



SELLY PARK CONVENT PRIMARY SCHOOL APPLICATION FORM 2024

Telephone : (014) 592 1421
E-Mail : admissions@sellyp.co.za

Photograph

Postal Address

Postnet Suite 4288
Private Bag X82323
0300 RUSTENBURG

Physical Address

Drakensberg Road, Azalea Park
RUSTENBURG, 0299

Registration Fee:	R200,00	FNB Bank	Branch: 260246
Admission Fee for 2024:	R3 500,00	Acc: 536 039 913 40	

Applications with incomplete information will not be accepted: Department of Education requirement.

Grade for which you are applying:	
Proposed date of entrance:	
Date of application:	

How did you hear about our school?

Lamp Post Ads		Your child's pre-school		Word of Mouth		saprivateschools website	
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Student's Surname:	
Student's First Names:	
Preferred First Name:	
Date of Birth:	
I.D. Number / Passport Number:	
Male / Female:	Ethnic Group: (e.g. Black African)
Is the Student a RSA Citizen:	
If Not, Specify:	
Visa/Study Permit Number:	
Home Language:	
Religion and Denomination:	
Last School attended: School Name:	
Town / City / Province / Telephone:	

Kindly provide the following: (Please tick (√) to indicate item provided)

Certified Copy of Birth Certificate		Transfer card (if available)	
Copy of Baptismal certificate (if applicable)		Registration fee of R200	
2 Recent passport-size photos		Copy of Father's / Guardian's I.D.	
Latest school report		Copy of Mother's I.D.	
Copy of latest Financial Statement from Current School		Copy of Residence Permit (If not SA)	
Copy of Medical Aid Card (if applicable)		Copy of Study Permit (If not SA)	

FOR OFFICE USE ONLY:

Date of Application:		Registration Receipt Number:	
Application Number:		Admission Receipt Number:	
Admission Number:		Admission Paid:	R
Text Books Receipt No:	R	Family Code:	
Stationery Receipt No:	R	House Colour:	
Equip Fee Receipt No:	R	Grade:	
Library Book Bag Receipt No:	R	First day(date)	
School Fees Receipt No:		Grade admitted to:	

SELLY PARK CONVENT PRIMARY SCHOOL

Student's Particulars Please tick (√) the appropriate block)

Lives with own parents		Lives with guardian	
Lives with mother only		Lives with father only	
Has step-mother		Has step-father	
Lives with mother (father deceased)		Lives with father (mother deceased)	
Lives with mother (parents divorced)		Lives with father (parents divorced)	
Lives with grandparents		Other (Please Specify)	

Family Information: Particulars of student's parent / guardian (Please (√) tick the appropriate block)

Married in Community of Property		Married out of Community of Property	
Traditional Marriage		Widowed	
Divorced		Single	

Please complete in full:

Parent's/Guardian's Details:

Title: (Please circle)	Mr./Dr./Prof.:	Mrs./Dr./Prof./Ms./Miss
Relationship to Student: (Please circle)	Father/Guardian/Grandfather/ Uncle/Other:	Mother/Guardian/Grandmother Aunt/Other:
Surname:		
Full First Names:		
Identity Number / Passport No.:		
Ethnic Group:		
Postal Address: Code Code
Residential Address: Code Code
Home Phone No:		
Cell Phone No:		
E-mail Address:		
Occupation:		
Employer:		
Work Telephone:		
Work Address:

SELLY PARK CONVENT PRIMARY SCHOOL**Address of Student**

Residential:
Code:
Home telephone Number:

Number of children in family:		
Position of student in family (eg. first)		
How will the student get to school? (e.g. parent / taxi / bus)		
Who will be at home when the student returns from school?		
Names and relation –(e.g. sister, cousin) of family members who presently attend/ or are applying at Selly Park Convent Primary School	<u>Name</u>	<u>Relation to Student</u>
Names and relation of family members who attended Selly Park Convent Primary School in the past.	<u>Name</u>	<u>Relation to Student</u>

Emergency Contact Person – (NOT Parent or Guardian)

Name & Surname: (Mr/Mrs/Miss/Ms)	
Address:	
Relationship to student:	
Telephone Number:	(W) (H)
Cell Phone Number:	

Medical Information and Student's Medical History (Kindly provide copy of Medical Aid Card)

Medical Aid:	
Main Member's Name:	
Medical Aid Number:	
Doctor:	
Doctor's Telephone Number:	
Doctor's Practice Address:	

SELLY PARK CONVENT PRIMARY SCHOOL

Has the student been inoculated against:

Diphtheria	Yes	No	Date:
Polio	Yes	No	Date:
Whooping Cough	Yes	No	Date:
Tuberculosis	Yes	No	Date:

Tick (✓) any contagious diseases the student has had:

Chicken Pox		Mumps		German Measles		Measles	
Diphtheria		Scarlet Fever		Rheumatic Fever		Whooping Cough	

Tick (✓) if the student experiences any of the following:

Asthma		Hay Fever		Epileptic Fits		Bed Wetting	
Hyperactivity		Dyslexia		Allergies		Diabetes	
Hard of Hearing		Poor Eyesight		Physical Handicap		Other:	
Left Handed		Right Handed		Left & Right handed			

Please give details, and list any medication and treatment the student is receiving if he/she has any of the conditions listed above:

DECLARATION OF PARENT / GUARDIAN

I, the undersigned, hereby knowingly authorise the School Authorities of Selly Park Convent Primary School to grant consent on my behalf for any emergency treatment or where it is necessary and / or expedient, and on advice by a medical doctor, for an operation on my child. This authority will be operative where I cannot reasonably be contacted.

I hereby knowingly and irrevocably indemnify Selly Park Convent Primary School for any costs, medical or otherwise, that may be incurred in the process.

I furthermore grant my full consent for my child to participate in any sport, educational visits and extramural activities undertaken by the school. I solemnly declare that I fully absolve Selly Park Convent Primary School of any liability in respect of any injury occurring to my child from any accident by whatever cause. I undertake not to take any action against Selly Park Convent Primary School and/or any of its staff in case of an accident.

Signed: _____

Date: _____

SELLY PARK CONVENT PRIMARY SCHOOL**CONTRACT OF PAYMENT**

Please note: Parent/Guardian in this case is to whom all accounts and correspondence should be sent.

Student's Full Name	
Parent / Guardian's Surname and Title (eg. Mr.)	
First Names (in full)	
Identity Number / Passport Number	
Telephone Number	
Postal Address	
Home Address	

I, _____, the undersigned, declare that I am responsible for the payment of all tuition fees, book fees and any other fees due for this student. Should any instalment remain unpaid for a period of one month, the whole balance of the account will fall due and will be paid immediately.

- I accept liability for payment of all costs on an attorney and client scale, inclusive of collection commission together with Value Added Tax calculated on all costs incurred pertaining to collecting the school fees should I fail to pay. Payment made in respect of the outstanding debt will first be allocated to costs, interest, collection, commission and thereafter capital.
- I undertake to inform the school in writing should I change my address, failing which I shall be liable for tracing costs which may be incurred to trace me.
- No indulgence or grace allowed by the Plaintiff shall be regarded as a waiver of any of the School's rights and it will not be necessary for the school to place me in mora.
- I consent to an Emolument order in terms of Section 65j of the Magistrate's Court Act 32 of 1944, as well as judgement in terms of Section 58 of Act 32 OF 1944 for the outstanding debt plus costs.
- I declare that I will be liable for interest on outstanding school fees.
- I accept that 1 (one) months notice is required upon withdrawal of the student from the school. Upon withdrawal, any fees paid for periods exceeding the notice period, will be refunded.
- In the event of the School being unable to meet it's obligations to the student/parent/guardian for any cause whatsoever, fees paid in advance for any full month will be refunded, and the School shall not be obliged to provide an alternative Institution of Education for any student.

I agree to pay the school fees in 11 monthly instalments, by the seventh day of the month or the first day of a new term, as laid down by the School Board for the current year. I am aware that failure to meet my financial obligations will result in my child forfeiting his/her place at Selly Park Convent Primary School with immediate effect.

Signed _____

Date _____

SELLY PARK CONVENT PRIMARY SCHOOL

GRADE R – 7 FINANCIAL POLICY 2024

Please take note of the following guidelines concerning school fees for 2024, and carefully read the contract which you have signed with your application form.

For Grade RR school fees please refer to the Grade RR Financial Policy.

Failure to comply with your contract will unfortunately result in your child losing his/her place at Selly Park Convent Primary School.

1. An Admission Fee of R3 500.00 is payable on initial admission to Selly Park Convent Primary School. This is non-refundable and does not form part of the annual school fees.
2. All school fees are payable **in advance** and must be paid by the 7th of each month, i.e. March school fees are due by 7th March.
3. Fees for 2024 are R77 000.00 for the year, payable in 11 monthly instalments of R7 000.00 (January to November). This includes all school fees, sport and cultural activities.
4. If the full annual fee is paid on or before 31st January 2024, a discount of R3 300.00 will be given, i.e. R73 700.00 is payable.
5. If there are three or more children from one immediate family in the school, the third and subsequent students will receive a 10% discount on fees.
6. There is a yearly charge of R1000.00 per student for Photostat and Equipment. Charges for Text Books and Stationery vary per grade. These charges are payable as one payment before the end of October 2023.
7. Various payments may be necessary during the year for planned educational outings or fund raising activities.
8. After Care is available on a separate application form, from Monday to Thursday, at a cost of R 3 000.00 per term.
9. All school fees and any additional payments must be paid directly into the school's bank account. Each family is allocated a family reference code, available from the school office, which **must** be shown on each deposit made. The bank details are also available from the school office. No cash will be accepted.
10. **One calendar month's notice** is required upon withdrawal of the student from the school.
11. The first day of school will be devoted to registration. Teachers will check that all students have receipts for school fees and Text Book, Stationery and Equipment charges. No books will be issued until fully paid.

If these requirements have not been met, your child/ren will not be admitted for 2024.

The above policy has been implemented to ensure the smooth running of our school. It is your responsibility to ensure that your fees are paid timeously and we would appreciate your full co-operation. Please refer to your Contract of Payment for further details of your financial obligations.

NAME: _____ CHILD'S NAME: _____
(PLEASE PRINT)

SIGNED: _____ DATE: _____

SELLY PARK CONVENT PRIMARY SCHOOL

GRADE RR - FINANCIAL POLICY 2024

Please take note of the following guidelines concerning school fees for 2024, and carefully read the contract which you have signed with your application form.

Failure to comply with your contract will unfortunately result in your child losing his/her place at Selly Park Convent Primary School.

11. A once-off Admission Fee of R3 500.00 is payable on initial admission to Selly Park Convent Primary School. This is non-refundable and does not form part of the annual school fees.
12. All school fees are payable **in advance** and must be paid by the 7th of each month, i.e. March school fees are due by 7th March.
13. Fees for 2024 are R42 900.00 for the year, payable in 11 monthly instalments of R3 900.00 (January to November).
14. If the full annual fee is paid on or before 31st January 2024, a discount of R1 870.00 will be given, i.e. R41 030.00 is payable.
15. There is a yearly charge of R1000.00 per student for Photostat and Equipment. Charges for stationery vary per grade. These charges are payable as one payment before the end of October 2023.
16. After Care is available on a separate application form from Monday to Thursday at a cost of R 3 000.00 per term.
17. All school fees and any additional payments must be paid directly into the school's bank account. Each family is allocated a family reference code, available from the school office, which **must** be shown on each deposit made. The bank details are also available from the school office. No cash will be accepted.
18. **One calendar month's notice** is required upon withdrawal of the student from the school.
19. The first day of school will be devoted to registration. Teachers will check that all students have receipts for school fees and Text Book, Stationery and Equipment charges. No books will be issued until fully paid.

If these requirements have not been met, your child/ren will not be admitted for 2024.

The above policy has been implemented to ensure the smooth running of our school. It is your responsibility to ensure that your fees are paid timeously and we would appreciate your full co-operation. Please refer to your Contract of Payment for further details of your financial obligations.

NAME: _____ CHILD'S NAME: _____
(PLEASE PRINT)

SIGNED: _____ DATE: _____

2024	Annual School Fees	Monthly (11 Months)
Grade RR	R 42 900.00	R 3 900.00
Grade R – 7	R 77 000.00	R 7 000.00



SELLY PARK CONVENT PRIMARY SCHOOL

**POSTNET SUITE 4288
PRIVATE BAG X82323
0300 RUSTENBURG
SOUTH AFRICA**

**DRAKENSBERG ROAD
AZALEA PARK
RUSTENBURG**



TEL: (014) 592 1421

PARENT CONSENT FORM

Consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPI)

Consent to use personal information

- By agreeing to the terms of this information form, you, (Parent/Guardian), hereby voluntarily authorise Selly Park Convent Primary School to process you personal information as well as that of the Selly Park Convent Primary School student (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 activity of the school.
- In addition, you hereby take note that Selly Park Convent 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 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
 - If processing is necessary for the continuation of the schooling of the subject at another school

Your rights in terms of this consent

- The right to know what information is being kept, how it is being used, and when the school will disclose it. This is in line with our POPIA Policy Manual and our Privacy Policy which are available for perusal in the Administration Office.
- The right to correct your details. The school will try to keep your information up to date. However, should 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. However, should you revoke consent, your contract, including enrolment, with the school will no longer be viable.

Please complete the following details and sign below to approve the consent form.

(This consent will apply for your full contract term with Selly Park Convent Primary School unless revoked.)

Details of student: _____
(First Name and Surname & Grade)

Parent/Guardian full name: _____

Address of abovementioned parent/guardian:

Address: _____

City: _____ Postal Code: _____

Cell phone number: _____

Signature of abovementioned parent/guardian: _____

Date: _____