

*Documents to be completed
by parents or guardians
when applying for admission
to
Durbanville Primary School.*



Durbanville Primary



Application for admission to Durbanville Primary School

As with any other school, admission to Durbanville Primary School is determined by learner numbers and an admission policy.

Application is made by following these steps:

1. Follow the steps on the **WCED** website to apply **online**:
<https://admissions.westerncape.gov.za>
2. **Complete Durbanville Primary School's forms.** (attached)
3. Hand in your **completed forms** and the required **supporting documentation** to the school. Only hard copies will be accepted. (Note: no copies can be made at Durbanville Primary School.)
4. **VERY IMPORTANT: An application will not be considered unless forms are fully completed and accompanied by supporting documents.**

This checklist is for your convenience *(mark with ✓)*

Forms (attached):

- ☐ Administration form of Durbanville Primary School
- ☐ Contract with Durbanville Primary School regarding payment of school fees
- ☐ Indemnity/Consent to take part in all organised academic, sports and cultural activities of Durbanville Primary School
- ☐ Indemnity
- ☐ Code of conduct of Durbanville Primary School: parent and learner
- ☐ Permission to participate in religious and extramural activities of Durbanville Primary School
- ☐ Consent to use learner photographs on social media and other relevant platforms
- ☐ Aftercare: Application form (if applicable)

Supporting documents:

- ☐ Proof of **WCED online application**
- ☐ Copy of **ID documents or passports** of both parents and/or guardians
(certification not older than 6 months)
- ☐ Copy of learner's **birth certificate or passport** *(certification not older than 6 months)*
- ☐ Copy of learner's most recent **school report**
- ☐ Proof of **address**
- ☐ Copy of **medical aid card**
- ☐ Proof of residence and study permits *(if applicable)*
- ☐ **"Road to Health"** card

PROOF OF WCED ONLINE APPLICATION:



WCED ONLINE ADMISSION 2023
DURBANVILLE PRIMARY SCHOOL (0101309237)
APPLICATION DATE: 24 APRIL 2022 (LATE APPLICATION)

DETAILS OF LEARNER

Surname

Full Names

Date of Birth

Population Group

Gender

South African Citizen

CEMIS Number

ID Number

Address Type

Address

Required Language (Learner and Teaching)

Last school and grade attended in

Western Cape

Required Grade

First time registration in WCED

Siblings currently attending the school

Is the parent applying for more than one learner to the school

Wish to apply for hostel accommodation

Wish to apply for learner transport

(YES does not mean that the learner will get access to hostel accommodation or learner transport)

Learner type

Reason for application to another school?

Province

School

Sport

PROOF OF WCED ONLINE APPLICATION:

Durbanville Primary School requires proof of this online application.
Find this proof at "Track application", next to
Durbanville Primary School's name. Press "print".

ADMINISTRATION FORM: DURBANVILLE PRIMARY SCHOOL



PLEASE COMPLETE WITH A BLACK PEN

Do you currently have children in Durbanville Primary School? If yes, name and surname:		YES	NO
Have you had any learners in Durbanville Primary School since 2016?		YES	NO
Do you currently have any children in Fairmont High School or Durbanville Preparatory School?		YES	NO
Indicate in which month your child must be enrolled at Durbanville Primary School?		Month: 20.....	

INFORMATION: LEARNER				
Surname:		Initials:		
Full names:				
Preferred name:				
Date of birth:		ID number:		
Residential address:				
Nationality:	RSA		Other	
Nationality, if other:				
Passport number, if other:				
Gender:	Male		Female	
Ethnic group:				
Home language:				
Language of instruction:	Afrikaans		English	
Repeated any grades?	YES		NO	
Last grade passed:				

INFORMATION: NEXT OF KIN (OTHER THAN PARENT)	
Name and surname:	
Contact number:	
Alternative contact number:	
Relationship:	

INFORMATION: FAMILY STATUS (Mark where applicable)				
Both parents		Married		Children's home/foster care
Single parent (mother)		Single parent (father)		Divorced
Important additional information the school must be aware of:				

INFORMATION: CURRENT SCHOOL				
Did the learner attend school last year?	YES	NO	First enrolment of learner in Western Cape:	YES NO
Reason for leaving the school/application:			Grade being applied for:	
School name:			Province of current school:	
School address:			Telephone number:	
			Email address:	

FOR OFFICE USE ONLY (Checklist)			
Family code:	Waiting list:	A / B	
	Number on waiting list:		
Register class:	Admission number:		
Birth certificate:		Transfer certificate:	
ID copy:		Latest report:	
Date on which application was received:			

MEDICAL INFORMATION OF LEARNER:					
Chronic diseases:	Yes	No	Allergies:	Yes	No
Medication:		Yes	No		
If yes, provide details:					

INFORMATION: MEDICAL FUND	
Name of fund:	
Medical plan:	
Main member:	
Member number:	
Telephone number:	

INFORMATION: FAMILY DOCTOR	
Name:	
Telephone number:	
Business address:	

INFORMATION: BIOLOGICAL PARENT 1 / LEGAL GUARDIAN 1

Title:		Initials:		Residential address:				
Surname:		Full names:						
ID number:		Preferred name:						
Nationality:	RSA		Other		Does the learner live with you?	YES	NO	SOMETIMES
Passport number, if other:			Home Language:		Postal address:			
Cell phone number:		Landline number:						
Email address:								
Occupation:				OCCUPATIONAL STATUS				
Employer:				Own business (Professional)		Own business (Non-professional)		
Work address:				Work full-time		Work part-time		
				Homemaker		Contract worker		
Telephone number (work):				Pensioner		Unemployed		

INFORMATION: BIOLOGICAL PARENT 2 / LEGAL GUARDIAN 2

Title:		Initials:		Residential address:				
Surname:		Full name:						
ID number:		Preferred name:						
Nationality	RSA		Other		Does the learner live with you?	YES	NO	SOMETIMES
Passport number, if other:			Home Language:		Postal address:			
Cell phone number:		Landline number:						
Email address:								
Occupation:				OCCUPATIONAL STATUS				
Employer:				Own business (Professional)		Own business (Non-professional)		
Work address:				Work full-time		Work part-time		
				Homemaker		Contract worker		
Telephone number (work):				Pensioner		Unemployed		

DECLARATION BY PARENTS OR GUARDIANS

We hereby declare that all information supplied is true and correct.

1. _____
Initials and surname of Father/Guardian

Signature of Parent/Guardian

2. _____
Initials and surname of Mother/Guardian

Signature of Parent/Guardian



CONTRACT WITH SCHOOL REGARDING PAYMENT OF SCHOOL FEES

Agreement between Durbanville Primary School and

.....
(name of parent(s)/guardian(s)) concerning the payment of school fees.

1. Durbanville Primary School is a Section 21 Public School and may charge school fees in terms of the South African School Act (Act No. 84 of 1996) and the National Educating Policy Act (Act No. 27 of 1996) - National Norms and Standards of School Funding.
2. You are liable for the payment of school fees as determined in terms of Section 39 of the South African Schools Act, unless and to the extent that you are exempt from payment in terms of this Act.
3. Despite a court determining that another person must pay the prescribed school fees, as may be contained in divorce settlement orders, and/or any other appropriate court order, it remains the responsibility of all persons who meet the definition of "parent" in the SA Schools Act to pay school fees and all "parents" are jointly and severally liable to the school for the payment of all school fees that have been and/or will be levied by the school in respect of (a) particular learner(s).
4. Payment of school fees to Durbanville Primary School will be made as follows:
(Please mark the applicable block with a cross)

A
B
C

- One-time payment on or before the due date as determined during the annual parent budget meeting.
- Payment over 10 months.
- Other arrangements will be made with the school in writing at my responsibility and initiative.

5. I/We are aware that we can apply for school fund exemption for 2025 and if we intend to apply for exemption, the relevant application form will be completed in full.
6. If you wish to appeal against a decision of the Governing Body regarding the exemption from your obligation to pay school fees, you can do so to the Head of Department of the Department of Education, who will at all times apply and be bound by the provisions of the above legislation to follow a proper legal process to protect the interests of you as a parent and of the Governing Body.
7. If I/we are in arrears with payment of school fees, I/we will be liable for the payment of the costs incurred to collect them on an attorney and client scale.
8. I/We choose this address below as my/our domicilium citandi et executandi for delivery or service of notices or pleadings.

Residential address: (Not postal address)

9. I/We the parent(s)/guardian(s) of _____ undertake to honour the agreement as set out above.

1. **Signature of Parent/Guardian:** _____ **Date:** _____

2. **Signature of Parent/Guardian:** _____ **Date:** _____



INDEMNITY / CONSENT TO TAKE PART IN ALL ORGANISED ACADEMIC, SPORTS AND CULTURAL ACTIVITIES OF DURBANVILLE PRIMARY SCHOOL

1. I/We, parent(s)/guardian(s) of _____ hereby give permission that he/she may participate in all academic, sports and cultural activities offered by Durbanville Primary School in an organised manner.
2. I/We grant permission for my/our child to be transported by a public bus company approved by the school management. If only a small group of learners has to be transported, parents/teachers/coaches with valid driving licenses can be asked to transport learners.
3. I/We accept that all reasonable precautions will be taken for the safety and well-being of my/our child and that I/we will be held responsible for the payment of any applicable medical and/or hospital accounts in the event of injury that cannot be attributed to the gross negligence of the responsible staff.
4. I/We transfer my powers as parent(s)/guardian(s) to the principal or his representative if medical or surgical treatment may be necessary for my/our child. As far as I/we know, he/she is physically able to participate in any organised activities and is in good health.
5. I/We confirm that all medical information supplied in the Section: 'Medical information of learner' of this document is accurate and complete. This information may be used in case of an emergency.
6. I/We undertake to inform the school if any information changes.
7. I/We undertake to support my/our child in complying with the code of conduct and disciplinary policy of Durbanville Primary School.

INDEMNITY

I/We, the parent(s)/guardian(s) of _____ (name and surname of learner), hereby unconditionally and without limitation indemnify Durbanville Primary School and/or the shareholders of Durbanville Primary School or any person employed by Durbanville Primary School or acting on behalf of Durbanville Primary School against any losses, claims, injuries or death that may be caused to the above learner by virtue of his/her use of any of the facilities provided by Durbanville Primary School and/or participation in any activities of Durbanville Primary School.

Signed at _____ on _____ day of _____ 20____

1. Signature of Parent/Guardian: _____ Date: _____

2. Signature of Parent/Guardian: _____ Date: _____



CODE OF CONDUCT of Durbanville Primary School

COMPLETED BY PARENT/GUARDIAN:

I,, parent/guardian of
....., support the CODE OF
CONDUCT as well as the DISCIPLINARY POLICY of Durbanville Primary School. I/we would
like to receive the code of conduct and disciplinary policy via email. Please send an
email to enrolments@durbieland.com. I/we endeavour to honour the provisions of
aforementioned policies.

.....
Signature of Parent/Guardian

.....
Date

COMPLETED BY LEARNER:

I,, a prospective enrolled learner at Durbanville Primary
School, undertake to honour and obey the CODE OF CONDUCT of Durbanville Primary School.

.....
Learner Signature

.....
Date

Permission to participate in school activities of Durbanville Primary School

1. Religious activities

☐ YES ☐ NO

2. Extramural activities

☐ YES ☐ NO

If NO, please provide reasons:

.....
Signature of Parent/Guardian

.....
Date



Consent to use learner photographs on social media and relevant platforms

I hereby give consent for Durbanville Primary School to use photos/footage/videos of my child(ren) as part of:

- a demonstration/project/activity in the course of classroom education;
- an example project/activity in digital format or hard copy created by the school for use in educational workshops, classrooms, advertisements, etc.;
- the school's web pages and social media platforms (including Facebook and d6);
- examples given to programme publishers, or competition entries submitted to sponsors;
- video recordings for a programme related to the school for broadcast on a television station or other digital platforms; and/or
- any print publication, which includes, but is not limited to, newspapers, magazines, yearbooks, etc.

By granting this permission, I understand that the school may use photos/footage/videos of my child(ren) for purposes such as celebrating achievements and disclosing educational opportunities, as the Governing Body and the principal deem fit, and such use can include display in the school photo gallery.

I further understand that the name and surname of my child(ren), as well as the age group, may be included in such a publication and that no other personal information regarding my child(ren) will be published on any of the mentioned platforms.

I sign this consent form in the knowledge that any photos/footage/videos published on the said platforms may be obtained and reproduced by various news organizations including print, electronic and broadcast media, and therefore release the school from any liability that may arise from the use of photographs/footage/videos of my child(ren) in these publications.

In addition, I understand that there are potential dangers associated with the publication of photos/footage/videos on a website, as global access to the internet makes it impossible to control who accesses the information.

I also understand that if I want to revoke this agreement, I can do so at any stage by sending a letter to the principal.

PARENT 1/ GUARDIAN 1:	NAME & SURNAME	SIGNATURE	DATE
PARENT 2/ GUARDIAN 2:	NAME & SURNAME	SIGNATURE	DATE

