



# Lynnwood Ridge Primary School

Halepensis Street, Lynnwood Ridge, P.O. Box 113 Garsfontein, 0042

Email: [info@lrpschool.co.za](mailto:info@lrpschool.co.za) Tel: 012 348 1365

EMIS: 700210898

## GRADE 2-7 2025: APPLICATION INFORMATION

### 1. Application from: Thursday, 11 July 2024

Application forms and all supporting documentation must be emailed or hand delivered to Mrs Venkatas ([kalay.venkatas@lrpschool.co.za](mailto:kalay.venkatas@lrpschool.co.za)). Once your application form has been received with all supporting documents you will receive a waiting list number. (Incomplete documents will not be finalised).

### 2. Document Pack:


DOCUMENT CHECKLIST, ADMISSION FORM, FIRST ADDITIONAL LETTER, STATUTORY OBLIGATION/UNDERTAKING TO PAY FEES, STATEMENT OF ACKNOWLEDGEMENT, ANNEXURE A and NON SA CITIZEN FORM must to be completed in full. **(Information must be filled in as clearly as possible, particularly phone numbers and email addresses).**

### 3. The following documentation must be emailed with the application forms:

- ❖ Certified copy of learner's **birth certificate**, (passport if foreign learner, see item 1.7 below).
  - ❖ Certified copy **Immunisation certificate / records**.
  - ❖ Certified copy of learner's **latest 2024 school report**.
  - ❖ Certified **proof of residence** in the parent/legal guardians' name ie Certified **CURRENT electricity and water account and rental pay slip with the full physical residential address not older than 3 months / statement of any account in the name of the parent bearing the full physical address** and certified **lease agreement / bond statement** or **offer to purchase or bank statement**. Subletting is not considered as proof of residence. (Fica compliant).
  - ❖ Certified **proof of residence** in the legal guardians' name ie Certified **CURRENT electricity and water account** and certified **lease agreement / bond statement** or **offer to purchase or bank statement**. Subletting is not considered as proof of residence. (Fica compliant).
  - ❖ Certified copy of BOTH parents' / guardians' / custodians' **Identity Documents**, *irrespective of living arrangements*. In the case of divorce and joint custody, both parents must sign the Admission Form, if not the biological parent of the child, please provide legal documentation.
  - ❖ **Proof of Working Address**: certified letter from employer stating parent/guardian is permanently employed at the given address.
  - ❖ If not a S A Citizen: certified **Passport and Study Visa of the learner. Both parents' Passports with Work Visa / Temporary Residence Visa / Permanent Residence Permit** (see Appendix A).
4. The school will not be held responsible for forms sent by post or not timeously received.
5. **LRPS is a FEE-PAYING school and that it is imperative** that you honour your financial commitment to the School.

If you have any questions or queries, please contact Mrs Venkatas on 012 348 1365 or via email: [kalay.venkatas@lrpschool.co.za](mailto:kalay.venkatas@lrpschool.co.za).

Yours sincerely

  
MRS VCL BUTER  
Acting Principal



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## Appendix A – Grade 1 – 7

### 2025 SCHOOL FEES

Please be guided by the 2024 School Fees; **Grades 1 – 7: R 25 960.00** per annum per learner, **excluding stationery**. The increased 2025 fees are subject to budgetary requirements and approval by the parents at the Parents' Annual Budget Meeting scheduled for October 2024, date to be confirmed.

### AFTER SCHOOL CENTRE (ASC)

Please be guided by the 2024 fee which is R8 860.00 per child per annum. **A pre-payment of R886.00** per child is payable upon acceptance to secure your child's place and will form part of the 2025 ASC fees. The registration fee is not refundable if you do not inform us that your child will not attend the ASC in 2025. The ASC has limited space and Parents need to apply every year. **The registration fee must be paid in advance for each applicant.**

### GRADE 1 – 7 STATIONERY

The fee for stationery in 2024 was R650.00. The increased fees are subject to budgetary requirements and approval by the Parents Annual Budget Meeting scheduled in October 2024, date to be confirmed.

### FEEDER AREA

**Area:** Brummeria (South of N4), Die Wilgers, Equestria (South of Stellenberg Rd), Faerie Glen, Lydiana (South of N4), Lynnwood Glen, Lynnwood Manor, Lynnwood Ridge, Murrayfield (South of N4), Wapadrand, Val de Grace (South of N4), Willows, Olympus, Shere, Silverlakes, Willow Acres Estate, Lombardy, and Six Fountains.

### ADMISSION REQUIREMENTS

- Admission may be granted to learners of parents residing or working in the defined school feeder area (residing implies ownership of a dwelling or leasehold or rental thereof) subject to availability of classroom space.
- **Foreign Learners:** In accordance with the Immigration Act, Act 13 of 2002, Sections 13 Study Visa, Sections 23 Asylum Transit Visa and Sections 25 Permanent Residence Permits. Immigrant Regulations (GG 37679 dated 22/05/2014) learners who are non-South African citizens **must be in possession of a valid Study Visa.**
- **Water Safety:** As swimming forms part of our Physical Education curriculum all learners must be water safe.

### DEFINITION OF A "PARENT"

A "parent" is the biological parent or the legal guardian of a learner, or

A "parent" is a person legally entitled to the custody of a learner.

The school will require a copy of the documents (**Court Order or letter from Social Services**) conferring guardianship or custody of the learner to a person other than the biological parents as proof of legal rights to fulfil the obligation of Parents / Guardians, if applicable.

### BASELINE ASSESSMENT

#### GRADES 1-7:

Applicants may undergo a baseline assessment after admission to determine the entry level of the learners, thereby ensuring a fair distribution of abilities within the grade.



# Lynnwood Ridge Primary School

## 2025 Documentation Check List Grade 1-7

Gr	WL
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I, \_\_\_\_\_ parent / guardian of \_\_\_\_\_, applying for Grade \_\_\_\_\_ in 2025, am aware that Lynnwood Ridge Primary School is an English medium, fee paying school.

	INFORMATION / DOCUMENTATION REQUIRED FOR APPLICATION (All copies must be certified)	Parent Please tick	OFFICE USE	COMMENTS
1	Birth Certificate			
2	Valid Passports (Learner and Parents, if applicable)			
3	Valid Study Visa / proof of application and Parents Visas (if applicable)			
4	Learner's up to date Immunisation Card			
5	Mother's ID (even if divorced, separated or not living together)			
6	Father's ID (even if divorced, separated or not living together)			
7	Divorced Parents must attach legal documentation of parent liable for school fees (according to Divorce Agreement and Maintenance Order)			
8	Legal Guardians must submit all legal documentation (not an affidavit) authorising guardianship (letter from Social Services or Court Order)			
9	Parent/s Death Certificate (if applicable)			
10	Bond statement / Lease agreement in your name (must be valid for 2025) (FICA) Offer to Purchase with conditions met			
11	Current Water & Electricity Account / Bank Statement reflecting Proof of home address (FICA)			
12	Proof of work address			
13	Learner's most recent School Report			
14	First Additional Language letter signed			
15	Statement of Acknowledgement			

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_







# APPLICATION FOR ADMISSION - 2025

PLEASE COMPLETE WITH A BLACK PEN  
DO YOU HAVE ANY LEARNERS CURRENTLY/PREVIOUSLY IN THIS SCHOOL?

Yes No

Name of other learner(s) : \_\_\_\_\_

DATE: 10 JUL 2024

## LEARNER INFORMATION

### LEARNER

Full names: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Preferred name: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
ID number: \_\_\_\_\_  
Nationality: \_\_\_\_\_  
Religious denomination: \_\_\_\_\_  
Gender: ☐ Male ☐ Female  
Ethnic group: \_\_\_\_\_  
Home language: \_\_\_\_\_  
Preferred tuition language: \_\_\_\_\_  
Dexterity: ☐ Left ☐ Right ☐ Both  
Learner mobile number: \_\_\_\_\_  
Learner e-mail address: \_\_\_\_\_  
Admission date: \_\_\_\_\_  
Grade in 2025 : \_\_\_\_\_  
Years in grade for 2025 : \_\_\_\_\_  
Years in phase for 2025 : \_\_\_\_\_  
Pre-primary education attended: ☐ Formal ☐ Informal  
☐ Other: \_\_\_\_\_  
Registered for social grant: ☐ Yes ☐ No  
Receives social grant: ☐ Yes ☐ No  
Media consent: ☐ Yes ☐ No

Method of transport: \_\_\_\_\_  
Taxi/Bus registration number: \_\_\_\_\_  
Name of driver: \_\_\_\_\_  
Contact number: \_\_\_\_\_

### NEXT OF KIN INFORMATION

Name: \_\_\_\_\_  
Contact number: \_\_\_\_\_  
Alternative contact number: \_\_\_\_\_  
Relation: \_\_\_\_\_

## OFFICE USE ONLY

Family code: \_\_\_\_\_ Waiting list: ☐ A ☐ B  
Register class: \_\_\_\_\_ Number on waiting list: \_\_\_\_\_  
Admission number: \_\_\_\_\_ ID copy: ☐  
Transfer card: ☐  
Proof of residence: ☐  
Report card: ☐  
Birth certificate: ☐  
Clinic card: ☐

### FAMILY INFORMATION

Family status: ☐ Both parents ☐ Single parent - Unmarried  
☐ Foster care ☐ Childrens home ☐ Single parent - Divorced  
☐ Other ☐ Re-composed ☐ Widow/Widower  
Parents deceased: ☐ Mother ☐ Father ☐ None

### LEARNER HEALTH INFORMATION

Chronic diseases: \_\_\_\_\_  
Allergies: \_\_\_\_\_  
Medication: \_\_\_\_\_

### MEDICAL AID INFORMATION

Name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Member number: \_\_\_\_\_  
Primary member: \_\_\_\_\_

### FAMILY DOCTOR INFORMATION

Name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Business address: \_\_\_\_\_

### INFORMATION OF PREVIOUS SCHOOL/PLAY GROUP/NURSERY

First registration of learner in Gauteng: ☐ Yes ☐ No  
Learner attended school last year ☐ Yes ☐ No  
If yes, in which Province/Country: \_\_\_\_\_  
Previous school: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Province: \_\_\_\_\_  
Highest grade in previous school: \_\_\_\_\_  
Reason for leaving the school: \_\_\_\_\_

**BIOLOGICAL PARENT / LEGAL GUARDIAN 1 INFORMATION**

Title: \_\_\_\_\_

Full names: \_\_\_\_\_

Surname: \_\_\_\_\_

Initials: \_\_\_\_\_

Preferred name: \_\_\_\_\_

ID number: \_\_\_\_\_

Nationality: \_\_\_\_\_

Home language: \_\_\_\_\_

Marital status: ☐ Common law marriage ☐ Divorced  
☐ Married ☐ Separated ☐ Single  
☐ Widowed

Communication: ☐ SMS ☐ E-mail ☐ Mail ☐ By hand

Comm language: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Home tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

Is the learner living with this parent? ☐ Yes ☐ No

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Occupation status: ☐ Own Employer Professional  
☐ Own Employer Non-Professional  
☐ House wife ☐ Part time  
☐ Contract worker ☐ Pensioner  
☐ Student ☐ Temporary  
☐ Full time ☐ Unemployed

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Work telephone number: \_\_\_\_\_

Employer physical address: \_\_\_\_\_

**BIOLOGICAL PARENT / LEGAL GUARDIAN 2 INFORMATION**

Title: \_\_\_\_\_

Full names: \_\_\_\_\_

Surname: \_\_\_\_\_

Initials: \_\_\_\_\_

Preferred name: \_\_\_\_\_

ID number: \_\_\_\_\_

Nationality: \_\_\_\_\_

Home language: \_\_\_\_\_

Marital status: ☐ Common law marriage ☐ Divorced  
☐ Married ☐ Separated ☐ Single  
☐ Widowed

Communication: ☐ SMS ☐ E-mail ☐ Mail ☐ By hand

Comm language: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Home tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

Is the learner living with this parent? ☐ Yes ☐ No

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Occupation status: ☐ Own Employer Professional  
☐ Own Employer Non-Professional  
☐ House wife ☐ Part time  
☐ Contract worker ☐ Pensioner  
☐ Student ☐ Temporary  
☐ Full time ☐ Unemployed

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Work telephone number: \_\_\_\_\_

Employer physical address: \_\_\_\_\_

**DECLARATION BY PARENT / GUARDIAN**

I \_\_\_\_\_ (Name of Parent / Guardian) hereby declare that the information supplied in this form is true and just and that I, by way of my signature hereunder, authorise the Chairperson of the School Governing Body or his/her representative to control and confirm any of the details supplied. I am aware that should any information supplied be found not to be true, I may be liable to a criminal offence.

Signed at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signature of Parent / Guardian : \_\_\_\_\_

**ACCOUNTABLE PERSON'S INFORMATION**☐ Biological Parent 1☐ Biological Parent 2☐ Other

Only if 'Other', please complete section A or B below:

**A) INDIVIDUAL**

Title: \_\_\_\_\_

Full names: \_\_\_\_\_

Surname: \_\_\_\_\_

Initials: \_\_\_\_\_

Preferred name: \_\_\_\_\_

ID number: \_\_\_\_\_

Home language: \_\_\_\_\_

Communication: ☐ SMS ☐ E-mail ☐ Mail ☐ By hand

Comm language: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

**B) COMPANY / CLOSED CORPORATION / TRUST**

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Registration number: \_\_\_\_\_

Comm language: \_\_\_\_\_

Contact number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Business address: \_\_\_\_\_

Postal address: \_\_\_\_\_

**BANKING DETAILS**

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_

Account type: ☐ Cheque ☐ Transmission ☐ Savings

Bank account number: \_\_\_\_\_

Account holder: \_\_\_\_\_

**CONTRACT WITH SCHOOL WITH REGARDS TO PAYMENT**

Agreement between Lynnwood Ridge Primary School and \_\_\_\_\_ (Name of parent / guardian) with regards to the payment of school fees.

- Lynnwood Ridge Primary School is a Section 21 Public School and may raise school fees in terms of the South African School Act (Act No. 84 of 1996) and the National Educating Policy Act (Act No. 27 of 1996) - National norms and standards of School Funding.
- As a parent/guardian you are liable to pay school fees determined in terms of Section 39 of the South African Schools Act, unless or to the extent that you have been exempted from payment in terms of the said Act.
- Even though a court has determined that another person is liable to pay the prescribed school fees, as may be included in divorce settlements orders, and / or any other appropriate court order, it remains the responsibility of all persons who meet the definition of "parent" in the South African Schools Act, to pay school fees and all "parents" are jointly and severally liable for the payment of all school fees that are charged or will be charged by the school in respect of a particular learner.
- Payment of school fees to Lynnwood Ridge Primary School will be made as follows:)  
(Please tick the applicable block with a cross)
  - ☐ A Full payment (Once-off) on or before the last date as determined during the annual parent meeting.
  - ☐ B Payment over 10 months.
  - ☐ C Alternative arrangements will be made with the School in writing at my own responsibility and initiative.
- I / We are aware of the application process for exemption of school fees for 2025 and if exemption is required, we will complete the relevant application form.
- Should you wish to appeal against a decision of the Governing body regarding the exemption from payment of school fees, you can do so at the Head of Department from the Department of Education who will at all times ensure compliance to the mentioned Acts and are obliged to follow proper legal procedures to protect the rights of both you as a parent and that of the School Governing Body.
- Should payments of school fees be in arrears, I shall be accountable for the payment of fees that may arise in the effort to collect the fees on an attorney and client scale.
- I choose the following address as my domicilium citandi et executandi for delivery or serving of any notices or pleadings.  
Residential address (Not a postal address): \_\_\_\_\_

9. I / We the parents / guardian of \_\_\_\_\_ undertake to honour the agreement as set out above.

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



1. I, parent / guardian of \_\_\_\_\_ hereby give permission that he/she may participate in all academic, sport and culture activities presented by the school in an organised manner. To participate in tests conducted by the school support team with the object of improvement in school work and to identify other problems.
2. I grant permission that my child may be transported by a public bus company approved by the school management. If there is only a small group of learners that needs to be transported, parents / teachers with valid drivers licences may be asked to transport them.
3. I accept that all reasonable precautions will be taken for the safety and wellbeing of my child and that I will be held responsible for the payment of the medical and / or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the responsible personnel's coarse negligence.
4. I hereby delegate my powers as parent / guardian to the Principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I know, he/she is physically able to participate in any organised activities and resides in good health.
5. I confirm that all medical information supplied in the Learner Information section of this form is accurate and complete. This information may be used in case of an emergency.
6. I undertake to inform the school if any of the above information may change.
7. I undertake to support my child to obey the Code of Conduct and the disciplinary system of Lynnwood Ridge Primary School as included in the Policy of the school.
8. I hereby confirm that the school is allowed to use imagery of my child in any publication, in any format.

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**INDEMNITY**

I/We the parents of/I the guardian of \_\_\_\_\_ (name of learner) indemnify unconditionally and without restriction Lynnwood Ridge Primary School and/or the shareholders of Lynnwood Ridge Primary School or any person employed by Lynnwood Ridge Primary School or any person acting on behalf of Lynnwood Ridge Primary School against any losses, claims, injury or death that may be caused to the above learner by virtue of his or her use of any of the facilities provided by Lynnwood Ridge Primary School.

☐ Signed at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Signature of Parent / Guardian : \_\_\_\_\_





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Halepensis Street, Lynnwood Ridge, P.O. Box 113 Garsfontein, 0042

Email: info@lrpschool.co.za Tel: 012 348 1365

EMIS: 700210898

July 2024

Dear Parent/Guardian

- The language of learning and teaching (LOLT) at Lynnwood Ridge Primary is **ENGLISH**.
- According to CAPS (Curriculum and Assessment Policy Statement; the National Curriculum of South Africa) children also learn an additional language from Grade 1, termed the '**First Additional Language**' (FAL).
- At Lynnwood Ridge Primary School, Grade 1 learners have the choice of **SEPEDI** or **AFRIKAANS** as a First Additional Language. This means that parents choose either AFRIKAANS or SEPEDI in Grade 1 and their child continues with that language until Grade 7. This subject is a promotional subject and a learner is at risk of retaining the grade if they do not meet the minimum requirements for this subject. FAL remains a promotional subject until learners exit schooling at the end of Grade 9 or Grade 12. It is also a prerequisite to pass this subject for University exemption.

- When entering the School in Grade 2, Grade 3, Grade 4, Grade 5, Grade 6 or Grade 7 in 2025

- Only children who have previously been taught SEPEDI

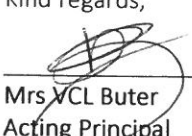
will be allowed to take Sepedi as a First Additional Language.

- Only children who have been taught AFRIKAANS

will be allowed to take Afrikaans as a First Additional Language.

- Swapping of the First Additional Language is neither allowed nor recommended after May of Grade 1 as stated in the school's Language Policy.
- It is not recommended that your child is enrolled at our school if they have not been taught in English as LOLT and in one of our First Additional Languages = Afrikaans or Sepedi.
- The School Governing Body and the School Management Team needs your assistance in planning for First Additional Language in 2025. Please clearly indicate the choice for your child with regards to the First Additional Language.
- Please indicate your choice of First Additional Language by **ticking only the box with the Language you prefer** your child to learn as the First Additional Language. Thank you for your assistance.

Kind regards,

  
Mrs VCL Buter  
Acting Principal

  
Dr T. Chiloane  
Governing Body Chairperson

## REPLY SLIP – FIRST ADDITIONAL LANGUAGE

Dear Mrs Buter

The First Additional Language choice for my child \_\_\_\_\_ who will be in Grade \_\_\_\_ is:  
(please tick the relevant block)

☐ SEPEDI

OR

☐ AFRIKAANS

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian signature : \_\_\_\_\_ Tel no: \_\_\_\_\_ Date: \_\_\_\_\_





## STATUTORY OBLIGATION/UNDERTAKING TO PAY SCHOOL FEES (GRADE 1 – 7 2025)

1. I/We hereby apply to enrol \_\_\_\_\_ (name of learner)  
Grade \_\_\_\_\_ for 2025 as a learner at Lynnwood Ridge Primary School.
2. I/We hereby certify that I/we are the biological/guardian parents and that I/we have legal custody and/or legal guardianship in respect of the above named learner.
3. I/We take note/acknowledge and understand the following:
  - a. The COMPULSORY, annual school fees for 2025 will only be finalised by the Parent Budget Meeting which will be held in October 2024, (date to be confirmed).
  - b. School fees are charged annually in advance and paid in 10 equal instalments. If any instalment is outstanding by the due date the full outstanding school fee will become due and payable immediately.
  - c. The payment options are as follows:

Tick	Option
<input type="checkbox"/>	I/We will pay in full by 31 December 2024 to receive the 10% discount
<input type="checkbox"/>	I/We will pay in full by 31 January 2025 to receive the 5% discount.
<input type="checkbox"/>	I/We will pay in 10 equal instalments. Fees are due by the 07 <sup>th</sup> of each month commencing in January 2025 and ending in October 2025 <b>OR</b> pro-rata as per the School Fee Structure if accepted during the year.

- d. If school fees are paid in full on or before 31 December 2024 or 31 January 2025 then the discount applicable will be deducted from the annual school fees.
- e. A pre-payment of R3 600.00, which forms part of the total annual school fee, is only payable on acceptance and will be credited to your school fee account.
- f. In terms of Section 39 of the South African Schools Act, parents are liable to pay compulsory school Fees. This is a statutory obligation.
- g. In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
- h. In the event of non-payment of the school fees the school will institute legal action against both parents irrespective of maintenance and court orders which may exist between the parties.
- i. Biological/Guardian parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.
- j. In the event of the school having to take legal action for the recovery of school fee, all legal costs, including attorney/client fees and collection costs incurred by the school will be charged to the parents' account.
- k. I/We have been informed that if I/We are unable to pay school fees I/We may apply for exemption of these fees. I/We take note, acknowledge and understand the following:

I/We will apply for an exemption if needed, in terms of the Immigration Act foreign learners may not apply for exemption except for Permanent Resident and Asylum Permit holders. I/We will collect the forms from the Finance Office during the first week of school if the learner is admitted at the start of the year or as required during the year. I/We will return the forms within the stipulated time frame. I/We am/are aware that exemption must be re-applied for annually. (Annexure A over the page must be completed by all SA Citizens, Permanent Resident and Asylum Permit holders.)

Signed : \_\_\_\_\_

- l. LRPS reserves the right to do any background checks on all applicants. If Parents fail to meet their school fee obligations the school may record the Parent/s non-performance with a credit bureau.
4. I/We undertake to give a month's notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have. I/We are aware that a month's school fees will be charged regardless of which day in the month is the child's last day.
5. Unless you instruct the **School expressly and in writing to the contrary, your consent is given for the School to:**
  - i. collect, store and process information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts owing in school fees;
  - ii. collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners.
6. The signatory/ries hereto hereby choose/s domicillium citandi et executandi as indicated below. In the event of a change of address, parents are to notify the school in writing.

ADDRESS: The signatory/ries hereto hereby choose/s domicillium citandi et executandi (official residential address) as:

7. The above is valid from the day on which it is signed by the parents/guardians to the day on which the learner officially leaves the school.

### DECLARATION: PARENT/S

I/We, \_\_\_\_\_ hereby declare that the information which I/We have recorded in this form is true and correct and by my/our signature below, I/We give the Chairman of the School Governing Body or his designate, permission to check and confirm any of the details or documents given by me/us. I/We understand that should any of the information supplied by me/us is found to be false; action may be taken against me/us.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

SIGNATURE PARENT 1 : \_\_\_\_\_ PARENT 2 : \_\_\_\_\_







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## STATEMENT OF ACKNOWLEDGEMENT re ACCESS TO SCHOOL PREMISES, LEARNER RELEASE POLICY AND POPI

I/we \_\_\_\_\_ please print) PARENT/S / GUARDIAN/S

of the following learner /s : \_\_\_\_\_ in Grade/s \_\_\_\_\_ hereby

acknowledge that I have read and understood the following:

I am aware that the official school hours are from **07:30 - 13:45 Monday** through to **Friday**. (Excluding all Holidays)

- I am aware that the school has a recognised After School Centre and that the hours of that facility are from **13:45 - 17:30 Monday** through to **Friday** (Excluding all Holidays). **(Gr R – 7) for which fees are payable.**
- If I do not make use of, and pay for, the After School Centre my child/ren will be collected by 14:00 or immediately after his/her extramural activities according to the extramural timetable, by myself or by the person/s authorised by me.
- I will ensure that, my child/ren is/are collected punctually after the various school tours, outings and other trips.
- I am aware, and I will ensure, that anybody other than a parent, collecting a child/ren may be asked for valid identification and failure by that person to produce a valid identification may lead to the school refusing to allow the child/ren to accompany such person.
- I am aware that Lynnwood Ridge Primary School will do everything in their power to ensure the safety of my child/ren; however, the school cannot be expected to take responsibility for learners who leave the School premises unaccompanied or who are not registered with the Lynnwood Ridge Primary School After School Centre.
- I am aware that I am required to inform Lynnwood Ridge Primary School of any information that may pertain to the safety of my child/ren. This will include domestic incidents involving custody issues.
- I am aware that I must give prior written notification, addressed to the Principal, requesting the release of my child/ren during official school hours stating the reason for release, time by which the child/ren will be collected and who will be collecting the child/ren even if I, the parent / guardian / care-giver, am collecting the child/ren (I will avoid collection during school hours).
- I am aware that it is an offense to take another parent's child in my transport without express permission.

- I, the abovementioned person, authorise the Principal or his/her designate, in the interests of my child/ren's safety, to question any person. The Principal or designee may at their discretion refuse any person access to my child/ren until such time that I or any person listed has authorised the release.

I/we, being the parent/s or legal guardian/s of the learner, consent to:

- a) my/our personal information being collected, processed and stored by the school in terms of the relevant provisions of the Protection of Personal Information Act 4 of 2013 (POPI) for purposes of the proper functioning, management and governance of the school, as prescribed in the South African Schools Act, 84 of 1996 and other relevant national and provincial educational legislation and policies; and
  - b) the learner's personal information (including academic, attendance, behavioural and other school-related records) being collected, processed, shared and stored by the school in terms of the relevant provisions of the Protection of Personal Information Act 4 of 2013 (POPI) for purposes of enrolment of the learner in the school, the proper functioning, management and governance of the school, as prescribed in the South African Schools Act, 84 of 1996 and other relevant national and provincial educational legislation and policies.
1. I/we confirm that I/we have been informed that the abovementioned personal information will be dealt with in line with the school's POPI policy, which is available on the school's website, alternatively upon request to the school. I also confirm that I am aware that my/our rights with regards to the protection of my personal information is also detailed in this policy.
  2. I/we confirm that I/we understand that it is my/our responsibility to inform the School as soon as any of the personal information I have provided herein changes and undertake to furnish the School with such amended information as soon as possible.

Signed on the \_\_\_\_\_ day of the month of \_\_\_\_\_ 202\_\_.

SIGNATURE: \_\_\_\_\_ FULL NAMES: \_\_\_\_\_  
Parent / Guardian (Please Print)

SIGNATURE: \_\_\_\_\_ FULL NAMES: \_\_\_\_\_  
Parent / Guardian (Please Print)




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 or school informed you about the amount of the annual school fees to be paid per child?  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 2. Has the principal or school informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 3. Has the principal or school informed you about your right to apply for exemption from paying school fees? <i>(Foreign learners may not apply for exemption except for Permanent Residence and Asylum Permit holders.)</i>      | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 4. Do you wish to apply for such exemption? <i>(If Yes, please collect the Exemption Form, Annexure B, from the Finance Office during the first week if admitted at the start of school year or as required during the year.)</i> | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 5. I acknowledge that I must apply for exemption annually.  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 6. Do you wish to be assisted in making such application?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 7. I am aware that this is <u>NOT</u> an Exemption Form and that should I wish to apply, I will comply with Item 4 above.   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |

Name of Principal: **Mrs VCL Buter** Signature:  Date: 11-07-2024

Name of Parent: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Grade in which to be admitted: Grade \_\_\_\_\_

If already at Lynnwood Ridge Primary School Grade \_\_\_\_\_ Class \_\_\_\_\_

School Stamp:

**LYNNWOOD RIDGE PRIMARY SCHOOL**  
**PO BOX 113**  
**GARSFONTEIN**  
**0042**



## TO BE COMPLETED BY NON-SOUTH AFRICAN CITIZENS ONLY

All supporting documents must be submitted at the time of application.

Learner Name and Surname: \_\_\_\_\_ Grade: \_\_\_\_\_

	LEARNER	PARENT 1	PARENT 2
Names			
Surname			
Country Of Origin			
Passport Number			
Expiry Date Of Passport			
Type Of Visa			
Visa Reference Number			
Expiry Date Of Visa			
Date entered into SA			
Date entered into SA Educational institution			

### UNDERTAKING BY PARENTS / LEGAL GUARDIANS TO PAY SCHOOL FEES in terms of the Immigration Act No 13 of 2002, Immigration Regulation dated 22 May 2014 Section 12(1)(h)

1. I / we hereby certify that I / we are the biological / adoptive parents and that I / we have legal custody and / or legal guardianship in respect of the above child.
2. When the above child has provisionally been accepted at Lynnwood Ridge Primary School in Grade \_\_\_\_\_ for the 2025 academic year, the acceptance is on the condition that the above child obtains an official study visa from the Department of Home Affairs for the duration of his / her studies.
3. In terms of the condition of the study visa, I / we jointly and severally undertake to pay the annual compulsory school fees for the duration of the above learner's studies.
4. In terms of the Immigration Act and the conditions of the study visa, I / we may not apply for the exemption of the payment of school fees. (Permanent Resident and Asylum Permit holders may apply for exemption.)
5. In terms of the Immigration Act and the conditions of the study visa, I / we may not fall in arrears with the school fee account.
6. Should I / we fall in arrears with the payment of school fees the above learner will be in breach of the conditions of his / her study visa and the school will report it to the Department of Home Affairs.
7. This commitment in its entirety will be valid from the day on which I / we sign it to the day on which the learner officially leaves the school.

I / we undertake to adhere to the terms and conditions of this agreement.

PARENT 1: I, ..... PASSPORT NUMBER.....

PARENT 2: I, ..... PASSPORT NUMBER.....

hereby acknowledge that I / we have read and understood the above terms and conditions of this undertaking.

Signed on this ..... day of ..... 20.....

SIGNATURE: 1 \_\_\_\_\_ 2 \_\_\_\_\_



