOS /IMAGES/VIDEOS

Hereby, I , (please neatly print full name) _____ , grant permission to Isiqalo Primary School to display photos/images/videos of the child(ren) indicate below as part of:

- a demonstration/project/activity in the course of the classroom teaching;
- a sample project/activity on CD created by the school for the use in educational workshops, classrooms, advertisements, etc.:
- the school’s webpages and social media platforms (including Facebook and X (formerly Twitter));
- samples given to programme publishers, or contest entries submitted to sponsors;
- video recordings to appear in a school-related programme broadcast on a television station.;
- and / or
- any printed publication, including, though not limited to, newspapers, magazines, yearbooks, etc.

In granting this permission, I understand that the school maybe use photos/images/videos/ of the child(ren) for purpose 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 in the school photo gallery.

I further understand that although the school associated with the photos/images/videos will be identified, and adults appearing in photos/images/videos may be named, the personally identifiable information of the child(ren), will; not be used with any photo/image/video.

I am signing this release form in the knowledge that any photos/images/videos posted on the schools website can be downloaded and reproduced by various news organisations, including print, electronic and broadcast media, and I therefore release the school from any liability arising from the use of photos/images/videos of the child(ren) in school web postings.

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

I further understand that if I wish to rescind this agreement, I may do so any time by sending a letter to the Principal of the school.

Name(s) of learner(s): _____

Name of parent / guardian: _____

Adress: _____

City: _____ **Postal Code:** _____

Telephone number: _____

SIGNATURE OF PARENT /GUARDIAN: _____ **Date:** _____