

OFFICE USE: Name \_\_\_\_\_ Grade: \_\_\_\_\_



## Golden Grove Primary & Pre-Primary School

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Sib / N/S

Stuart Road, Rondebosch, 7700  
Telephone 021 674-2155  
E-mail: [admin@ggps.co.za](mailto:admin@ggps.co.za)  
Website: [www.ggps.co.za](http://www.ggps.co.za)

**NOTE TO PARENTS: DO NOT hand your application to any staff member *without obtaining a receipt***

### ENROLMENT PROCEDURE FOR GOLDEN GROVE 2021 APPLICATIONS

Thank you for considering Golden Grove Primary School for your child's education. We wish to outline our criteria in respect of processing prospective applications for the various Grades. Applications are prioritised as follows:

- Golden Grove Pre-Primary (Grade R) learners are given preference for Grade 1.
- Applicants are given preference geographically according to residential proximity from the school, until the grade is filled.

Please note:

- ⇔ Applications are not dealt with on a first-come first-served basis.
- ⇔ Submission & receipt of applications are **not** a guarantee of a successful application.
- ⇔ Applications from siblings are considered, however, they are **not guaranteed** a space. **PLEASE NOTE: Sibling ONLY** includes brothers and sisters and **DOES NOT** include cousins.
- ⇔ Please note that we **DO NOT** have any feeder schools and that all applications are treated on the basis of our admission's policy.

For Grade 1, preference is given to learners turning 7 in the year of admission, which is the compulsory school-going age, and for Grade R, preference is given to learners turning 6 in the year of admission.

All applications need to be **hand-delivered** to the school with all the necessary documents as well as on the WCED online portal. A receipt will be issued to you as proof of submission. **Incomplete applications will not be considered.**

*Please note that the application requires an **UNABRIDGED** birth certificate. An unabridged birth certificate reflects the child's name as well as both parents. If you do not have one, you will need to apply for one at Home Affairs. As the application at Home Affairs takes 8-12 weeks, the abridged version along with a receipt of application from Home Affairs for the unabridged birth certificate should accompany the school application. The application will not be accepted without this. Once the unabridged certificate is received, please ensure that the school is provided with a certified copy.*

Admission dates: Grade R and Grade 1: Opens 17 February 2020 and closes 17 March 2020  
Grades 2 to 7 : Opens 16 September

Once we have processed all the applications, you will be informed in writing either that a space is available or that your application has been placed on a waiting list or not been accepted. These letters will be mailed / e-mailed by **22 May 2020** (for Gr R and Gr 1). Those who have been offered a place will have until **5 June 2020** to confirm acceptance. Should we not receive confirmation of acceptance, we will offer available places to those that have been placed on the waiting list. Please contact the school by end of May to enquire the status of the application if you have not heard from us, however, the status can be viewed on the WCED portal as well.

Grade 2 - 7 enrolments: Please note that there are seldom vacancies in these grades and you will be contacted only once a space becomes available. Places can only be confirmed and/or after the WCED progression and promotion process has been finalised.

Please note:

- There are always more applicants than we can accommodate, so apply at **more than one school**.
- Your child's application does not automatically get carried forward. You do need to reapply for any subsequent year.
- Applications will not be processed unless **certified copies** of **ALL** requested documents are provided: the child's **unabridged** birth certificate, ID copies of both parents (or death certificate if a parent is deceased), child's clinic record card, a proof of residency (either municipal account/telephone account/title deed/letter from bank confirming address **NB! Lease agreements are NOT accepted as proof of address**), and in the case of Grade 2-7, a copy of the latest school report.
- **All documents are to be certified**

We trust this addresses any queries you may have in respect of our admission policy and procedure.

*It would be greatly appreciated if you **DO NOT TELEPHONE / EMAIL THE OFFICE** to follow up on the progress of your application prior to the notification date. Constant interruptions only slow down the process. The school will respond to all applications received once the process has been completed.*

We appreciate your co-operation in this regard.

  
Yours sincerely  
D Petersen [Principal]



# GOLDEN GROVE PRIMARY & PRE-PRIMARY SCHOOL

Stuart Road, Rondebosch 7700  
 Telephone 021 674 2155 Email: admin@ggps.co.za / <https://www.ggps.co.za>

## APPLICATION FOR ADMISSION

**All of the following documents must be included with this form – All documents to be certified**

<b>Child's Unabridged Birth Certificate</b> – certified <i>If you do not have one, you will need to apply for one at Home Affairs. The receipt of application from Home Affairs for the unabridged should accompany the school application with the current birth certificate until the unabridged certificate is received (Please see cover letter for full details)</i>	<b>Certified verification of residential address:</b>  <u>Home Owner</u> – provide Rates or municipal account or <u>Rented accommodation</u> – Telephone/Cellphone account or other financial institution account <b><u>LEASE AGREEMENTS ARE NOT ACCEPTED. This is compulsory</u></b>
<b>Child's Clinic Card</b>	<b>Recent school report (Grade 2 – 7)</b>
<b>Both parents' I.D (or death certificate if a parent is deceased) – certified copies</b>	<b>Study Permit - Non South African citizens</b>

**Please read carefully:**

School fees are due and payable by the last day of January each year. It is, however, policy to allow payment to be made termly or over a 10 month period from January to October payable by the 7<sup>th</sup> of each month. Should payment not be made as above or by some other arrangement agreed to in writing by the school, the full amount outstanding becomes due and payable immediately.

In terms of family law, parents are jointly and severally liable for the payment of fees irrespective of their marital status, and irrespective of maintenance and court orders which may exist between the parties. In terms of section 39 of the South African Schools Act, both parents are liable to pay compulsory school fees. In terms of Section 40 and 41 of the S A Schools Act, the school may enforce the payment of these compulsory fees. Parents who are unable to pay school fees may apply for exemption of fees.

If parents fail to meet their school fee obligations the school may record the parent's non performance with a credit bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions. The school thus follows this legal framework in handling credit and consumers.

Non South African citizens, except for refugees and asylum seekers with correct documentation, must pay the full school fee in advance.

The school reserves the right to verify all information supplied to them via this application. In the event of fraudulent information or documents submitted we reserve the right to lay a criminal charge of fraud against any of the parties to this application.

APPLICATION FOR : Grade:  in 2021

For Grade 1, preference is given to current Grade R learners and learners turning 7 in the year of admission, which is the compulsory school-going age, and for Grade R, preference is given to learners turning 6 in the year of admission.

Aftercare:  Indicate if required. **[Subject to availability - separate application to be completed.]**

*This form must be completed on behalf of a child, wherever admission to a school under the control of the Education Department is sought. This form must be completed by the legal guardian of the child. Please ensure ALL details are completed. Incomplete applications will not be considered.*

**PARTICULARS OF LEARNER (please PRINT legibly in BLOCK letters)**

Surname				First names															
Preferred Name:				Gender	♂	♀													
Date of Birth	Y	Y	M	Learner's ID															
Home Language:				Religion:															
Name & Address of Educare/Pre-school/School last or currently attending:				Date of leaving:				Grade passed:				Year:							
Number of Children in family				Is learner 1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup> etc. in family															
Is there a sibling presently attending our school	Yes	No	Name & Grade:																
Address at which child resides :																			

**PARTICULARS OF PARENTS OR GUARDIANS.** (If there are two parents or legal guardians, both are entitled to vote at parent meetings for the election of a Board of Governors or presentation of Budgets. The information hereunder should therefore be given in respect of each biological parent or legal guardian. Both biological parents' details are required, regardless of marital status)

**Biological Father**

Full Name:													
Identity Number													
Telephone:	Home:	Work:					Cellular:						
Residential Address													
Postal Address, if different from Residential address													
Business Particulars	Email address of father: Name of company: Telephone number: Address:												

**Biological Mother**

Full Name:													
Identity Number													
Telephone:	Home:	Work:					Cellular:						
Residential Address													
Postal Address, if different from Residential address													
Business Particulars	Email address of mother: Name of company: Telephone number: Address:												

<b>Marital Status:</b>	Married	Divorced	Separated	Single	Divorced, and Remarried	Deceased: Father/Mother
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**Additional Parent / Guardian:** (if applicable) *In case of legal guardianship/ foster care, documentary proof must be attached.*

Full Name:							Relationship to child						
Identity Number													
Telephone:	Home:			Business:			Cellular:						
Residential Address													
Postal Address, if different from Residential address							Email address:						
Business Particulars	Occupation:			Name of business:			Business address:						

**In case of emergency if the parents are not contactable:**

NAME: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone : \_\_\_\_\_

**MEDICAL INFORMATION**

Name of Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Medical Aid: Name: \_\_\_\_\_ Main Member's name: \_\_\_\_\_

Member Code of child: \_\_\_\_\_ Membership number: \_\_\_\_\_

Important illness(es) from which the learner is suffering or has suffered (e.g. Asthma, Epilepsy, Diabetes). Please give details of any medication being administered:

Operation(s) learner has had: Give date and nature of operation(s):

Indicate illness(es) learner has been immunised against:

Tuberculosis (BCG)	Diphtheria	Whooping Cough	Tetanus	Measles	German Measles	Mumps	Poliomyelitis
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*N.B. Learners should have been immunised against ALL the above illnesses before being admitted to the School. Written proof of immunisations is required by the Department of Health. (Please provide a PHOTOCOPY of the Clinic Card with your child's name clearly indicated).*

FULL NAME OF PERSON who completed form (Please print): \_\_\_\_\_

State relationship to child: e.g. father, mother or legal guardian: \_\_\_\_\_

I understand that Golden Grove is a fee paying school, and I am willing and able to meet my obligations in this regard. I commit myself to the payment of school fees in full to Golden Grove. After my child has been accepted at Golden Grove, I will give one full term's WRITTEN notice should I intend to withdraw my child from the school.

**VERY IMPORTANT:** As well as submitting the hardcopy of this application form to the school, each application **MUST** be captured online on the WCED system by the parent. See information below.

**GOLDEN GROVE PRIMARY SCHOOL – GRADE R and GRADE 1 2021 ADMISSION PROCESS**

We have been selected by the Western Cape Education Department (WCED) to be part of a 'pilot project' for on-line admission for Grade R and Grade 1 2021. Please note the following:  
**ON-LINE ADMISSIONS OPEN ON 17 FEBRUARY 2020.**

<https://admissions.westerncape.gov.za> is the link to the on-line portal.

- Submission of an on-line application does not guarantee a place at the selected school/s.
- As well as submitting the hardcopy of this application form to the school, each application **MUST** be captured online on the WCED system by the parent.
- Supporting documents for the on-line application: - **ONLY** the documents asked for on this hardcopy Golden Grove Primary application form need to be attached to your on-line application.
- Applications for 2021 close on the 17th March 2020.
- Please note that completed application forms must be delivered to the school. You may not fax, post or email forms.

Please tick the box below as confirmation

I confirm that this application has been loaded online by the parent

**SIGNATORY OF THIS DOCUMENT TAKES RESPONSIBILITY FOR THE PAYMENT OF SCHOOL FEES.**

- I agree to the Rules and Regulations set out in the School Prospectus and amended from time to time. I will ensure that the child abides by the said Rules, in particular undertaking to make good any damage or loss occasioned by the child and indemnifying the School, Staff and Department against any loss or damage to the person or belongings of the child.

- I give consent for the child to take part fully in school activities, including on the sports field and on official school outings.
- I understand that my child will only be eligible for enrolment once I have completed all the necessary forms, submitted all the required documents, and subject to a place being available in the school.
- I declare that the information provided on this application form is correct and I understand that any false information supplied could result in my child's application for a place at Golden Grove Pre-Primary, Primary or Aftercare not being considered.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

-----OFFICE USE ONLY-----

**OFFICE NOTES**




