



CHELSEA
PREPARATORY SCHOOL

APPLICATION FOR ENROLMENT - Grade R / Grade 1 - 2022

PARTICULARS OF LEARNER

Surname	
First Names	
Preferred Name	
Identity Number	
Date of Birth	
Country of Birth	
Citizenship	
Home Language	
Religion	
Previous School	

ADMINISTRATIVE INFORMATION

Grade and Date Required				
Siblings currently at Chelsea Preparatory School (full name/s and grade/s)				
Sport House sibling/s is/are in	Blake	Fulton	Twinn	Vaughan
Details of siblings also applying for enrolment (full name and grade)				

LEARNER'S HEALTH

State of health / allergies / conditions		
Medication Prescribed		
Name of Medical Aid		
Medical Aid Number		
Name of Family Doctor		
Doctor's Contact Number		
Doctor's Room Address		
<p>Immunisation Immunisation must be up to date before entering Grade R/1, and it is the responsibility of the parent to ensure that boosters are administered when required. A copy of the Immunisation Card must be attached to this application form.</p>		
<p>Administration of Medication Do you grant the school authority to administer medication in the form of paracetamol / antiseptic ointment / antihistamine ointment should the occasion arise?</p>	Yes	No
<p>Declaration The learner is, to the best of my/our knowledge, in good health and physically capable of participating in the educational, social and sporting activities offered by the school.</p>	Yes	No

EXTRAMURAL ACTIVITIES / RELIGIOUS ACTIVITIES/ PHOTOGRAPHY

<p>Extramural Activities Do you give permission for your child to participate in extramural activities?</p>	Yes	No
If 'No', please provide the reasons		
<p>Religious Activities Do you give permission for your child to participate in any religious activities?</p>	Yes	No
If 'No', please provide the reasons		
<p>Photography Do you give permission for your child to be photographed by the school: 1. During the course of his/her school day at Chelsea Preparatory; bearing in mind that any such photograph may be displayed/published? 2. For your child's Individual (portrait of your child) and group photos of the Class (all children in the class and class teacher), Sport Team (i.e. U9B Cricket) and or Cultural Photo (i.e. Craft club)</p>	Yes	No
	Yes	No

PARTICULARS OF PARENT/GUARDIAN/SPONSOR 1

Relationship to Learner						
Father/Mother	Guardian	Grandparent	Step-parent	Other (indicate)		
Personal Details						
Mr	Mrs	Ms	Miss	Dr	Prof	Other (indicate)
Surname						
First Names						
Preferred Name						
Identity Number						
Marital Status						
Married	Unmarried	Divorced	Widowed	Other (indicate)		
If married, please indicate how						
Ante-nuptial	Community of Property	Customary Marriage	Hindu / Muslim	Other (indicate)		
Contact Details						
Residential Address						
Postal Code						
Postal Address						
Postal Code						
Home Telephone Number						
Cellphone Number						
Email Address - Home						
Employment Details						
Occupation						
Name of Employer						
Employer's Physical Address						
Employer's Telephone Number						
Email Address - Work						

PARTICULARS OF PARENT/GUARDIAN/SPONSOR 2

Relationship to Learner						
Father/Mother	Guardian	Grandparent	Step-parent	Other (indicate)		
Personal Details						
Mr	Mrs	Ms	Miss	Dr	Prof	Other (indicate)
Surname						
First Names						
Preferred Name						
Identity Number						
Marital Status						
Married	Unmarried	Divorced	Widowed	Other (indicate)		
If married, please indicate how						
Ante-nuptial	Community of Property	Customary Marriage	Hindu / Muslim	Other (indicate)		
Contact Details						
Residential Address						
Postal Code						
Postal Address						
Postal Code						
Home Telephone Number						
Cellphone Number						
Email Address - Home						
Employment Details						
Occupation						
Name of Employer						
Employer's Physical Address						
Employer's Telephone Number						
Email Address - Work						

PRIMARY CONTACT (ie first person to be contacted)

Full Name	
Relationship	
Cellphone Number	
Email Address	

EMERGENCY CONTACT

Full Name	
Relationship	
Cellphone Number	
Email Address	

COMMUNICATION CONTACT (ie for newsletters, circulars, correspondence etc)

Full Name	
Relationship	
Cellphone Number	
Email Address	

ACCURACY OF INFORMATION

I/We hereby declare that the information which I/we have recorded in this form is true and correct and by my/our signature/s below, I give the Chairman of the School Governing Body or his designate permission to check and confirm any of the details listed by me/us. I understand that should any of the information supplied be found to be false, my application will be disqualified.

Signature - Parent 1		Signature - Parent 2	
Name		Name	
Relationship		Relationship	

SCHOOL FEE PAYMENT

(NB: As per Section 39/40/41 of the South African Schools Act, both parents are legally liable for the payment of school fees)

I/We, _____, parent/guardian of _____ hereby commit myself/ourselves to the payment of annual school fees for the above learner at Chelsea Preparatory School. This agreement shall commence on the date of signature hereof by the Principal/Designate and shall expire on the child's last day at Chelsea Preparatory School.			
Signature - Parent 1		Date	
Signature - Parent 2		Date	
Witness		Date	
Witness		Date	

PERSON TO WHOM SCHOOL FEE COMMUNICATION SHOULD BE SENT

Full Name	
Relationship	
Cellphone Number	
Email Address – Home	
Email Address – Work	

DECLARATION BY PARENT/S

Address (the signatory hereto hereby chooses <i>domicillium citandi et executandi</i> (office))			
Signed		Date	

UNDERTAKING BY PARENTS / GUARDIANS

1. I/We hereby apply to have the child whose name appears on this form as a learner at Chelsea Preparatory 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 school rules and disciplinary code and to the various alterations in the rules and disciplinary code that may be made from time to time.
4. I/We understand and confirm that the Principal or any person duly authorised, 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. On the understanding that every reasonable precaution will be taken to ensure the safety and welfare of the learner, I/we absolve the school from any liability for injury, loss or damage to the person or property of the learner.
6. I/We undertake to reimburse the school for any damage to school property that may be caused by our child.
7. School fees in terms of Section 39/40/41 of the South African Schools Act.
 - 7.1 School fees will be levied by the Governing Body of the School.
 - 7.2 The biological parents are jointly and severally liable for the payment of school fees which are statutory in nature.
 - 7.3 Addendum A must be completed and returned with this application for enrolment form.
 - 7.4 Parents who are unable to pay the school fees in full are entitled to apply for a partial exemption. This application has to be accompanied by a full declaration of income and expenditure, and signed by a Commissioner of Oaths. Applications forms are available at the Finance Office.
 - 7.5 In the event of non-payment, the school is entitled to take legal action against each parent, the cost of which is accountable to the parents. The School may take such legal action irrespective of the marital status of the parent and/or the existence of maintenance and/or court orders. In addition, the school may record the non-payment with a credit information bureau which is conveyed to other credit grantors.
8. I/We undertake to give a term's notice in writing of any intention to remove my/our child from the School and furthermore to return any books and/or equipment belonging to the school which our child may have in good condition. I/We are aware that payment for school fees for that term remains payable in full
9. I/We understand that the school reserves the right to verify all information supplied via this application. In the event of fraudulent documents submitted, the School reserves the right to exclude this application, and to lay a criminal charge of fraud against any of the parties to this application.
10. I/We undertake to inform the School of my/our child's/children's absence from school. Parents/guardians declare that they are prepared to produce a doctor's certificate if and when required, or if absent for more than two days at a time.
11. I/We undertake to support the School's constitution and policy of admission, as defined and implemented by the Governing Body of the school together with the School's Code of Conduct which will be provided to me/us.
12. I/We undertake to inform the School of any change in address or contact details.
13. 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.
14. I/We accept English as the language of learning and instruction.

CHELSEA PREPARATORY SCHOOL

Regulations for the reduction / assistance (not applicable to Grade R) with regards to the payment of compulsory school fees, in terms of the South African Schools Act 84 of 1996.

ADDENDUM A

A. The questions which follow relate to the act and its subsequent amendments. The School is obliged to ask these questions and prospective parents/guardians are obliged to answer them. Please note that these apply to the undertaking by parents/guardians on page 5 of this document.

B. Check List:

1.	Have you been informed about the amount of the current annual compulsory school fees to be paid?	Yes	No
2.	Have you been informed that you are liable to pay compulsory school fees unless you qualify for assistance in paying compulsory school fees?	Yes	No
3.	Have you been informed about your right to apply for exemption from paying compulsory school fees?	Yes	No
3.1	Do you wish to apply for such assistance at this stage?	Yes	No
3.2	Do you wish to be assisted in such an application?	Yes	No
3.3	Have you been informed that the “application for reduction/assistance” forms are available from the school?	Yes	No

C. You may request a copy of this form signed by the Principal and yourselves.

Signature - Principal	Signature – Parent/Guardian 1	Signature – Parent/Guardian 2
Name and Surname	Name and Surname	Name and Surname
Date	Date	Date

SUPPORTING DOCUMENTATION

Please note that the following documents must accompany this application for enrolment:

Documents Required	Parent	School
Proof of residency (Municipal Bill / Lease Agreement) for both parents		
The learner's most recent school report		
One recent passport size photograph of the learner (attached to form)		
A certified copy of learner's Unabridged Birth Certificate		
Copies of Identity Documents for both parents/guardians		
Copy of Immunisation Card for the learner		
A signed declaration regarding the parent's right to apply for school fee reduction (see Addendum A)		
<u>Proof of income</u> (should you wish to apply for reduction/assistance) a. If employed, a certified copy of recent salary slip of both parents b. If self-employed, a copy of the last audited Income Statement or a letter from SARS indicating your income c. Bank statement for three months (most recent) d. IRP5 (most recent)		
Enrolment Officer		Date

For Office Use Only	
Result of application	
Grade to which the child is allocated	
Class to which the child is allocated	
House to which the child is allocated	
Date	
Principal	