

ATTACH
APPLICANT
ID PHOTO
HERE

GREENWOOD PRIMARY SCHOOL



LEARNER APPLICATION FORM

FULL NAMES OF LEARNER (AS ON ID/PASSPORT)	
NAME THE CHILD IS CALLED	
GRADE FOR WHICH YOU APPLY	
SURNAME OF LEARNER	
ID/PASSPORT OF LEARNER	
AREA WHERE LEARNER RESIDES	
IF APPLYING FOR MORE THAN ONE SIBLING, PLEASE TICK RELEVANT BOX(ES)	R 1 2 3 4 5 6 7

Note to Parents/Guardians

- The application will not be accepted unless it is completed in full with all relevant documentation.
- Accepting your application does not mean your child is enrolled at Greenwood Primary School.
- ***All successful applicants will be notified in writing.***
- All unsuccessful applicants will be notified via the e-mail supplied.
- Ensure that the e-mail address you supply is correct.

CONTACT DETAILS

TEL: 041-5854142

E-MAIL: admissions@greenwoodschool.co.za

FAX: 041-5851066

WEB: www.greenwoodschool.co.za

A. LEARNER INFORMATION

Surname							
First name							
Other names							
Name the learner is called							
Gender	Male	Female	ID or PASSPORT number				
Race	African Black	Asian or Indian	Coloured	White	Other		
Home language							
Citizenship							
Is the learner	Right handed		Left handed		Ambidextrous		
Does the learner wear	Glasses		Contact lenses		Hearing aids		
If your child is registered for any social grants, please provide the official grant number and documentation.							
THE LANGUAGE OF INSTRUCTION IS ENGLISH AT GREENWOOD PRIMARY SCHOOL							
Which other language does your child understand?							
Position of child in family	(example) the child is the 1 st or 2 nd on			Mom's side	Dad's side		
How many children are there in the family							
Give the names of brothers and sisters and their grades at Greenwood Primary School: NB – sisters and brothers only							
Name		Grade		Teacher			
Learner resides with		Address:					
Mom	Dad	Guardian					
Learner comes to school with		Paid transport	Parent	Bus	Walk	Other	
Contact numbers:		Emergency		Mom		Dad	

B. PREVIOUS/CURRENT SCHOOL INFORMATION (GRADES 1 – 7 ENROLMENT)

School name				Name of Bursar at previous school	
Address				Contact number of Bursar	
				Current annual fees	
				How payment is done currently	
				Who pays the fees currently	
Telephone number				Are the fees up to date?	
Fax number				Indicate the balance	
Current Grade				Signature of Bursar and date	
Pre-primary education (Gr1)		None	None formal	Formal	
Note to previous school: Please affix school stamp with date on this side of the bursar's section.					

Title		Initials	
Surname			
First names			
Residential address			
Date of Birth (YYMMDD)			
Race		Home language	
ID/passport			
Cell number			
Work number			
E-mail address			
Occupation		Employer	
Marital status		Race	

E. LEGAL GUARDIAN

The Legal Guardian of a learner must supply a certified copy of the official court order of appointment.

Title		Initial		Surname		First names	
DOB		Race		Home Language		Cell no.	
E-mail				Work or Contact number			
ADDRESS							
Does the learner live with you at this address?							

F. PERSON RESPONSIBLE FOR PAYMENT OF FEES

Mother	Father	Guardian	Full names				
Cell no.			Work no.				
Address							
Employer							
Signature					ID number		
METHOD OF PAYMENT			ANNUALLY IN ADVANCE		EFT		DEBIT ORDER

G. SPONSORSHIP

It is agreed and understood that the sponsorship of this learner will continue for the duration of the time the learner attends Greenwood Primary School.

Title	Initial	Surname	First names
Address			
If the sponsor is a company, provide full details			
ID no. or Passport no.			
Full name of sponsor			Signature and date
METHOD OF PAYMENT	ANNUALLY IN ADVANCE	EFT	DEBIT ORDER

H. TRUST FUND

It is agreed that in the event of the depletion of the trust, parent(s) and or guardian will automatically become responsible for the payment of fees.

Name of Trust Fund			
Reference number			
Address			
Contact numbers	Cell no.	Other	
METHOD OF PAYMENT	ANNUALLY IN ADVANCE	EFT	DEBIT ORDER

I. MEDICAL AID INFORMATION

Name of main member			
Name of medical aid			
Medical aid number			
Doctor's name			
Doctor's contact no.			
Doctor's address			
Medical condition(s)			
Special problems requiring counselling	Attach any psychologist report or any other relevant report.		
Current medication	Attach a copy of doctor's script.		
Vaccinations received	All	Some	None

J. ADMISSION POLICY OF GREENWOOD PRIMARY SCHOOL

ADMISSION CRITERIA

Preference will be given to learners who satisfy the following criteria:

- Where Greenwood Primary School is the closest geographical primary school to their place of permanent abode (residence).
- Where siblings are enrolled at the school.
- Where both parents work in the environs of Central/single parents, where guardian parent works in the environs of Central.
- All other applications will then be considered.
- No learner can be admitted without a SA Birth Certificate. Please contact Department of Home Affairs to assist you.
- In the case of foreigners, a valid study permit as well as valid refugee status must be attached.
- In the case where foreign parents adopt a South African child, all relevant documents need to be attached as well as a letter from Social Development to ensure that the child enrolled is in the process of being adopted.

K. SCHOOL FEES REDUCTION (as per SA Schools Act, 84/1996 amended)

1. Has the principal informed you about the amount of the annual school fees to be paid?	Yes	No
2. Has the principal informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees?	Yes	No
3. Has the principal informed you about your right to apply for reduction of school fees?	Yes	No
4. Do you wish to apply or have you applied for such reduction?	Yes	No
5. Do you wish to be assisted in making such application	Yes	No
6. Has the principal provided you with the form for application for reduction?	Yes	No

L. MEDIA PERMISSION

During the school year, we may want to interview, photograph or video your child and use this in publications, television reports, public presentations, the school's website and social media platforms. The photographs may be of groups of students or individuals, and the students' names may be used. For student protection online, a student's photo and last name will not appear together on school websites or social media pages. All content and comments are moderated to ensure that everything posted and viewed is appropriate and professional. Should you not wish to have your child appear on any of the above platforms, **kindly come and complete our OPT-OUT Form**. If this is not done, we will assume that your child is allowed to be photographed.

I acknowledge that I have read and fully understand the terms of this Indemnity.

SIGNATURES

MOTHER	DATE	FATHER	DATE	GUARDIAN	DATE

M. I/WE JOINTLY AND SEVERALLY HEREBY ACKNOWLEDGE & AGREE:

- To provide my/our child/ward with the school uniform as specified.
- To abide by all the school regulations, including all amendments to such regulations that may be introduced from time to time.
- To pay all fees, either annually in advance or by monthly debit order, including any increase in fees, as may be determined by the Board of
- Governors of Greenwood Primary School from time to time. Interest will be charged on all overdue accounts.
- The preferred method of payment I agree to is: (Please tick)

Annually in advance	Per month over 11 months by debit order
---------------------	---

- To pay the first month's school fees once the learner is accepted at the school.
- If my child/ward does not attend this school, I/we forfeit this fee.
- To give at least one month's notice, in writing, of my/our intention to withdraw the learner from the school. Such notice be given not later than the 1st day of the relevant month. I/we agree that in the event of failing to give such notice, one month's fees in lieu of such notice will become payable on demand.
- That the payment of school fees at Greenwood Primary School is compulsory, and that as parent/guardian I am/we are jointly and severally responsible for the payment thereof as the case may be as prescribed by the school. I/we warrant that I am/we are in a financial position to pay the prescribed fee.
- That should I/we fail to pay the prescribed compulsory fees within seven (7) days from date of demand, the full outstanding balance of the annual school fees shall immediately become due and payable. In the event of any legal proceedings being instituted as a result of failure to pay, I/we hereby consent to Judgement in terms of Section 57 of the Magistrate's Court Act 32 of 1944 as amended and the issue of an Emolument Attachment Order against me/our employees for the payment of the said school fees. I/we further consent that this document may be used for the aforesaid purposes.
- To pay attorney and client costs including collection commission in the event of being handed over for collection.
- That a credit check may be undertaken by the Greenwood Primary School.
- That the above particulars provided in this document are correct.

SIGNATURES

MOTHER	DATE	FATHER	DATE	GUARDIAN	DATE

N. INDEMNITY DECLARATION

I, the undersigned, (full names and surname), _____

the Father / Mother / Guardian of (full names and surname of learner) _____ hereby consent to the participation of my son/daughter/ward in all games, sporting, cultural and educational tours, trips and excursions arranged by the school and/or conducted under its aegis.

While it is recognised that the school will take every precaution to ensure the safety and well-being of the learner, I hereby indemnify and hold blameless the Board of Governors of the Greenwood Primary School, its staff and other agents against all claims which may arise in the consequences of the death or injury sustained by the learner during the course of such activities, from whatsoever causing arising, including any fault of whatsoever nature attributable to the organisers.

In the event of my son/daughter/ward being injured, I hereby authorise the school, its staff and other agents to procure such medical treatment/surgery as may be in its/their absolute discretion to be deemed necessary. I undertake to indemnify the school, its Board of Governors, its staff and other agents from all medical and hospital cost occasioned thereby.

I acknowledge that I have read and fully understand the terms of this Indemnity.

SIGNATURES

MOTHER	DATE	FATHER	DATE	GUARDIAN	DATE

O. ACCEPTANCE OF THE SCHOOL CODES, ETHICS, NORMS AND VALUES

I, the undersigned, (full names and surname), _____

1. Will make sure that my child will wear the correct school uniform at all times.
2. I will familiarise myself with the restricted areas in the school and respect those areas.
3. I will make sure my child will respect all school property and all learner property.
4. I will make sure that my child respect the safety and security of herself/himself and others at all times.
5. In the case of poor behaviour, I will accept, together with my child the due processes of negative behaviour.
6. I accept and abide by the procedures and operating times of the school.
7. We accept, promote and abide the Greenwood Norms and Values as explained in the School Diary.



8. I accept the Ethos of the School.
9. I will abide by the Greenwood School's Code of Conduct.
10. I accept and will abide by all the policies, rules and regulations of the school.
11. I accept, abide and will promote the values and norms of the Greenwood Primary School.
12. I accept and respect the dignity of all the role players in the Greenwood Family.
13. I will oversee and support all my child's involvements in the school's curricular and extra mural programmes.

I acknowledge that I have read and fully understand the terms of accepting the school codes, ethics, norms and values.

SIGNATURES

MOTHER	DATE	FATHER	DATE	GUARDIAN	DATE

P. COMPULSORY DOCUMENTATION – TICKLIST

Please note that your application cannot be considered if the following items do not accompany the application form.

Birth certificate of learner		GREENWOOD OFFICIALS, PLEASE CONFIRM HERE:		
Clinic card of learner			Application form completed and signed by parents	
Copy of ID – Mother			Checked by Finance Department	
Copy of ID – Father			Checked by School Principal	
Copy of ID – Guardian			Interview arranged	
Payslips and bank statements attached			Agreement to pay school fees	
Valid refugee status of parent and study permit of learner			Letter of acceptance typed	
Proof of residence – utility bill or lease agreement			Fees paid	
ID Photo of learner			Application is captured after learner is accepted	
Psychologist or relevant report from doctor			Folder is created	
All adoption information if in the process of adoption			Cum card created	
SASSA information attached, if applicable			All reports and relevant documents in cum card	
Proof of learner’s previous school record, if applicable			After placement, Transfer received/phoned for	
			After placement, Cum card received/phoned for	

Application Form, Page 6

Parent’s full signature