



BRYNEVEN PRIMARY SCHOOL

Physical Address: Cnr Ballyclare Drive & Ballina Road
Bryanston Gauteng South Africa

Postal Address: PO Box 67095
Bryanston Gauteng South Africa 2021

School Phone: 011-463-1453

School Fax: 011-706-1884

Admission Application 2024 - Grade 1 to 7

PART A LEARNER, PRIMARY, SECONDARY GUARDIAN INFORMATION

Learner Information:

Grade Application:		Current Grade:		Highest Grade Achieved:		Year of Highest Grade Achieved:	
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Surname:		Initials:	
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Name:		Preferred Name:	
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Birth Date:	YYYY: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM: <input type="text"/> <input type="text"/>	DD: <input type="text"/> <input type="text"/>	Gender:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
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Country:		Ethnic Group:	
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Citizenship:		Religion:	
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Identity Number:	
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OR

Passport Number:		Home Language:	
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Name of previous School:		Parents Deceased:	Both <input type="checkbox"/>	Father <input type="checkbox"/>	Mother <input type="checkbox"/>
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Medical Aid Name:		Doctor Name:	
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Medical Aid Main Member:		Doctor Telephone:	
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Medical Aid Number:	
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Medical Condition:	
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Number of children in family:	<input type="text"/>	Position of child in family:	<input type="text"/>
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Specify details of other children in the school:

Name:		Grade:		Class:		Position:	
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Name:		Grade:		Class:		Position:	
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Name:		Grade:		Class:		Position:	
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Marital status of parents:	Single	Married	Widower	Widow	Divorced	Step Father	Step Mother
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Primary Guardian Details:	
Surname:	
Name:	
Birth Date:	YYYY: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM: <input type="text"/> <input type="text"/> DD: <input type="text"/> <input type="text"/>
Country:	
Citizenship:	
Identity Number:	
OR	
Passport Number:	
Physical Address:	
Province:	
Country:	
Postal Code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Stays in the area (Within 5 km)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Occupation:	
Employer:	
Home Phone:	
Mobile Telephone:	
Initials:	
Title:	
Gender:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Ethnic Group:	
Religion:	
Home Language:	
Preferred Language:	
Postal Address:	Same as Physical Address? <input type="checkbox"/>
Province:	
Country:	
Postal Code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Works in the area (Within 5 km)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work Address:	
Email Address:	
Work Telephone:	
Relationship to Learner:	
Secondary Guardian Details:	
Surname:	
Name:	
Birth Date:	YYYY: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM: <input type="text"/> <input type="text"/> DD: <input type="text"/> <input type="text"/>
Country:	
Citizenship:	
Initials:	
Title:	
Gender:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Ethnic Group:	
Religion:	



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Identity Number:		Home Language:	
OR			
Passport Number:		Preferred Language:	
Physical Address:		Postal Address:	Same as Physical Address? <input type="checkbox"/>
.....		
.....		
Province:		Province:	
Country:		Country:	
	Postal Code:		Postal Code:
Stays in the area (Within 5 km)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Works in the area (Within 5 km)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Occupation:		Work Address:	
Employer:		Email Address:	
Home Phone:		Work Telephone:	
Mobile Telephone:		Relationship to Learner:	
Alternative Contact Details:			
Name and Surname:		Contact Number:	
Relationship:			
Name and Surname:		Contact Number:	
Relationship:			
PART B			
Affidavit by Caregiver (Please DO NOT COMPLETE if you are the child's biological parent):			
I, the undersigned _____ do hereby make oath and state that:			
1. I am the caregiver of the learner whose details appear under Part A of the application for enrolment.			
2. The said learner resides with me.			
_____ DEPONENT			
Signed and sworn to before me at _____ on this the _____ day of _____ 2024, the Deponent having acknowledged that he/she knows and understands the content of this affidavit, that he/she has no objection to taking the prescribed oath which oath he/she considers binding on his/her conscience.			
_____ COMMISSIONER OF OATHS			



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PART C

Fees and Payment Terms:

1. School fees for the year 2024 are R 42 350.00 per child for Grades 1 to 7.
2. The Governing Body will confirm the fees payable for 2025 at the School's Annual General Meeting to be held in the latter part of 2024.
3. School fees are payable on the last day of each month and in accordance with monthly Statements of Account.
4. If parents are in arrears with one instalment then the *full* amount becomes due and payable immediately.
5. The following options are available for payment of fees in respect of Grades 1 to 7 for the current 2024 year:

Payment Options – Current Year	Per Child
One payment by cheque / EFT / credit card* by 31 January 2024 (6% discount)	R 39 809.00
Eleven monthly payments by cheque / EFT / debit order / credit card*	R 42 350.00 R 3 850.00 x 11 payments

6. * The School accepts MasterCard and Visa credit cards only.
7. The School's banking details are:
Bank: First National Bank
Branch Code: 250017
Account No.: 62468873841
Type of Account: Current Account
8. Payment details to be specified = use account number on statement for payment of school fees or Surname, Name, Fees / Tour / Magazine etc.

PART D

Enrolment Agreement:

between the School Governing Body of Bryneven Primary School (hereinafter referred to as "the school") and the parent / guardian / caregiver/s whose signatures appear hereunder (and who are collectively referred to hereinafter as the "Parent").

1. ENROLMENT CONDITION

- 1.1 Upon acceptance to Bryneven Primary School, an enrolment fee of R 1 000.00 is payable immediately. This will be credited to the learner's school fee account.

2. SCHOOL FEES

- 2.1 Payment of school fees is compulsory in terms of the South African Schools Act (No 84 of 1996) unless the parent has applied for an exemption or reduction in terms of 2.3 below. Annual school fees are determined by the School Governing Body based on the needs of the school and are voted on and approved by the parents at the School's Annual General Meeting of parents, which is held in the latter half of each year.
- 2.2 Subject to 2.3 below, the fees payable and the terms of payment are as set out in Part C above and the persons signing this agreement are jointly and severally liable to the school for payment of fees.
- 2.3 Parents who are financially unable to pay school fees, are entitled to apply to the school for a partial reduction in fees or for exemption from payment of fees. Such parents are obliged to obtain the relevant application form from the Bursar's office, complete the form and submit it to the school together with all required supporting documentation. The exemption application will be reviewed on an annual basis. The parent acknowledges and accepts that a reduction in or exemption from payment of school fees is not automatically guaranteed and / or granted and that the school shall determine the merits of the application and grant / refuse a reduction or exemption in its sole and unfettered discretion.
- 2.4 The Parent consents to and authorises Bryneven Primary, the supplier, service and/or credit provider, as the case may be, to:
 - a) Contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor: and
 - b) Provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier, service and/or credit provider.
- 2.5 The parent shall give the school notice of no less than one school term, of his / her intention to remove the learner from the school, irrespective of the reasons for such removal. If such notice is given, the parent shall be entitled to a pro rata refund of fees paid, for the period subsequent to the term in respect of which notice is given. If no such notice is given, payment in lieu of notice, equivalent to one term's contribution, will be due and payable.
- 2.6 The parent shall be liable for all legal costs incurred by the school in recovering amounts due and payable by him / her to it, on an attorney and client scale including tracing agent and collection costs, whether or not such costs are incurred prior to the institution of any legal action against the parent. In addition, the parent shall be liable for payment of interest on amounts due, calculated at the prime overdraft rate as charged by First National Bank from time to time plus 2%, compounded monthly in arrears. A certificate signed by the Governing Body in respect of any amount/s owed by the parent to the school shall be *prima facie* proof thereof and it will not be necessary for the school to prove the authority of the signatory of the certificate.
- 2.7 Consent to the jurisdiction of the Magistrate's Court for the district of Randburg in respect of any matter arising from this agreement, is hereby expressly given by the parent. For the purposes of any court processes, proceedings and notices, the parent chooses the physical address, and/or email address reflected in Part A above as his / her *domicilium citandi et executandi* and the school chooses the physical address at which it is situated.
- 2.8 The following are not included in or covered by school fees:
 - 2.8.1 meals and snacks
 - 2.8.2 school photographs
 - 2.8.3 fundraising events



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- 2.8.4 extraordinary costs, levies and fees associated with outings / day excursions
- 2.8.5 incidental costs (if any)
- 2.8.6 damage to or destruction of school property by Learner
- 2.8.7 aftercare facilities
- 2.8.8 school stationery

- 2.9 School fees are a statutory debt which is prescribed by law and may NOT be referred to a Debt Councillor for debt review under Section 129 of the National Credit Act. Schools are exempt from the National Credit Act.
- 2.10 In terms of family law, parents are jointly and severally liable for the payment of school fees irrespective of their marital status.
- 2.11 In the event of non-payment of school fees the school will institute legal action against both parents irrespective of maintenance and court orders which may exist between the parties.

3. CONSENT IN RESPECT OF EXTRA-CURRICULAR ACTIVITIES

- 3.1 The parent hereby expressly consents to the learner participating in any outings and extra-curricular activities arranged by the school.
- 3.2 The school shall take all reasonable precautions to ensure the safety and wellbeing of the learner. The school shall not be held liable for any injuries sustained by the learner.
- 3.3 Should the parent, subsequent to conclusion of this agreement, require that the learner does not participate in one or other extra-curricular activity, the onus shall be on the parent to advise the school thereof in writing.

4. PERMISSION IN RESPECT OF MEDICAL TREATMENT

- 4.1 The parent hereby expressly grants his / her permission to the school and / or its appointees, to procure immediate medical, surgical and / or hospital treatment for the learner should the need arise and to take all reasonable steps as are required in this regard.
- 4.2 The school shall take all reasonable steps to contact the parent or alternate contact persons in the case of an emergency.
- 4.3 The parent shall be responsible for payment of all costs incurred in respect of the treatment received by the learner. The school shall not be held liable for any such costs.
- 4.4 Should the parent require the school to be specifically aware of any medical / adverse health condition of the learner, the parent shall notify the school thereof in writing.

5. PERMISSION IN RESPECT OF PHOTOGRAPHS

- 5.1 The school may from time to time post photographs taken at various school events on its official website and display such photographs in the newsletters (online and hard copies), in the school prospectus and other school information. Your child / children may appear in the photographs selected for publication via such mediums.

5.2 Please tick one of the boxes below:

- 5.2.1 I give permission for my child/children to be photographed and have their full name published.
- 5.2.2 I do not consent to my child / children being photographed at school.

- 5.3 This consent, if granted will remain effective until such time you advise the school otherwise, in writing.

6. ADDITIONAL SCHOOL RELATED MATTERS

- 6.1 The parent and the learner are to abide by the school's ethos, policies, rules and regulations, including the school's standards of discipline, behaviour, attitude, extramural involvement and social values. The school is entitled to manage and discipline the Learner in accordance with the school's disciplinary policy.
- 6.2 The parent is required to inform the learner's teacher of domestic changes which may adversely affect the learner's performance and / or behaviour at school.
- 6.3 The school cannot be held responsible for lost and / or damaged items of clothing and equipment.
- 6.4 The parent may be held liable for damage to school property or injury to person, caused by the learner.

7. GENERAL

- 7.1 Parts A, B, C, D and E of this enrolment document are incorporated in and form part of this agreement.
- 7.2 No variation, amendment or purported cancellation, of this agreement, shall be of any force or effect unless reduced to writing and signed by the parent and the school.
- 7.3 The Governing Body shall not be bound by any undertaking, representation or warranty not recorded herein, nor shall any indulgence which the Governing Body may grant to the parent be deemed to be a waiver of, or prejudice, its rights hereunder.
- 7.4 By the parent/s signatures hereto, he / she warrants that:
 - 7.4.1 he / she has read and understood the agreement and considers it binding on him / her; and
 - 7.4.2 the information supplied under Part A is true and correct.

Signature of Parent / Guardian / Caregiver (1)

Signature of Parent / Guardian / Caregiver (2)

Name:

Name:

Date:

Date:

Place:

Place:



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Signature of Person responsible for payment of school fees

Signature on behalf of School Governing Body

Name:

Name:

Date:

Date:

Place:

Place:

PART E

Regulations for the exemption of parents from payment of school fees:

(Mark with a cross in applicable box)

- | | | | |
|----|--|------------------------------|-----------------------------|
| 1. | Has the principal informed you about the amount of the annual school fees to be paid? | <input type="checkbox"/> YES | <input type="checkbox"/> 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? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | Has the principal informed you about your right to apply for exemption from paying school fees? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | Do you wish to apply for such exemption? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. | Do you wish to be assisted in making such application? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. | Has the principal provided you with the form for application for exemption? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Name of **Principal**

Name of **Parent**

Signature of **Principal**

Signature of **Parent**

Date: _____

Date: _____

School Fee payment details

Account Holder: Primary Guardian: Secondary Guardian: Other/Company:

Payment Agreement: Monthly: By Term: Annually: AdHoc:

EFT: Yes: No:

A debit order facility is offered by the school. Should you wish to make use of this facility, please request the debit order authority form, from the Finance Office



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FOR OFFICE USE ONLY

If the learner is accepted, the following documents must be submitted to the school:

1. Certified copy of unabridged Birth Certificate	<input type="checkbox"/> Y <input type="checkbox"/> N	2. Progress Report Card from previous school	<input type="checkbox"/> Y <input type="checkbox"/> N
3. Copy of Immunisation Card	<input type="checkbox"/> Y <input type="checkbox"/> N	4. Certified copy of ID – Father	<input type="checkbox"/> Y <input type="checkbox"/> N
5. Certified copy of ID – Mother	<input type="checkbox"/> Y <input type="checkbox"/> N	6. Proof of residential address	<input type="checkbox"/> Y <input type="checkbox"/> N
7. Proof of work address	<input type="checkbox"/> Y <input type="checkbox"/> N		
Account no:		Waiting List no:	
Enrolment fee paid:	R	Date Accepted:	
Debit Order Form completed:	YES NO	Admission Number:	
Exemption Checklist Form completed:	YES NO	Class Allocation:	
Payment Method:	Cash EFT Cheque	House:	
Receipt No:			
Date paid:			