



STULTING PRIMARY SCHOOL

ADMISSIONS FORM

For office use:	Approved	Not Approved	PRINCIPAL:	
Date received		Answer	SMS	E-mail
Admission nr.		SA-SAMS	Pastel	D6

YEAR FOR WHICH APPLICATION IS FOR: _____ GRADE: _____ LANGUAGE OF EDUCATION:

AFR	ENG
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This form has to be completed when application is made for a pupil to be enrolled at any public school.
 A completed form does not mean that the pupil has been admitted to the school.
 All information requested is required by the Department of Education. All information is handled as confidential.
Only completed forms will be accepted. Take note that **SCHOOL FEES** are charged at this school.
 The admission committee's decision is final and **NO** interviews will be granted.

Please attach the following original documents (or certified copies of the originals) to this admissions form:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> COPY OF THE PUPIL'S BIRTH CERTIFICATE | <input type="checkbox"/> LATEST REPORT CARD |
| <input type="checkbox"/> COPY OF THE PUPIL'S CLINIC CARD | <input type="checkbox"/> MEDICAL- AND/OR PSYCHOLOGICAL REPORTS (if applicable) |
| <input type="checkbox"/> COPIES OF BOTH PARENTS' ID DOCUMENTS | <input type="checkbox"/> TRANSFER FORM OF THE PUPIL |
| <input type="checkbox"/> VALID PROOF OF RESIDENCE (telephone/municipal account) | <input type="checkbox"/> LETTER OF APPOINTMENT BY EMPLOYER * (if applicable) |
| <input type="checkbox"/> COPIES OF ANY RELEVANT COURT ORDER, TESTAMENTARY DOCUMENT CONFIRMING GUARDIANSHIP OR CUSTODY OR ANY SIMILAR RIGHT OF THE PERSON ("PARENT") CLAIMING SUCH RIGHT | |

PARTICULARS OF THE PUPIL

Surname: _____ Birth names: _____

Name called by: _____ Sex:

M	F
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 ID:

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Date of birth: day _____ month _____ year _____ Age of pupil on 1 January of year of admission: _____

Home language: _____ Race: _____ The pupil communicates fluent in:

AFRIKAANS	ENGLISH
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Place of birth: _____ Citizenship: _____

Position of pupil in the family: _____ Is the pupil a recipient of a social grant?

YES	NO
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Do you have other children enrolled at Stulting Primary School? If yes, please complete:

Name: _____ Grade: _____
 Name: _____ Grade: _____
 Name: _____ Grade: _____ School account nr : _____

MEDICAL INFORMATION (Clinic card MUST be attached)

Medical aid: _____ Main member: _____ Membership nr : _____

GP: _____ Telephone nr: _____

Allergies: _____ Medication: _____

Is the pupil on any medication, e.g. ADHD, depression, etc?

YES	NO
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 If, specify: _____

Is there any medical condition the school needs to be aware of? _____

Has the pupil been tested by any professional, e.g. psychologist, occupational therapist etc.

YES	NO
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 If yes, please attach the reports.

Additional contact person if parent/guardian is not available: _____

NB: Pupils should have been immunized against ALL of the following illnesses before school attendance: Tuberculosis (B.C.G.); Diphtheria; Whooping Cough; Tetanus; Measles; German Measles; Mumps; Poliomyelites. Immunization against POLIOMYELITIS and TUBERCULOSIS (B.C.G.) is legally COMPULSORY. WRITTEN EVIDENCE of immunization against POLIOMYELITIS and TUBERCULOSIS (B.C.G.) could be demanded when a pupil is admitted to a school or hostel of the Eastern Cape Education Department for the first time.

SCHOOL RECORD

Previous school: _____ Language educated in: _____
 Address: _____ Grade passed: _____
 Province: _____ Telephone: _____
 Date of the last day attended at previous school : _____ E-mail: _____

PERSONAL DETAILS OF PARENTS / LEGAL GUARDIANS

	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2				
Relation to pupil						
Surname						
Birth names						
Identity number						
Home language						
Race						
Occupation						
Employer						
Telephone nr. (work)						
Home address						
Postal address						
Telephone nr. (home)						
Cellphone nr.						
E-mail address:						
Marital status	Married	Single	Divorced	Married	Single	Divorced
	Widowed	Re-married		Widowed	Re-married	

DISCIPLINARY CODE

All enrolled pupils are subject to the code of conduct and disciplinary code of the school. It is the responsibility of each parent to familiarise themselves with the content thereof (referred to on www.stulting.co.za). With signing this application you accept the code of conduct and disciplinary code as established by the Governing Body of the school.

PARENT / GUARDIAN DECLARATION

Stulting Primary is well-known for parent participation. As parents / guardians, we hereby give permission that our contact details be made available to the committees of the school as well as the supporters club.

We hereby declare that the information which we have recorded in this form is true and correct and by my signature below, I give the Chariman of the School Governing Body or his designee, permission to check and confirm any of the details listed by me. I understand that should any of the information supplied by me be found to be false, action may be taken against us.

Signed at _____ on this _____ day of _____ 20__.

- | | | |
|----|----------------------------------------|---------------------------------|
| 1. | | |
| | Name and surname – parent / guardian 1 | Signature – parent / guardian 1 |
| 2. | | |
| | Name and surname – parent / guardian 2 | Signature – parent / guardian 2 |

FINANCIAL INFORMATION

Parent / Guardian 1: _____ Parent / Guardian 2: _____
ID number: _____ ID number: _____
Postal Address: _____ E-mail Address for statement: _____
Proof of payment: Debit order EFT Cash

Please note that the SA Schools Act of 84/1996 determine that annual school fees are payable upfront. As a courtesy the Governing Body do allow for school fees to be paid monthly. School fees being paid monthly must be settled before the 7th of every month. The school office is open from Monday to Friday 7:30-14:00. Card payments can be done. For a debit order you will need to arrange it personally with your bank.

Please note that both parents are responsible for the school fees, irrespective of marital status or court orders.

Please indicate if you are considering applying for exemption of school fees according to Act 4(1) of the SA Schools Act

Complete financial agreement between applicant and Stulting Primary School

I/we, the undersigned,

Name and Surname: _____ Signature: _____

Name and Surname: _____ Signature: _____

Residing at _____ official address (*domicillium citandi et executandi*)

As the legal parent/guardian of _____ (herein after "the pupil") agrees herewith in favor of Stulting Primary School as follows:

1. SCHOOL FEES

- 1.1 I/We agrees to pay the compulsory school fees as determined annually by the School Governing Body with EFT, by debit order or cash.
- 1.2 I/We agree jointly and individually to pay school fees and I/we understand that:
 - 1.2.1 The annual school fees are a compulsory sum adopted by the majority of parents at the AGM.
 - 1.2.2 School fees are payable in advance and are due on the first day of school.
 - 1.2.3 Our terms are as follow:
 - (a) The full amount is payable on the first day of school (no discount for a once off payment).
 - (b) As a courtesy, the School Governing Body allows for monthly payments over ten months.
 - 1.2.4 According to the South African Schools Act 84/1996, together with the South African Children's Act 38/2005, parents are jointly and separately responsible for paying school fees, irrespective of marital status.
 - 1.2.5 If a default occurs, both parents will be legally prosecuted irrespective of maintenance- or court orders between parents.
 - 1.2.6 According to Article 39 of the South African schools act, all parties committed to this agreement will be held responsible for compulsory school fees.
 - 1.2.7 According to Act 40 and 41 of the South African Schools act, the school may enforce payment of the compulsory school fees.
 - 1.2.8 The parties bound by this agreement undertake to pay all legal fees, including attorney/client fees and any collection fees the school incurs if the schools has to take legal action to recover school fees.
 - 1.2.9 **When 3 (three) payments are in arrears the full amount will be handed over to attorneys for collection.**
 - 1.2.10 Payments must be received by the 7th day of each month. Please note that electronic deposits need to reflect in the school account by the 7th already, so planning payments in advance is important.
 - 1.2.11 Parents who cannot pay school fees due to circumstances may apply for "Exemption of Compulsory School Fees" according to regulations of 2006 regarding Public School fee paying schools.
 - 1.2.12 The school may post any personal information of parents' liability regarding the payment of school fees on the school computer system.
 - 1.2.13 The school may obtain information regarding parents from information bureau or persons acting as agents.
 - 1.2.14 We agree that the school may provide our personal information to parent affiliated groups, educators or persons involved with the school, except if we authorize to the contrary in writing.
 - 1.2.15 If parents fail to pay the school fees, the school may disclose a default to a credit bureau. Any information disclosed to a credit bureau may be available to other creditors to reduce credit risk.
 - 1.2.16 **It remains the responsibility of the account holder to check the account for accuracy. If your records do not reflect the school's statement, please inform the financial officer in writing thereof. Statements are e-mailed monthly to one parent.**
- 1.3 The first payment of the school fees due is payable on the 7th day of January of the year in which the pupil attends school and with the last payment on the 7th of October of the year in question.
- 1.4 Any school fees not paid by the 31st of October will be handed over to attorneys for collection during November of the year in question.
- 1.5 For the purposes of this undertaking, any notice or legal action taken against me and all proceedings that may be brought against me, I hereby choose my address as set out in the preamble of this undertaking as my *domicilium citandi et executandi*.



**PARENT CONSENT FORM:
IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4
OF 2013 (POPI)**

Consent to use personal information¹

- By agreeing to the terms of this information form, you, _____ (NAME), hereby voluntarily authorise Stulting Primary School to process your personal information as well as that of the learner, _____ (NAME), (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 conditions stated under paragraph 8 of the Policy on the Protection of Personal Information has been met.
- 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 hereby take note that Stulting Primary School collects and processes personal information pertaining to the 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 processing complies with an obligation imposed by 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 may be obtained from our offices or our website.
- *The right to correct your details.* The school will 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 any past or existing use of your information.

Signature of parent/guardian

Date

¹ This form must be read with the *Policy on the Protection of Personal Information*.



**PARENT CONSENT FORM:
IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4
OF 2013 (POPI)**

Consent to use photos/images/videos in respect of learners

Hereby, I, _____ (NAME AND SURNAME), grant permission to Stulting Primary School to display photos/images/videos of the child(ren) indicated below as part of:

- a demonstration/project/activity in the course of classroom teaching;
- a sample project/activity on CD created by the school for use in educational workshops, classrooms, advertisements, etc.;
- the school's webpages and social media platforms (including Facebook and 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 may use photos/images/videos of the child(ren) for purposes 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), except for the name (s) 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 school's 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 at any time by sending a letter to the principal of the school.

Name(s) of learner(s) : _____

Name of parent/guardian : _____

Address : _____

City : _____

Postal code : _____

Telephone number : _____

Signature of parent/guardian : _____

Date : _____



De-Merits: Allocation of de-merits
(This list is not complete and can be adapted by the principal.)

<u>CLASSROOM</u>	<u>De-merit</u>
Late for class	1
Continuous talking in class / disobedient	1
Forgetting books / necessary items at home	1
Homework book not signed	1
Homework is not written down	1
Homework incomplete / not handed in	2
Eating or drinking in class	2
Continuously not paying attention / Doing other work in class	2
Disruptive or disturbing behaviour	2
Less serious violation of test rules	3
Serious violation of test rules ("cribbing")	Phase head
Failure to attend a class ("bunking")	Phase head
<u>PASSAGES</u>	
In passages without permission	1
Loitering / causing congestion / intentionally walking slowly	1
Noisy / running in passages / dangerous behaviour	1
<u>BEHAVIOUR</u>	
Rudeness towards other children / teachers	1
Bad / unacceptable behaviour in public	2
Lack of respect for own / school's / or other's property	2
Rudeness or impudence to teachers / or other adults	3
Disobeying instructions purposely	3
Fighting (not physical) / Bullying / Insultive behaviour	3
<u>SCHOOL DRESS / APPEARANCE</u>	
Hair style / hair length / hair colour	1
Earrings / nail polish / make-up / jewellery	1
School gyms / school pants / tracksuits	1
School shirts / shoes / socks / ties	1
Wearing of the school uniform	2
<u>TOILETS</u>	
Regular visits to the toilet during class time (excluded learners with medical reasons)	1
Visits to toilets between classes without permission	1
Unacceptable behaviour	2
<u>LINES</u>	<u>De-merit</u>
Late for lines / Talking in lines	1
Eating and drinking in lines	1
Disruptive or disturbing behaviour	2
Continuously not paying attention	2
<u>BREAKTIME</u>	
Playing outside of demarcated areas	1
Littering	1
Unacceptable behaviour	2
<u>ASSEMBLY</u>	
Continuous talking in the hall	1
Disruptive or disturbing behaviour	2
Continuously not paying attention	2
<u>GENERAL</u>	
Chewing / Littering	1
Not attending extra-mural activities regularly	1
Fighting attitude / pushing and shoving / Bullying-behaviour	3
Spitting	3
Unacceptable use of language (swearing)	3
Dishonest / lying / falsifying	3
Vandalism / Theft	Phase head
Leaving school premises without permission	Phase head
In possession of prohibited material / dangerous items / toys	Phase head
Physically fighting with learners	Phase head
Smoking, use / possession of addictive substances or pornographic material	Phase head
Indecent or unacceptable sexual behaviour	Phase head
Violation of examination rules	Phase head
Not attending detention classes	Phase head
Cellphones – use during school hours	Phase head