



Lynnwood Ridge Primary School

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

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

EMIS: 700210898

GRADE 2-7 2026: APPLICATION INFORMATION FORM

1. Application from: Thursday, 24 July 2025

Online registration **MUST** be done <http://1653.d6plus.co.za/register/> thereafter complete this application information form and submit with all certified documents within 14 days to the school office.

Once submitted you will sign the register and receive a waiting list number.

Please note that incomplete documents cannot be processed further and will be disregarded.

Without a reference number and your signature in the register, your submission is deemed **INCOMPLETE**.

2. Document Pack:

DOCUMENT CHECKLIST, APPLICATION INFORMATION 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 delivered with the application form:

- ❖ Certified copy of learner's **birth certificate**, (passport if foreign learner, see item 1.7 below).
- ❖ Certified copy **Immunisation certificate**. Please ensure that that whole immunisation is copied.
- ❖ Certified copy of learner's **latest 2025 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**. 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 any account 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. **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.

Yours sincerely


MRS H FEE
Principal



Lynnwood Ridge Primary School

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

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

EMIS: 700210898

Appendix A – Grade 1 – 7

2026 SCHOOL FEES

Please be guided by the 2025 School Fees; **Grades 1 – 7: R 27 260.00** per annum per learner, **excluding stationery**. The increased 2026 fees are subject to budgetary requirements and approval by the parents at the Parents' Annual Budget Meeting scheduled for October 2025, date to be confirmed.

AFTER SCHOOL CENTRE (ASC)

Please be guided by the 2025 fee which is R9 600.00 per child per annum. **A pre-payment of R960.00** per child is payable upon acceptance to secure your child's place and will form part of the 2026 ASC fees. The registration fee is not refundable if you do not inform us that your child will not attend the ASC in 2026. 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 2025 was R700.00. The increased fees are subject to budgetary requirements and approval by the Parents Annual Budget Meeting scheduled in October 2025, 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, 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

2026 Documentation Check List Grade 1-7

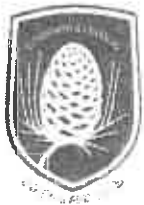
Gr	WL
----	----

I, _____ parent / guardian of _____, applying for Grade _____ in 2026, am aware that Lynnwood Ridge Primary School is an English medium, fee paying school.

	INFORMATION / DOCUMENTATION REQUIRED FOR APPLICATION <i>(All copies must be certified)</i>	<i>Parent Please tick</i>	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 <i>(even if divorced, separated or not living together)</i>			
6	Father's ID <i>(even if divorced, separated or not living together)</i>			
7	Divorced Parents must attach legal documentation of parent liable for school fees <i>(according to Divorce Agreement and Maintenance Order)</i>			
8	Legal Guardians must submit all legal documentation <i>(not an affidavit)</i> authorising guardianship <i>(letter from Social Services or Court Order)</i>			
9	Parent/s Death Certificate (if applicable)			
10	Bond statement / Lease agreement in your name <i>(must be valid for 2026)</i> (FICA) Offer to Purchase with conditions met			
11	Current Water & Electricity Account / Any Account 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 - 2026

PLEASE COMPLETE WITH A BLACK PEN

DO YOU HAVE ANY LEARNERS CURRENTLY/PREVIOUSLY IN THIS SCHOOL?

Yes No

Name of other learner(s) : _____

DATE: 24 JUN 2025

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 2026 : _____

Years in grade for 2026 : _____

Years in phase for 2026 : _____

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: _____

Register class: _____

Admission number: _____

Waiting list:

Number on waiting list: _____

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 2026 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):

- I / We the parents / guardian of _____ undertake to honour the agreement as set out above.

Signature of Parent / Guardian: _____ Date: _____

PERMISSION / CONSENT TO TAKE PART IN ALL ORGANISED ACADEMIC, SPORT AND CULTURE ACTIVITIES

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.

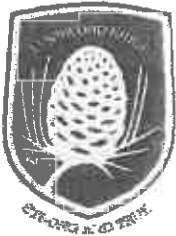
Signature of Parent / Guardian: _____ Date: _____

INDEMNITY

I/We the parents of/ 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 _____ 20_____

Signature of Parent / Guardian : _____



Lynnwood Ridge Primary School

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

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

EMIS: 700210898

July 2025

Dear Parent/Guardian

- The language of learning and teaching (LOLT) at Lynnwood Ridge Primary is **ENGLISH**.
- According to the 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 2026
 - 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 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 Language = Afrikaans or Sepedi.
- The School Governing Body and the School Management Team needs your assistance in planning for First Additional Language in 2026. 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 H. Fee
Principal

Dr T. Chiloane
Governing Body Chairperson

REPLY SLIP – FIRST ADDITIONAL LANGUAGE

Dear Mrs Fee

The First Additional Language choice for my child _____ who will be in Grade _____ is:

(Please cross over 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 2026)

1. I/We hereby apply to enrol _____ (name of learner) Grade _____ for 2026 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 2026 will only be finalised by the Parent Budget Meeting which will be held in October 2025, (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
	I/We will pay in full by 31 December 2025 to receive the 10% discount
	I/We will pay in full by 31 January 2026 to receive the 5% discount.
	I/We will pay in 10 equal instalments. Fees are due by the 07 th of each month commencing in January 2026 and ending in October 2026 OR 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 2025 or 31 January 2026 then the discount applicable will be deducted from the annual school fees.
- e. A pre-payment of R3 800.00, 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 :



Lynnwood Ridge Primary School

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

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

EMIS: 700210898

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?

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?

YES	NO
-----	----

3. Has the principal or school informed you about your right to apply for exemption from paying school fees? (Foreign learners may not apply for exemption except for Permanent Residence and Asylum Permit holders.)

YES	NO
-----	----

4. Do you wish to apply for such exemption? (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.)

YES	NO
-----	----

5. I acknowledge that I must apply for exemption annually.

YES	NO
-----	----

6. Do you wish to be assisted in making such application?

YES	NO
-----	----

7. I am aware that this is NOT an Exemption Form and that should I wish to apply, I will comply with Item 4 above.

YES	NO
-----	----

Name of Principal: Mrs H Fee

Signature: 

Date: 24 July 2025

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 2026 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 _____

