



APPLICATION FOR PUPIL ADMISSION

Thank you for your enquiry regarding the admission of your child to Glenashley Preparatory School. Kindly complete the application form and submit it together with the required documentation (see checklist on the final page of the application form) to Mrs Marshall at hmarshall@glenashleyprep.co.za

It is important to note the following:

- 1) **The completion and submission of this form does not in any way imply acceptance of your child.**
- 2) The acceptance of siblings is not automatic. Preference is given to applicants living in close proximity to Glenashley Preparatory School.
- 3) The Application form must be completed in full and all documentation provided before it can be accepted and processed.
- 4) Certified copies of ALL requested documentation must be attached and returned to the school with this Application form. The school may not make photocopies nor certify documents.
- 5) Correspondence is done via email. Therefore, please ensure your email address is correct and legible.
- 6) An advance fee of R1000 is payable on acceptance of new learners across all grades. This is set-off against school fees.
- 7) For Leap Admissions, a once off amount of R4 500 Capital Development Fee is payable across all grades on acceptance, which is applied towards the development of the Leap Unit.
- 8) Closing date for 2022 applications is 31 July 2021, although admissions will be processed until school capacity is reached.

If a parent gained entrance for his/her child to this school by making a false statement regarding his/her place of residence or any other information, the school is entitled to revoke the agreement, which allowed the learner concerned admission to this school.

The high standard of education set at Glenashley Preparatory School is dependent on the compulsory school fees paid by parents. The school fees for the current year: **2021** are as follows: These amounts are expected to increase for 2022:

Mainstream Grade 4 – 7: **R38 030.00 per annum.** Leap Gr 4 – 7: **R46 322.00 per annum.**

These amounts are expected to increase for 2022.

Application from a foreigner must be accompanied by appropriate documentation for entry into a South African School. This must include Residence Permit and Study Visa.

**MR N JAFFAR
PRINCIPAL**



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do not staple

2022 APPLICATION FOR PUPIL ADMISSION

Official closing date for applications: 31 July 2021

Date of application: _____ Grade required: _____ Commencing: _____
(month & year)

NB: This form must be completed in full by both the pupil's parents.

PARENT means: the parent or guardian of a pupil; the person legally entitled to the custody of the pupil; or the person who undertakes to fulfil the obligations of a parent, guardian or legal custodian towards the pupil's education at school.

A.

PUPIL INFORMATION:

N.B: The name and surname reflected on the birth certificate is the official name and surname to be used for the pupil on all formal documentation. Known as, nicknames or preferred names may only be used informally.

Surname: _____ First Names: _____

Preferred Name: _____ Gender: (M/F): _____ Date of Birth: _____

I.D. Number: _____ Home Language: _____

Immigrant: Yes No Citizenship: _____

Nationality: _____ Passport No (if non SA): _____

Province from (SA): _____ Country from (non SA): _____

Race: African Coloured Indian White Other for statistical purposes only

Religious affiliation: _____ Province from: _____

Previous School: _____ Phone No. _____

Does pupil have a sibling at Glenashley Prep? _____ If yes, full name and grade: _____

Does pupil have any siblings at other schools? _____ If yes, provide details: _____

It is essential that these sections be completed in full
OR a certified copy of the death certificate is to be supplied

B.

BIOLOGICAL FATHER'S / **LEGAL GUARDIAN'S DETAILS** (Please tick appropriate box)
(see next page, for Stepfather information)

Title: _____ Initials: _____ Surname: _____

First Names: _____ I.D. Number: _____

Email Address: _____

Please print email address in clear writing

Residential Address: _____

Postal Address: _____

Tel: (W): _____ (H): _____ (Cell): _____

Race: African Coloured Indian White Other for statistical purposes only

Father's / Guardian's Occupation: _____
(If self-employed, please attach a business card)

Name of Father's/Guardian's Employer _____

Address of Employer: _____

C.

BIOLOGICAL MOTHER'S / **LEGAL GUARDIAN'S DETAILS** (Please tick appropriate box)
(see next page, for Stepmother information)

Title: _____ Initials: _____ Surname: _____

First Names: _____ I.D. Number: _____

Email Address: _____

Please print email address in clear writing

Residential Address: _____

Postal Address: _____

Tel: (W) _____ (H): _____ (Cell): _____

Race: African Coloured Indian White Other for statistical purposes only

Mother's/Guardian's Occupation: _____
(If self-employed, please attach a business card)

Name of Mother's/Guardian's Employer _____

Address of Employer: _____

D.

STEP-FATHER'S DETAILS (Tick, if applicable)

Title: _____ Initials: _____ Surname: _____

First Names: _____ I.D. Number: _____

Email Address: _____
Please print email address in clear writing

Residential Address: _____

Postal Address: _____

Tel: (W): _____ (H): _____ (Cell): _____

Race: African Coloured Indian White Other for statistical purposes only

Step-Father's Occupation: _____
(If self-employed, please attach a business card)

Name of Employer _____

Address of Employer: _____

E.

STEP-MOTHER'S DETAILS (Tick, if applicable)

Title: _____ Initials: _____ Surname: _____

First Names: _____ I.D. Number: _____

Email Address: _____
Please print email address in clear writing

Residential Address: _____

Postal Address: _____

Tel: (W) _____ (H): _____ (Cell): _____

Race: African Coloured Indian White Other for statistical purposes only

Step-Mother's Occupation: _____
(If self-employed, please attach a business card)

Name of Employer _____

Address of Employer: _____

F.

PARENTS' MARITAL STATUS

Single: Married: Divorced: Separated: Re-married: Widow/Widower:

If married – please indicate how:

Ante-Nuptial Comm. of Property Customary marriage Hindu/Muslim Other

Learner lives with: Mother: Father: Both Parents: Guardian / Other:

If Guardian/Other, what is the relationship? _____

If divorced, who has custody of this Learner? _____

Date of custody: _____

PLEASE COMPLETE THE FOLLOWING, REGARDLES OF MARITAL STATUS:

Person/s responsible for payment of school fees: _____

Relationship to Learner: _____

NB: The report and general correspondence is sent to the person with whom the learner resides.

Does the other parent require a report to be sent to them? Yes: No:

The Glenashley newsletter will be sent to both parents if an email address is supplied on this form for both parents.

G.

MEDICAL DETAILS:

Medical Aid: _____ Number: _____

Main Member's Name _____

Doctor's Name: _____ Dr. Tel No: _____

Medical disorders / allergies / ailments: _____

Please indicate if life threatening: _____

Should both the father and mother be unavailable in an emergency, please advise details of a 3rd party

Title: _____ First Names: _____ Surname: _____

Tel: (W): _____ (H): _____ Cell): _____

Relationship to pupil: _____

H.

Administration of Medication

Do you grant the school secretary authority to administer medication in the form of paracetamol, antiseptic ointment/antihistamine ointment should the need arise?

YES

NO

I.

Extra Mural/Religious Activities

Do you have any objection to your child participating in any extra-mural activities?

YES

NO

If yes, please furnish reasons: _____

J.

Do you have any objections to your child participating in any religious activities?

YES

NO

If yes, please furnish details: _____

K.

Do you have any objections to your child being photographed during the course of his/her education at Glenashley Preparatory School, bearing in mind that any such photography may be displayed / published?

YES

NO

L.

Finance

Importance of Payment of School Fees

The operation of a school of the size and quality of Glenashley Preparatory is a costly business. The Department of Education pays the salaries of approximately six educators and five support staff, plus a contribution of less than two percent of all non-salary running costs. This means that effectively all of the costs of running the school, as well as Governing Body teacher salaries, are funded by the school fees that you pay, as parent or guardian of a Glenashley learner. Without these fees, our school could not function – it would be impossible to maintain our school’s first class facilities or offer the top quality education or the wide range of sporting and cultural activities that we are proud to offer at Glenashley Preparatory.

We wish to express our appreciation to the majority of our parents who, recognising the importance of fee income to the proper functioning of the school, pay their fees timeously, either annually in advance or as per an agreed extended payment plan sanctioned by the Finance Committee. However, there are unfortunately some parents who choose not to meet their obligation to pay school fees, preferring instead to undermine the operation and sustainability of Glenashley Preparatory. Perhaps they take the view that it is acceptable for all of the other fee-paying parents to subsidise their child’s schooling.

As is the case with all other state schools, Glenashley is forced to go to great lengths to secure payment from these defaulting parents, including ultimately the use of debt collection agencies and in extreme cases, credit blacklisting, all at considerable administrative cost to the school. We are sympathetic with those parents who wish to pay, but due to financial duress genuinely cannot afford to pay school fees due to unemployment or very low income levels – **such parents may apply in the first Term of each year for an Exemption from fees**, according to the rules laid down by the Department of Education - South African Schools Act.

The granting of a partial exemption is subject to full disclosure of all household income and a range of other checks to ensure eligibility, since exemptions are not effectively sub vented by Government, but must be cross-subsidised by fee-paying parents.

Glenashley Preparatory believes that non-payment of school fees is completely unacceptable.

Undertaking to Pay School Fees

I/We _____ Name/s
Identity Number/s _____
Of _____ Domicilium Address

The undersigned, do hereby confirm that I/we accept responsibility as PARENTS / GUARDIAN as defined in terms of the broader definition of PARENTS/GUARDIAN in Section 1 of the South African School Act No 84 of 1996, this in terms of the education provided by the school to _____ (Learner). And specifically undertake to be responsible for the school fees of the said learner, as set out in Section 40 of the act, the detail of which I acknowledge the school has advised me of.

I accept and confirm that the above address as my chosen Domicilium for services of all notices and legal documents, unless I notify the school in writing of my change of address.

I authorise the school to do credit bureaux searches on me and in the event of any school fees due by me not being paid, I authorize the school to inform the relevant credit bureau, and have my name listed with them, in the event of default and or failure to pay any single payment on due date as per the agreed extended plan, then we accept that the outstanding amount will become immediately due and payable.

Signed at _____ this _____ day of _____

Signature _____

Witness 1 _____ Witness 2 _____

- ix. I/we will ensure that the Applicant attends school daily from start to end of each term, and absence is only condoned for illness and emergencies.
- x. I/we will inform the school in writing of any case of infectious illness in my/our household.
- xi. A co-operative working partnership between school and home is in the best interests of the Applicant.
- xii. The personal particulars provided in this document are correct.
- xiii. The completion and submission of this application form, and an interview with a senior member of management, does not guarantee admission to Glenashley Preparatory School.
- xiv. If the application is successful, the “**Acceptance Letter**” will be returned in person by one or both of the signatories. A once off fee of R1000.00 (**all Grades**) on enrolment is payable and offset against the annual school fee. **Grade 4 - Grade 7 LEAP** – a once off set up fee of R4 500.00 to be paid on enrolment and is offset against a Capital Development Fund. Should you wish to withdraw your enrolment application, the school will retain 50% of contribution. Should you wish to withdraw your **LEAP Grade 4 – Grade 7** enrolment application, the school will retain 50% of the once off setup fee. You will then be required to submit banking details for an electronic refund to be completed.
- xv. I/We chose the address/es specified, as our residential and/or electronic (email and/or cellphone numbers) address/es contained in this document, as my/our chosen legal domicile for service of all legal notices and processes until I/we advise the school in writing of my/our new address, which will then become our new legal domicile.
- xvi. I/we undertake to comply with the Glenashley Preparatory School Fee Collection Policy which I/we confirm I/we have read and understood. Which Policy document I/we further undertake to complete and sign annually within 7 days of the commencement of the school year.
- xvii. In the event of a pupil being removed from the school before the completion of Grade 7, Glenashley Preparatory School requires 30 calendar days’ notice in writing and shall be given to the Principal.
- xviii. Should such notice not be received by the Principal before the commencement of the pupil’s last term at the school, then the fees for the following term may, at the discretion of the Governing Body, become payable in lieu notice.
- xix. In the event of a pupil being unable to attend the school as a result of illness or incapacity for any length of time, no refund of any part of the fees will be considered for any reason whatsoever.
- xx. I authorise the school to carry out any checks and/or traces that the school deems fit with any registered credit bureaux and also to list me with any credit bureaux in the event I default in payment of the school fees.

I/we, the undersigned, jointly and severally, undertake to pay all school fees and term levies sanctioned by the Governing Body and to enter into the agreement relating thereto.

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.

CONFIRMATION OF READ RECEIPT



I/WE HAVE READ AND UNDERSTAND THE GLENASHLEY PREPARATORY SCHOOL ADMISSION REGULATIONS, AS PER PAGE 1 OF THIS DOCUMENT.

SIGNATURE: _____ ID NO: _____
(Biological Father/ Guardian)

SIGNATURE _____ ID NO: _____
(Biological Mother/Guardian)

N.B. THIS APPLICATION FORM MUST BE SUBMITTED BY ONE OF THE SIGNATORIES ABOVE.

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? | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |
| 2. Has the principal informed you that you are liable for the payment of compulsory school fees unless you are totally exempted from paying compulsory school fees? | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |
| 3. Has the principal informed you about your right to apply for exemption from paying compulsory school fees? | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |
| 4. Do you wish to apply for such exemption at this stage? | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |
| 5. Do you wish to be assisted in making such application? | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |
| 6. Has the principal provided you with the form (Annexure B) for application for exemption? | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">YES</td> <td style="width: 50%; text-align: center; padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES | NO | | |

Name of Principal

Name of Parent

Signature of Principal

Signature of Parent

Date: _____

Date: _____

School stamp:

- One copy of the signed form will be handed over to the parent, another will be submitted to the Head of Department or his or her delegate, and the original will be filed at the school.

L.

DOCUMENTATION FOR SUBMISSION:

The following documents must be attached to the application form (certified copies).

1. Certified copy of pupil's **unabridged** birth certificate
(**full certificate with both parents' names**)
2. Certified copy of both parent's South African ID documents
(or copy of death certificate where relevant)
(**both parents' / legal guardians' ID documents required, irrespective of separation / divorce**)
3. If Non South African Resident / Citizen applying, a certified copy of the SA residence permit and/or study permit must be attached as well as learners original passport for admin to make a copy for Department of Education reasons
4. An original recent Utility Bill (**ALL PAGES**) showing the full name of the parent and the corresponding physical residential address
5. If renting, a certified copy of lease/ rental agreement, signed by both Lessor and Lessee, showing the parents' primary residence as well as a proof of deposit and rent paid for a period of three months.
6. Proof of employment of both parents / legal guardians.
7. If self-employed, please staple a Business Card to the enrolment form.
8. Where applicable, a certified copy of the court order granting legal guardianship
9. Immunization / Clinic Card. Please ensure the child's name is displayed.
10. Most recent school report **and** the previous year end report.
11. A copy of the latest fee statement from the present school
12. The application form must be signed by both parents / legal guardians
13. I.D. Photo of applicant