

GREENWOOD PRIMARY SCHOOL



ATTACH
APPLICANT
ID PHOTO
HERE

LEARNER APPLICATION FORM 2023

TEL: 041-5854142 EMAIL: admissions@greenwoodschool.co.za FAX: 041-5851066
 WEB: www.greenwoodschool.co.za

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 AND unsuccessful applicants via email supplied.
- Ensure that the email address you supply is correct.

LEARNER INFORMATION

GRADE FOR WHICH YOU APPLY	R	1	2	3	4	5	6	7
HIGHEST GRADE CHILD PASSED	R	1	2	3	4	5	6	7
HAVE YOU APPLIED FOR MORE THAN ONE CHILD, IF YES, WHICH GRADE:	R	1	2	3	4	5	6	7

- **ALL FIELDS ARE COMPULSORY AND MUST BE COMPLETED**
- **ENSURE EXACT SPELLING AS ON BIRTH CERTIFICATE**
- **THE LANGUAGE OF INSTRUCTION AT GREENWOOD PRIMARY SCHOOL IS ENGLISH**

LEARNER ID/PASSPORT													
LEARNER SURNAME													
LEARNER INITIALS	FULL NAMES												
LEARNER NICK NAME													
DATE OF BIRTH				GENDER	Male	Female	AGE						
DEXTERITY	Left handed			Right handed			Write with both hands (<i>ambidextrous</i>)						
LEARNER RACE (TICK)	African Black			Asian or Indian			Coloured		White		Other		
LEARNER GENDER (TICK)	M	F											
ADDRESS WHERE LEARNER IS RESIDING													
CONTACT 1: SURNAME, NAME											NR		
CONTACT 2: SURNAME, NAME											NR		
EMERGENCY CONTACT: SURNAME, NAME											NR		
EMAIL ADDRESS													
SOCIAL GRANT NR	(if applicable)												
RELIGION													
DECEASED PARENT	MOM	DAD											

A. LEARNER INFORMATION (CONTINUED)

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:					
Name	Grade	Teacher			
Learner comes to school	Paid transport	Parent	Bus	Walk	Other

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

School name	Did you submit the transfer letter		
Address	Did you submit the previous report		
	Please mention any other relevant information		
Telephone number			
Fax number			
Current Grade			
Pre-primary education (Gr1)	None	None formal	Formal

C. MEDICAL AID INFORMATION

Name of main member			
Name of medical aid			
Medical aid number			
Doctor's name			
Doctor's contact nr.			
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

D. PARENT INFORMATION: 1ST PARENT
PARENT INFORMATION: 2ND PARENT

Title		Initials	
Surname			
First names			
Residential address			
Date of Birth (YYMMDD)			
Race		Home language	
ID/passport			
Cell number			
Work number			
Email address			
Alternate email address			
Occupation		Employer	
Marital status		Race	
RELIGION			

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

E. LEGAL GUARDIAN (The Legal Guardian of a learner must supply a certified copy of the official guardianship)

Title		Initial		Surname		First names	
DOB		Race		Home Language		Cell	
Email address				Work number			
Alternate email address				Alternate contact number			
ADDRESS							
Does the learner live with you at this address?							

F. SPONSORSHIP (This will continue throughout the learner's attendance at Greenwood Primary School)

Title		Initial		Surname		First names	
Address							
If the sponsor is a company, provide full details							
ID Number or Passport nr							
Full name of sponsor				Signature and date			
Email address				Contact number			
Alternate email address				Alternate contact number			
METHOD OF PAYMENT		ANNUALLY IN ADVANCE		EFT		DEBIT ORDER	

G. TRUST FUND (Upon the depletion of the trust, parent(s) and/or guardian(s) becomes responsible for the fees)

Trust name and reference nr	Trustee name	Trustee contact number	Trustee email address

H. DECLARATION BY CURRENT/PREVIOUS SCHOOL OF THE LEARNER

*I/We herewith consent that the following information be made available to Greenwood Primary School ONLY.
Please sign in the appropriate box and affix the date.*

SIGNATURES

DATE	MOTHER	FATHER	GUARDIAN	TRUSTEE	SPONSOR

LEARNER SURNAME AND NAME					IN GRADE
NAME OF SCHOOL					
CONTACT PERSON NAME AND NR (FINANCE)					
CURRENT SCHOOL FEES PER ANNUM/MONTHLY					
PERSON RESPONSIBLE FOR PAYING FEES					
PARENT COMMITMENT TO FEES	Good Payers	Exempted	In Arrears	Handed Over	
FEES ARE CURRENTLY PAID VIA	Debit order	Bank transfer	EFT	Cash	
PERSON RESPONSIBLE FOR PAYING FEES					
GENERAL COMMENTS, IF ANY					

AFFIX SCHOOL STAMP AND DATE PLEASE:

I. 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 application 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.

J. 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

K. 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

L. 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

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, 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. COMPULSORY DOCUMENTATION – TICKLIST FOR PARENTS/GUARDIANS/SPONSORS
PLEASE NOTE THAT THIS IS COMPULSORY TO COMPLETE**

*Please note that your application cannot be considered if the following items do not accompany the application form.
Please note that you herewith agree that the information you are giving are truthful.
These items do not need to be certified.*

FOR THE LEARNER WE NEED THE FOLLOWING:

Birth certificate	
Road to Health Clinic Card with all relevant information and inoculations	
In the case of a Foreign National, valid refugee status and study permit	

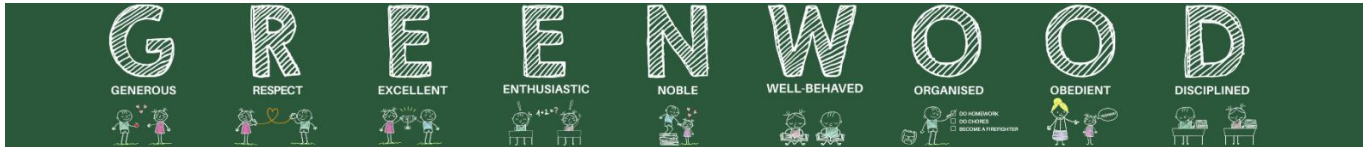
FROM PARENTS/GUARDIANS AND SPONSORS, WE NEED THE FOLLOWING:

Copy of ID – Mother	
Copy of ID – Father	
Copy of ID – Sponsor	
Copy of ID – Guardian	
Payslips and bank statements attached (relevant for the past three months, per parent/guardian/sponsor)	
Valid refugee status of parents in the case of Foreign Nationals	
Latest proof of residence – utility bill or lease agreement	
Psychologist or relevant report from doctor	
All adoption information if in the process of adoption	
SASSA information attached, if applicable	
Proof of learner's previous school record, if applicable	

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