



APPLICATION FOR ADMISSION TO SCHOOL / AANSOEK OM TOELATING TOT SKOOL
VOORBEREIDINGSKOOL DESPATCH / DESPATCH PREPARATORY SCHOOL

PHOTO

BERGSTRAAT / BERG STREET
DESPATCH

Tel: 041 933 2544
EMAIL: secretary@dpschool.co.za

Note: This form must be completed in full. All changes to be initialled or signed by parent/guardian. Completing the form does not necessarily mean that the learner has been accepted.

Nota: Hierdie vorm moet volledig ingevul word. By alle veranderings moet daar geparafeer of geteken word deur ouer/voog. Die invul van hierdie vorm verleen NIE toelating tot die skool nie.

THIS APPLICATION WILL BE EVALUATED BASED ON THE SCHOOL'S ADMISSIONS POLICY

PLEASE REMEMBER TO APPLY AT OTHER SCHOOLS AS WE HAVE LIMITED SPACE

ACCEPTED/REJECTED: _____ ADMISSION NO.: / TOELATINGS NO.: _____ CLASS: _____

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO THE SCHOOL
DIE VOLGENDE DOKUMENTE MOET INGEHANDIG WORD:**

Passport photo of the learner/Paspoort foto van leerder.

Copy of Immunisation Records / Afskrif van inentingstifikaat

Copy of Abridged Birth Certificate / Afskrif van Onverkorte geboortesertifikaat.

Progress Report from Previous School / Vorderingsverslag van vorige skool.

Transfer Letter from Previous School / Oorplasingbrief van vorige skool (needed when application is approved).

Telephone/e-mail address / Telefoon nommer/e-pos adres.

Id of both parents/Id van beide ouers.

Id and bank statement of Payee if different from Father or Mother's/Id en bank staat van betaler indien verskillend van Ma en Pa.

Certified copy of death certificate if one of the parents are deceased/ Beëdigde afskrif van dood serifikaat indien ouer oorlede is.

Proof of address e.g. municipality account or bank statement (No counsellors letters allowed)/Bewys van adres (geen raadslid briewe).

Grade applied for: _____ Previous grade failed _____ Year when grade was failed _____
Graad waarvoor aansoek gedoen word: Enige graad herhaal Jaar waarin graad herhaal is

Current School's name and telephone no /Huidige skool naam en telefoon no _____

LEARNERS DETAILS / LEERDER BESONDERHEDE:

Surname / Van _____

Name / Naam: _____

Date of birth / Geboortedatum: _____ / _____ / _____
yyyy mm dd

IDno: _____

Race/Ras: _____

Adres: _____

Gender / Geslag: Male / Manlik Female / Vroulik

Dexterity / Behendigheid: Linkshandig / Left:
Regshandig / Right:

Home Language / Huistaal: _____

Preferred instruction language _____
Onderrigtaal:

Religion / Geloof: _____

Social grant / Maatskaplike toelaag
Yes / Ja No / Nee

Emergency contact person and no.: _____
Kontak no ingeval van nood

Father / Vader:

Surname / Van _____ Name / Naam: _____

ID no: _____ Marital Status: _____ Race: _____

Address / Adres: _____

Telephone no.:/ _____ home/huis Employer: _____

Telefoon no.: _____ work/werk Werkgewer: _____

_____ cell/sel Occupation: _____

_____ Beroep: _____

E-mail address / e-pos adres: _____

Mother / Moeder:

Surname / Van _____ Name / Naam: _____

ID no: _____ Marital Status: _____ Race: _____

Address / Adres: _____

Telephone no.:/ _____ home/huis Employer: _____

Telefoon no.: _____ work/werk Werkgewer: _____

_____ cell/sel Occupation: _____

_____ Beroep: _____

E-mail address / e-pos adres: _____

GUARDIANS DETAILS / VOOG SE BESONDERHEDE: (*Where Applicable*)

Surname / Van _____ Name / Naam: _____

ID no: _____ Marital Status: _____ Race: _____

Address / Adres: _____

Telephone no.:/ _____ home/huis Employer: _____

Telefoon no.: _____ work/werk Werkgewer: _____

_____ cell/sel Occupation: _____

_____ Beroep: _____

E-mail address / e-pos adres: _____

Step parent residing with learner (Where applicable)/Stief ouer woonagtig by leerder (waar van toepassing)

Father / Vader:

Surname / Van _____ Name / Naam: _____

ID no: _____ Marital Status: _____ Race: _____

Address / Adres: _____

Telephone no.:/ _____ home/huis Employer: _____

Telefoon no.: _____ work/werk Werkgewer: _____

_____ cell/sel Occupation: _____

Beroep: _____

E-mail address / e-pos adres: _____

Mother / Moeder:

Surname / Van _____ Name / Naam: _____

ID no: _____ Marital Status: _____ Race: _____

Address / Adres: _____

Telephone no.:/ _____ home/huis Employer: _____

Telefoon no.: _____ work/werk Werkgewer: _____

_____ cell/sel Occupation: _____

Beroep: _____

E-mail address / e-pos adres: _____

PHOTOS/FOTO'S

We take photos of all our learners for our management files as well as all activities and use these photos on our website, Facebook page, whatsapp and sms's. We send photos to different newspapers and electronic media for marketing. We also take sport, class and excursion photos. This is all done with respect and for educational and marketing purposes only.

Ons neem foto's van al ons leerders vir bestuurdoeleindes. Ons neem ook foto's vir ons web-tuiste, Facebook, whatsapp, SMS'e. Ons stuur foto's na koerante en verskeie elektroniese media vir bemarking. Ons neem klasfoto's en foto's van uitstappies. Dit word alles gedoen met respek en vir opvoedkundige doeleindes alleenlik.

Should you not wish us to take photos of your child, you need to inform us in writing and attach it to this application. Indien u nie wil hê dat foto's van u kind geneem mag word nie, moet u ons skriftelik daarvan in kennis stel en dit by die aansoek aanheg.

Signature of parent/Hantekening van ouer: _____

ALL CHILDREN IN HOUSEHOLD

NAME & SURNAME	BIRTHDAY	SCHOOL NAME (If in school)	GRADE

MEDICAL AID DETAILS / MEDIESE FONDS BESONDERHEDE:

Name of medical aid and number: _____ Name of main member: _____
 Naam van mediese fonds Naam van hooflid

Known medical conditions: _____ Name of doctor _____
Bekende mediese toestande Naam van dokter

Telephone no of doctor _____ Allergieë/Gestremdhede: _____
 Telefoon no van dokter Allergies/Disabilities: _____

PERSON RESPONSIBLE FOR FEES/PERSOON VERANDWOORDELIK VIR BETALING VAN SKOOLGELDE

Name / Name _____
 &
 Surname / Van _____

Telephone no.: _____ Cellphone no.: _____
 Telefoon no.: Selfoon no.: _____

I agree that in the event that I am NOT the natural parent and/or guardian of the child/ren then I accept responsibility of parents as defined in Section 1 of the School Act. This undertaking will be for the duration of the learner's studies at this school.

Signature of person responsible for account / Handtekening van persoon verantwoordelik vir betaling van rekening

Please take note that Despatch Preparatory School is a declared **FEE-PAYING SCHOOL** in terms of the relevant legislation and that by enrolling your son/daughter at the school, you are accepting an obligation to contribute financially towards his/her education.

Let asseblief daarop dat Voorbereidingskool Despatch 'n **SKOOL IS WAT SKOOLFOOIE HEF** ingevolge die betrokke wetgewing, en dat u 'n verpligting aanvaar om finansieël tot sy/haar onderrig by te dra wanneer u u kind by die skool inskryf.

WE REGISTER ONE PARENT'S CELL NUMBER ON THE CLASS WHATSAPP GROUP. THIS IS TO BE USED TO NOTIFY PARENTS OF ANY CHANGES IN OUR DAY-TO-DAY PROGRAMME. ONS REGISTREER EEN OUER OP ONS KLAS WHATSAPP GROEP, ONS GEBRUIK DIT OM OUIERS IN KENNIS TE STEL VAN VERANDERINGE IN ONS DAAGLIKSE PROGRAM

Number to be added/Nommer op groep:

General: QUESTION	INITIAL	Algemeen: Vraag	Parafeer
Please supply a medical certificate should your child not be allowed to participate in sport.		Sluit 'n mediese sertifikaat in, indien u kind nie aan sport mag deelneem nie	
Do you have any objection to your child participating in Value Driven Education?		Het u enige besware teen u kind se deelname in waardegedrewe Onderrig?	
Pupils will have to pay replacement cost of any damaged or lost text book.		Die leerder sal die koste dra van handboeke wat beskadig word of verlore raak.	
I am aware that school attendance is compulsory and that the school must be notified of non-attendance.		Ek is daarvan bewus dat skoolbywoning verpligtend is en dat die skool in kennis gestel moet word ingeval van afwesigheid.	
Pupils will participate in the educational programme as prescribed by the Education Department unless exemption is granted.		Die leerders sal deelneem aan die opvoedkundige program soos deur die Departement van Onderwys voorgeskryf, behalwe as hy/sy kwytskelding ontvang het.	

Enrolment Requirements	Initial	Toelatingsvereiste	Parafeer
I accept that the disciplinary measures will be taken if my child disobeys the school rules, in accordance with the Constitutional rights of the child. I accept the code of conduct for learners.		Ek sal my neerlê by die strafmaatreëls deur die skool toegepas in geval van oortreding, onderhewig aan die Nasionale Grondwet vir kinders.Ek aanvaar die gedragskode vir leerders.	
I undertake to see that my child has the correct stationery requirements as requested by the school.		Ek onderneem om toe te sien dat my kind die korrekte skryfbehoeftes het soos deur die skool voorgeskryf.	
I undertake to ensure that my child has the correct uniform, as prescribed by the school and that EVERY item will be CLEARLY MARKED with their name.		Ek onderneem om toe te sien dat my kind die korrekte skooldrag het, soos deur die skool voorgeskryf, en dat elke artikel DUIDELIK GEMERK sal word met my kind se naam.	
Legal action will be taken against parents who refrain from paying school fees, unless alternative arrangements have been made with the school.		Indien ouers in gebreke bly om skoolfoeie te betaal, sal daar tot regstappe oorgegaan word,mits daar nie alternatiewe reëlings met die skool getref is nie.	
I agree to pay school fees as determined annually by the SGB. I am aware that school fees are paid in advance for 12 months and I honour my financial commitment to the school.		Ek sal my finansiële verpligtinge teenoor die skool nakom. Skoolgelde is vooruitbetaalbaar vir 12 maande en ek onderneem om daarby te hou.	
I hereby authorise the Principal/Deputy Principal to make decisions and take action on my behalf in the event of an emergency which may threaten the safety, health or life of my child when both my spouse and I are unavailable telephonically at the time of the incident.		Ek gee volmag aan die skoolhoof/adjunk skoolhoof, om in 'n noodgeval besluite rakende my kind se veiligheid, gesondheid te neem indien die ouer/s nie telefonies beskikbaar is nie.	
I hereby confirm that I will let the office know if any of my telephone number should change.		Ek onderneem om dadelik die kantoor te verwittig as my kontakbesonderhede verander.	
If the School allows me/us any form of extended payment and I/we default and fail to pay any single instalment by the due date, then the whole amount that's outstanding will become immediately due and payable		Indien die skool my verlengde periode gee vir betaling en ek dan versuim om dit te betaal,word die volle uitstaande bedrag dadelik betaalbaar.	
I/we authorise the school to do credit bureaux searches on me/us and in the event of any school fees due by me/us not being paid, I/We authorise the school to inform any relevant credit bureau and have my/our name listed to them.		Hiermee gee ek/ons die skool toestemming om die nodige kredietburo navrae te doen en indien ek/ons nie die nodige skoolgelde op datum betaal nie,om my te rapporteer aan die relevante kredietburo.	
I/We chose the address specified as our residential address/es contained in this document as my/our chosen legal domicile for service of all legal notices and processes until I/we advise the school in writing of my/our new address, which will then become our legal domicile.		Ek/Ons adres soos aangemeld op hierdie vorm as ons wettige adres vir alle regs dokumentasie.Ek/Ons onderneem ook om die skool in kennis te stel indien dit verander.	
That in the event that I/we are not the natural parent and/or guardian of the child/ren, then I/we accept responsibility of parent as defined in Section 1 of the Schools Act.		In geval waar ek/ons nie die wettige ouer/voog van siende kind is nie,aanvaar ons verantwoordelikheid vir kind soos bespeek in Afdeling 1 van die Skolewet.	
We as the parents accept that we are jointly and severally liable for school fees and any divorce order is inter partes binding between the parents and does not affect the parents' liability to the School.		Ek/Ons aanvaar dat ons beide verantwoordelikheid aanvaar vir skoolgelde en dat hofbevele tussen ons geen impak het teenoor ons verantwoordelikheid teenoor skoolgelde nie.	
I/we have been advised of the exemption available to me/us on the school fees		Ek/Ons was in kennis gestel van die prosedure om aansoek te doen vir vermindering van skoolfonds.	

CONSENT FOR LEARNER TRANSPORT/TOESTEMMING VIR DIE VERVOER VAN LEERDERS

(To be used in the case of learner transport for school activities in terms of section 1 of the South African School's Act/Vir gebruik slegs in geval van Vervoer van leerders vir skoolaktiwiteite ingevolge artikel 1 van die Suid-Afrikaanse Skolewet)

Hereby I/Hiermee gee ek,....., parent/ouer of/van.....(learners name/leerder se naam) in Grade/Graad....., hereby consent to my child's participation in any school activity outside* the school premises/toestemming dat hy of sy aan enige skoolaktiwiteit weg van die skoolterrein deelneem.

I further agree that the educators of the school, or a person appointed by the school, may transport my child to and from the school premises for the purposes of school activities outside the school grounds.

Ek verleen verder toestemming dat die opvoeders van die skool, of 'n persoon wat deur die skool aangewys word, my kind na en van die skoolterrein vervoer vir doeleindes van skoolaktiwiteite wat weg van die skoolterrein plaasvind.

I acknowledge the following/Ek neem kennis:

That this consent applies to school activities, and that the state is liable for any damage that may arise from a school activity */Dat hierdie toestemming van toepassing is op skoolaktiwiteite, en dat die staat aanspreeklik is vir enige skade wat uit 'n skoolaktiwiteit kan spruit.

That this consent in no way constitutes a waiver of the minor's right to institute any claim/Dat hierdie toestemming geensins 'n afstanddoening is van enige eis wat die minderjarige self kan instel nie.

.....
Signature of parent/Handtekening van ouer

.....
Date/Datum

*A school activity is defined as "any official educational, cultural, recreational or social activity of the school within or outside the school premises." 'n Skoolaktiwiteit word omskryf as "enige amptelike opvoedkundige, kulturele, ontspannings- of sosiale aktiwiteit van die skool op of buite die skool se perseel."

*Section 60(1) of the South African Schools Act provides that the state is liable for any damage that may arise from a school activity: "(1) (a) Subject to paragraph (b), the State is liable for any damage or loss caused as a result of any act or omission in connection with any school activity conducted by a public school and for which such public school would have been liable but for the provisions of the section."

"Artikel 60(1) van die Suid-Afrikaanse Skolewet bepaal dat die staat aanspreeklik is vir enige skade wat uit 'n skoolaktiwiteit spruit: 1(a) Behoudens paragraaf (b) is die Staat aanspreeklik vir enige skade of verlies wat veroorsaak word as gevolg van enige daad of versuim in verband met enige skoolaktiwiteit wat deur 'n openbare skool bedryf word en waarvoor sodanige openbare skool aanspreeklik sou gewees het by gebrek aan die bepalings van hierdie artikel."

I hereby declare that to the best of my knowledge, the above-mentioned information supplied is accurate and correct. I also take note that legal action can and will be taken by the school should any of information above be seen as a misrepresentation.

All information will be checked, the withholding of information is an offence. Please attach all legal documentation. The school requires this information to act within our legal rights.

Hiermee verklaar ek dat, sover my kennis strek, die bogenoemde inligting wat verskaf is, akkuraat en korrek is. Ek neem kennis dat die skool regsaksie kan neem sou informasie as onwaar aangeteken word.

Alle inligting sal nagegaan word. Die weerhou van inligting is 'n oortreding. Heg asseblief alle wetlike dokumentasie aan. Die skool verlang hierdie inligting sodat ons binne ons wetlike regte kan optree.

The person information provided in this form is required for application for admission. Your application may not be considered in the case of failure to provide the required information. We/I hereby voluntarily provide personal information as required and consent to the information being processed for the purpose for which it is required.

Name of mother/guardian / Naam van ma/voog _____

Signature of mother/guardian / Handtekening van ma/voog _____

Date / Datum: _____

Name of father/guardian / Naam van pa/voog _____

Signature of father/guardian / Handtekening van pa/voog _____

Date / Datum: _____

