



Manor Gardens Primary School

95 Dale Road, Durban, 4001
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APPLICATION FOR ADMISSION TO MANOR GARDENS PRIMARY SCHOOL

MANOR GARDENS PRIMARY SCHOOL'S MISSION STATEMENT

To nurture children to their full potential in a harmonious and dynamic learning environment and to develop innovative, responsible individuals who are able to contribute positively within a diverse and changing society.

PLEASE NOTE:

- This form must be completed in full by the applicant's parent/s or legal guardian/s.
- For a child to be eligible for admission to this school he/she must live permanently in the area where Manor Gardens Primary is the nearest state school.
- An application from out of area will be considered should there be place available and in terms of the school's admission policy.
- Once completed the form must be returned to school without delay.
- **Your application will not be processed unless all the relevant documentation has been submitted.**
- Receipt of this application does not guarantee admission to this school.
- You will be informed telephonically, via email or post regarding the final outcome of the application.
- You are advised to also apply to other schools.

THE FOLLOWING DOCUMENTS MUST BE CERTIFIED AND SUBMITTED TOGETHER WITH THE APPLICATION FORM - POST OFFICE CERTIFICATION IS PREFERABLE:

1. Certified copy of your child's unabridged birth certificate.
2. Certified copy of your child's immunisation card.
3. Certified copy of both mother's and father's identity documents.
4. Proof of residency in the parent's name, that is, a certified copy of latest complete electricity account together with the municipal rates account, or a certified copy of deed of sale. If not the registered home owner, a certified copy of the lease agreement, home owner's identity document together with the latest complete electricity and rates account.
5. A recent photograph of your child (preferably passport size).
6. Certified copy of your child's most recent school report.
7. A school fee clearance letter or the most recent statement from the current school.
8. The transfer card from the previous school (only available at the end of the year and not from pre-primary for Grades R or 1).
9. Additional documents may be required (e.g. Death certificate if a parent is deceased, affidavit, etc.)
10. Non-South African citizens will be requested to submit additional documents.

FOR OFFICIAL USE ONLY			
CHILD'S NAME			
GRADE		COMPLETED RETURN DATE	
YEAR		ACCEPTED	
AREA: IN/OUT		REJECTED	
PROOF OF RESIDENCY		REASON FOR REJECTION	
I.D. OF MOTHER		INTERVIEW DATE	
I.D. OF FATHER			
BIRTH CERTIFICATE			
IMMUNISATION CARD			
LATEST REPORT			
ID PHOTO			
TRANSFER CARD			
MEDICATION	YES / NO	CURRENT SCHOOL	
PHOTOS PERMISSION	YES / NO		

PERSONAL DETAILS OF CHILD

SURNAME: _____ FIRST NAMES: _____

INITIALS: _____ KNOWN AS: _____ DATE OF BIRTH: _____

I.D/PASSPORT NO: _____ CITIZENSHIP: _____

IMMIGRANT(YES/NO) _____ IF YES, STATE DATE OF ENTRY INTO SOUTH AFRICA _____

IF NOT SOUTH AFRICAN, PLEASE STATE RESIDENCE PERMIT NUMBER _____

RACE: _____ HOME LANGUAGE: _____ RELIGION: _____ GENDER (MALE/FEMALE) _____

(Department of Education requirement)

RESIDENTIAL ADDRESS: _____

NUMBER OF YEARS AT THE ABOVE ADDRESS: _____

WITH WHOM DOES THE LEARNER LIVE (PLEASE TICK) BOTH PARENTS _____ MOTHER _____ FATHER _____

IF OTHER, PLEASE GIVE DETAILS: _____

DECEASED (PLEASE TICK) BOTH PARENTS _____ MOTHER _____ FATHER _____ SOCIAL GRANT (YES/NO) _____

TRANSPORT DETAILS TO AND FROM SCHOOL: _____

PERMISSION TO PHOTOGRAPH THE CHILD, AND DISPLAY OR PUBLISH PHOTOGRAPHS? **YES / NO**

LEARNER MEDICAL INFORMATION

PLEASE TICK IN THE RELEVANT SPACE WHICH VACCINATIONS YOUR CHILD HAS RECEIVED:

DIPHTHERIA _____ TETANUS _____ TYPHOID _____ WHOOPING COUGH _____ TUBERCULOSIS _____

POLIOMYELITIS _____ HEPATITIS B _____ MEASLES _____

STATE OF HEALTH / ALLERGIES / MEDICAL CONDITIONS/ DISABILITIES (ALSO INDICATE TREATMENT CHILD RECEIVES)

OTHER DIFFICULTIES REQUIRING PROFESSIONAL ASSISTANCE: _____

DOCTOR'S NAME: _____ DOCTOR'S TELEPHONE NO.: _____

MEDICAL AID NUMBER: _____ MEDICAL AID NAME: _____

MEDICAL AID MAIN MEMBER: _____

PERMISSION TO ADMINISTER PARACETAMOL, ANTISEPTIC OINTMENT, ANTIHISTAMINE OINTMENT? **YES / NO**

PREVIOUS SCHOOL INFORMATION

NAME OF CURRENT SCHOOL: _____

ADDRESS & TELEPHONE NO. OF CURRENT SCHOOL: _____

SWIMMING ABILITY: NON-SWIMMER _____ WEAK _____ AVERAGE _____ STRONG _____

CURRENT GRADE: _____ HAS YOUR CHILD EVER BEEN EXPELLED FROM ANY SCHOOL: YES/NO _____ IF YES, GIVE REASON AND SCHOOL'S NAME : _____

LANGUAGE OF INSTRUCTION : _____ HOME LANGUAGE : _____

SIBLINGS:

	1	2	3	4
BROTHERS/SISTERS NAMES				
AGE				
SCHOOL/COLLEGE/UNIVERSITY				
GRADE/YEAR				

PARTICULARS OF BIOLOGICAL MOTHER:

MARITAL STATUS (PLEASE TICK): MARRIED UNMARRIED SINGLE DIVORCED SEPARATED WIDOW/ER

TITLE: _____ INITIALS: _____ SURNAME: _____

RACE: _____ **(Department of Education requirement)**

FIRST NAMES: _____

I.D. NUMBER: _____ D.O.B: _____ CITIZENSHIP : _____

RESIDENTIAL ADDRESS: _____

NUMBER OF YEARS AT THE ABOVE ADDRESS: _____

POSTAL ADDRESS: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

OCCUPATION: _____

HOME TELEPHONE NO: _____ WORK TELEPHONE NO: _____ CELLPHONE NO: _____

FAX NUMBER: _____ EMAIL ADDRESS: _____

BOTH PARENTS / LEGAL GUARDIANS ARE LIABLE FOR FULL SCHOOL FEE PAYMENTS.

ARE YOU DEPOSITING MONIES INTO THE SCHOOL FEE ACCOUNT? **YES / NO**

FULL NAME OF SPOUSE: _____

PARTICULARS OF BIOLOGICAL FATHER:

MARITAL STATUS (PLEASE TICK): MARRIED UNMARRIED SINGLE DIVORCED SEPARATED WIDOW/ER

TITLE: _____ INITIALS: _____ SURNAME: _____

RACE: _____ **(Department of Education requirement)**

FIRST NAMES: _____

I.D. NUMBER: _____ D.O.B: _____ CITIZENSHIP : _____

RESIDENTIAL ADDRESS: _____

NUMBER OF YEARS AT THE ABOVE ADDRESS: _____

POSTAL ADDRESS: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

OCCUPATION: _____

HOME TELEPHONE NO: _____ WORK TELEPHONE NO: _____ CELLPHONE NO: _____

FAX NUMBER: _____ EMAIL ADDRESS: _____

BOTH PARENTS / LEGAL GUARDIANS ARE LIABLE FOR FULL SCHOOL FEE PAYMENTS.

ARE YOU DEPOSITING MONIES INTO THE SCHOOL FEE ACCOUNT? **YES / NO**

FULL NAME OF SPOUSE: _____

FINANCIAL DETAILS: PROOF OF INCOME AND INCOME PER ANNUM (YEARLY)

PLEASE ATTACH CERTIFIED COPIES OF BOTH PARENTS/LEGAL GUARDIANS CURRENT PAY SLIPS. IF SELF EMPLOYED, PLEASE ATTACH CERTIFIED COPY OF LAST AUDITED INCOME STATEMENT, SARS LETTER INDICATING INCOME OR THE LATEST 3 MONTHS BANK STATEMENT.

INCOME PER ANNUM (PLEASE TICK): JOINT _____		SINGLE _____	
R 0.00 – R49,000	R 50,000 - 100,000	R101,000 - 150,000	R151,000 - 200,000
R201,000 - 250,000	R251,000 - 300,000	R301,000 - 350,000	R351,000 - 400,000
R401,000 - 450,000	R451,000 - 500,000	R501,000 - 550,000	R551,000 - 600,000
R601,000 - 650,000	R651,000 - 700,000	R701,000 – 750,000	R751,000 and over

FINANCIAL DETAILS CONTINUED

IF FEES ARE PAID BY A TRUST, PLEASE SUBMIT A CERTIFIED LETTER ADVISING SAME TOGETHER WITH A CONTACT NAME AND TELEPHONE NUMBER:
TRUST NAME: _____
CONTACT NAME AND NUMBER: _____

EMERGENCY CONTACT DETAILS

CONTACT DETAILS IN CASE OF AN **EMERGENCY IF NEITHER PARENT/GUARDIAN IS AVAILABLE:**
NAME: _____
CONTACT NUMBERS: HOME _____ WORK _____ CELL _____
EMAIL ADDRESS: _____ RELATIONSHIP TO LEARNER: _____

PARTICULARS OF STEP-PARENTS/LEGAL GUARDIANS

RELATIONSHIP TO LEARNER: _____
MARITAL STATUS (PLEASE TICK): MARRIED __ UNMARRIED __ SINGLE __ DIVORCED __ SEPARATED __ WIDOW/ER __
TITLE: _____ INITIALS: _____ SURNAME: _____
RACE: _____ **(Department of Education requirement)**
FIRST NAMES: _____
I.D. NUMBER: _____ CITIZENSHIP : _____
RESIDENTIAL ADDRESS: _____
NUMBER OF YEARS AT THE ABOVE ADDRESS: _____
POSTAL ADDRESS: _____
EMPLOYER: _____
BUSINESS ADDRESS: _____
OCCUPATION: _____
HOME TELEPHONE NO: _____ WORK TELEPHONE NO: _____ CELLPHONE NO: _____
FAX NUMBER: _____ EMAIL ADDRESS: _____
PLEASE ATTACH CERTIFIED COPIES OF BOTH PARENTS/LEGAL GUARDIANS CURRENT PAY SLIPS. IF SELF EMPLOYED, ATTACH CERTIFIED COPY OF LAST AUDITED INCOME STATEMENT OR SARS LETTER INDICATING INCOME.
BOTH PARENTS / LEGAL GUARDIANS ARE LIABLE FOR FULL SCHOOL FEE PAYMENTS. ARE YOU DEPOSITING MONIES INTO THE SCHOOL FEE ACCOUNT? YES / NO
FULL NAME OF SPOUSE: _____

IN THE CASE OF DIVORCE

NAME & CONTACT DETAILS OF PERSON WHO HAS LEGAL CUSTODY OF CHILD: _____

ARE THERE RESTRAINTS/VISITATION RIGHTS? PLEASE GIVE DETAILS AND ATTACH SUPPORTING DOCUMENTS : _____

FAMILY AFFILIATION

NAME OF SIBLINGS AT THIS SCHOOL OR WHO HAVE ATTENDED THIS SCHOOL: _____
IS THE APPLICANT'S PARENTS A PAST PUPIL: YES/NO _____
WITH WHICH SPORTS HOUSE IS/WAS THE FAMILY AFFILIATED: TUGELA _____ IFAFA _____ UMGENI _____

TERMS AND CONDITIONS OF ACCEPTANCE

1. PARENTS

A parent as defined in the South African Schools Act, No. 84 of 1996 is:

- a. The biological or adoptive parent or legal guardian of a learner;
- b. The person legally entitled to custody of a learner; or
- c. The person who undertakes to fulfill the obligations of the person referred to in paragraph (a) and (b) towards the learner's education at school.

2. GOVERNING BODY

The parents/legal guardians acknowledge that Manor Gardens Primary School is a public, **compulsory** fee paying school and that the governing body is empowered to make all decisions affecting the governance of the school and those decisions are binding upon him/her and the learner.

3. ADMISSIONS CRITERIA

The acceptance of any child at Manor Gardens Primary School as a learner shall be subject at all times to the admission criteria laid down by the governing body from time to time. Admission will not be finalized until all the relevant documentation has been received by the school.

4. CODE OF CONDUCT

Any learner enrolled at Manor Gardens Primary School shall be obliged to adhere to the ***Learner's Code of Conduct***, a copy of which the parents/legal guardians acknowledge having received.

5. RIGHT OF SEARCH

The Principal, an Educator or member of staff, upon reasonable suspicion, has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs or harmful dangerous substance, stolen property or pornographic material brought on to the school property. (A search may be performed in terms of the following Acts of general application: Control of Access to Public Premises and Vehicle Act, 1985, Act No 53 of 1985; Drugs and Drugs Trafficking Act 140 of 1992; Arms and Ammunition Act, 1969, Act No 75 of 1969). During a search, human dignity shall be observed and learners shall be searched in private by persons of their own gender, preferably in the presence of at least one other person. A record will be kept of the search proceedings and the outcome.

6. LANGUAGE POLICY

English is the language of teaching and learning at the school. Afrikaans and isiZulu are offered as Additional Languages.

7. SCHOOL FEES

7.1 School Fees, which are essential to the existence of this school and the excellent education the school provides, are without exception compulsory. School fees are charged and payable over 10 months, from January to October.

7.2 The annual school fee is determined at the budget meeting, attended by parents / legal guardians and is directly related to the cost of running and maintaining the school. The parents / legal guardians are notified of the annual school fee prior to the commencement of the academic school year.

7.3 The 2024 school fees are as follows: Grade R learners: R37 300.00 and Grades 1 -7 learners: R35 210.00.

7.4 In accordance with the South African Schools' Act, No. 84 of 1996, both parents / legal guardians are liable for the annual school fees which becomes due and owing upon **commencement** of the first school term each year. In cases of divorce, both parents are morally and legally responsible for the payment of school fees. It is a statutory obligation for both parents to pay school fees.

7.5 The school fees are payable in **advance at the beginning of the year and** in equal monthly installments, as specified and at the discretion of the Governing Body. Monthly school fee statements will be emailed to parents/legal guardians or sent home with the child for those parents/legal guardians without email facilities.

7.6 Payment of the school fee shall be **compulsory** unless a written exemption has been granted by the Governing Body. Failure to pay (default), will result in legal action with legal costs being for the account of the person(s) responsible for payment of school fees and the whole amount that is outstanding will become payable immediately.

7.7 The full amount of school fee shall immediately become collectable upon failure to pay any one installment on due date unless prior written arrangements have been made with the Finance Committee.

7.8 In the event of a withdrawal of a learner at any stage during the academic year, fees are payable to the last day of the month in which the learner departed. A full month's written notice of withdrawal is required and no unexpired portion of a month's fees will be refunded.

7.9 Should the parents / legal guardians commit a breach of any material terms hereof, the Governing Body shall be entitled, subject to giving written notice to the parents / legal guardians calling upon them to remedy such breach within a period of fourteen days of the giving of such notice, and the parents / legal guardians failing to do so, to claim payment of all the school fees owing in terms hereof, whether or not such school fees are then due and payable and / or claim specific performance by the parents / legal guardians of all and any such obligations owed by them in terms hereof. Parents / legal guardians will pay costs incurred in the collection of school fees.

7.10 Learner insurance is not included in the school fees and is the responsibility of the parents.

8. OFFICIAL ADDRESS

The parents / legal guardians must select an official address (domicilium citandi et executandi) and email address to which all legal notices may be delivered for all purposes arising including any action or proceeding or the cancellation thereof. The addresses on record at the school shall be accepted as the correct address at all times for the purposes of issuing correspondences unless the school is advised of any changes in writing. **THE PARENTS / LEGAL GUARDIANS MUST NOTIFY THE SCHOOL IN WRITING IMMEDIATELY OF ANY CHANGE OF THESE ADDRESSES.**

9. DOCUMENTS

The parents / legal guardians shall be obliged to furnish the Principal with any documents or information relevant to the learner's enrollment, welfare or the efficient management of the school within seven (7) days of being requested to do so.

10. CONSENT

The parents **authorize the school to do credit bureau searches** on them and in the event of any school fees due by them not being paid, the parents authorize the school to inform any relevant credit bureau and have their name listed with them.

The parents / legal guardians consent to the learner taking part in extra mural activities of the school, including games, athletics, tours and any other excursions arranged by the school.

11. PARENTAL OBLIGATIONS

The parents / legal guardians shall be obliged to:

- 11.1** Inform the school in writing of any change of address, telephone number or personal details.
- 11.2** Inform the school in writing of any change of emergency contact number.
- 11.3** Inform the school in writing of any case of infectious illness in the learner's household.
- 11.4** Ensure that the learner attends school regularly and to give reasons in writing should your child be absent. This includes attendance at organized school functions and co-curricular activities.
- 11.5** Ensure that the learner arrives at school on time and is collected promptly at the end of the school day or extra mural activity.
- 11.6** Ensure that the learner's homework is completed.
- 11.7** Ensure that the learner takes part in Physical Education classes and school sports or to supply the school with a medical certificate if he / she may not take part.
- 11.8** Ensure that the learner complies with the Code of Conduct of the school as set out in Clause 3 above including daily attendance and wearing of the full and correct school uniform.
- 11.9** Contribute to the School Fees in terms of Sections 39 and 40 of the South African Schools' Act No. 84 of 1996.
- 11.10** Respect the tradition, character and moral ethos of the school and encourage your children to do the same.
- 11.11** Should two (2) copies of school reports be required, it is necessary for the school to be notified in writing, and details of mailing addresses furnished.

12. PROFESSIONAL MANAGEMENT

The professional management of the school is undertaken by the Principal in accordance with the South African Schools' Act No. 84 of 1996.

13. IN LOCO PARENTIS

The Principal or his /her designate, may act in loco parentis in the event of any injury or accident in which the learner may be involved unless the school is given a written instruction which disallows this.

14. DAMAGE / LOSS TO SCHOOL PROPERTY

The parents / legal guardians shall be liable for any loss or damage of whatsoever cause or nature arising, which may be caused to school property or equipment, or any asset on the school property, as a result of any willful act or omission or careless action on the part of the learner.

15. INDULGENCES

No indulgence or extension granted by the Governing Body to the parents / legal guardians shall in any way be construed as a waiver of the Governing Body's rights or as creating a precedent.

16. COSTS

Should it be necessary for the Governing Body to institute any legal proceedings against the parents / legal guardians in order to enforce any of the terms and conditions hereof, then the parents / legal guardians hereby agree, that in addition to any amounts for which they may be found to be liable, also to be liable for all costs incurred by the Governing Body inclusive of legal costs on the attorney and client scale, collection charges, tracing costs and interest at the rate determined by the Minister of Justice in terms of the Prescribed Rate of Interest Act No 55 of 1975.

17. AMENDMENTS

17.1 The Governing Body shall be entitled to amend the terms and conditions hereof upon written notice to the parents / legal guardians.

17.2 The said amendments shall be deemed to have been accepted by the parents / legal guardians and incorporated herein unless they notify the Governing Body of their objections to such amendment in writing within seven (7) days of receipt of such amendment.

We as parents and the applicant accept that the information provided to the school was given voluntarily and that the school may:

- 1.1 store the data in its files and electronic systems;
- 1.2 generate academic, attendance, behavioural and other school-related records;
- 1.3 use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of the applicant at the school (including, but not limited to contacting parents; placing the applicant in a class; entering him/her in exams, competitions, leagues and the like; updating the school roll and alumni register; and researching and reporting on school demographics or performances);
- 1.4 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.

We, in our capacity as Parents / Legal Guardians of the above named learner, do hereby acknowledge that we have read and understood the Terms and Conditions set out herein and that our child's enrollment at Manor Gardens Primary School is subject to our acceptance hereof. **Furthermore, we declare that all facts disclosed herein are true and correct.**

OFFICIAL ADDRESS (Domicilium citandi et executandi): _____

SIGNED and DATED at: _____ on this ____ day of _____ 20____

PARENTS / LEGAL GUARDIANS: (Both parents / legal guardians must sign)

We hereby give permission to the Admissions Secretary to check and confirm any of the details listed by us. We understand that completion of this application form does not guarantee an acceptance for my child by Manor Gardens Primary school.

1. Mother's / Legal Guardian's Full Names: _____

2. Mother's / Legal Guardian's Signature : _____

3. Father's / Legal Guardian's Full Names: _____

4. Father's / Legal Guardian's Signature : _____

AS WITNESSES:

1: Name and Surname: _____

Cell No: _____ Landline: _____

Address: _____ Signature: _____

2: Name and Surname: _____

Cell No: _____ Landline: _____

Address: _____ Signature: _____

NOTE: Any false information and/or documentation declared in this application, will entitle the school to revoke the learner's admission.