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LUCAS MEYER PRIMÈRE SKOOL

PHOTO OF STUDENT

APPLICATION FOR ADMISSION

PLEASE NOTE!
Only fully completed
forms will be
considered.

MANDATORY

The following MUST be attached to the application form

A photograph of the applicant		Copy of birth certificate	
Copy of the latest report	N/A	Copy of parents'/guardians' ID documents	
Transfer card/letter from previous school	N/A	Copy of vaccination certificate	
Copy of medical aid card (front & back)		Copy of the latest water and electricity bill	

LEARNER INFORMATION

Grade applied for
(Please mark ✓)

[illegible]

PARENT/GUARDIAN INFORMATION

Relationship	Father		Gaurdian		Stepfather		Grandfather	
Surname								
Full name								
Name called by								
ID number								
Mailbox								
Residential address								
Email adres								
Cellphone number								
Alternative number								
Occupation								
Name of employer								
Employer adres								
Employer phone number								

Relationship	Mother		Gaurdian		Stepmother		Grandmother	
Surname								
Full name								
Name called by								
ID number								
Mailbox								
Residential address								
Email adres								
Cellphone number								
Occupation								
Name of employer								
Employer adres								
Employer phone number								
Family/Friend (emergency) Name and Surname	Relationship: _____							
Phone no. Family/Friend								
Lost parents to death	Mother ☐ Father ☐ Both parents ☐							
MARITAL STATUS	Married ☐		Separated from mother ☐		Separated from father ☐			
	Guardians ☐		Single parent (mother) ☐		Single parent (father) ☐			
	Stepfater ☐		Stepmother ☐		Grandparents ☐			
	Living together ☐		Other ☐					

LEARNER'S EXTRACURRICULAR ACTIVITIES: (Please indicate which sport/cultural activities your child will participate in at school)

RUGBY	SWIMMING
NETBALL	CRICKET
HOCKEY	CHESS
TENNIS	CHOIR

I hereby declare that the information provided is accurate and correct.

Initials and Surname in block letters:

Signature:

FATHER:

MOTHER:

GUARDIAN:

DATUM:

LUCAS MEYER PRIMÊRE SKOOL

LUCAS MEYER



CONSENT AND INDEMNITY

I, _____
(FULL NAMES AND SURNAME - PARENT/GUARDIAN)

ID NUMBER: _____

THE PARENT/GUARDIAN OF:

NAME AND SURNAME	DATE OF BIRTH	GRADE

hereby grant permission for my child/foster child to participate in school activities, whether held on the school grounds or off-site, including, but not limited to, games, sports, tours, and excursions of general, vocational, educational, historical, or scientific interest.

I fully understand and accept that my child undertakes such activities at their own risk, and I undertake—on behalf of myself as well as my spouse, executors, and the aforementioned child/foster child—to indemnify, hold harmless, and absolve the Department of Education, the Principal/Rector and their staff, as well as the School Governing Body, from any and all liability regarding damage to the person or property of my aforementioned child/foster child during the course of such activities.

DATED _____ ON THE _____ DAY OF _____ 20 ____.

SIGNATURE OF PARENT/GUARDIAN

LUCAS MEYER PRIMÈRE SKOOL

PAYMENT AGREEMENT AND REGULATIONS REGARDING SCHOOL AND HOSTEL FEES

CHECKLIST: ALL REGISTERED LEARNERS

Indicate your choice of school fee payment with a cross (x):

A.	Annually in advance	: by/on 28 February	
B	Monthly in advance	: on or before the 7th of each month, starting 7 February	

Please complete the following. Please mark each applicable box with a cross (x):

Have you been informed of the amount for school fees?	YES	NO
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PLEASE NOTE:

SCHOOL HOURS: 07:30 – 15:00

STUDENT NAME/S

GRADE

- | | |
|---------|-------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

DETAILS (BIOLOGICAL PARENTS)	FATHER	MOTHER
Surname:		
Name:		
ID nr:		
Adres:		
Postal adres:		
Nr.: (Home)		
Nr.: (Work)		
Cell number:		
Email:		
SIGNATURE:		
Date:		

ACKNOWLEDGEMENT OF RECEIPT: PRINCIPAL..... DATE

LUCAS MEYER PRIMÊRE SKOOL

ADMISSION REQUIREMENTS FOR LEARNERS

1. Parents/Guardians must apply in writing beforehand by completing the appropriate application form and submitting it to the office.
2. In some instances, an interview with the principal or his/her designate may be required; ideally, both parents/guardians as well as the learner concerned should be present.
3. The parent and learner accept the school's stance regarding the Christian faith as the character of the school, as defined by the foundation and mission of Lucas Meyer Primary School.
4. The parent and learner accept that the medium of instruction is Afrikaans.
5. Learners for whom application is made must demonstrate the expected level of development and/or sufficient mastery of previously covered academic content. At its discretion, the school may administer internal, supervised tests in this regard to facilitate appropriate class placement.

5.1 Grade 1 learners – A school readiness test;

5.2 Grade 2–7 learners – Standardised tests to assess the following with a view to appropriate placement or grouping: language proficiency (spelling, reading, writing, and comprehension of Afrikaans), as well as general knowledge and mathematical skills.

6. The following age framework applies:

Grade RR:		Year in which the child turns 5.
Grade R:		Year in which the child turns 6.
Grade 1 :	Maximum age	7 years
Grade 2 :		7,5 - 9,4 years
Grade 3 :		8,5 - 10,4 years
Grade 4 :		9,5 - 11,4 years
Grade 5 :		10,5 - 12,5 years
Grade 6 :		11,5 - 13,5 years
Grade 7 :		12,5 - 14,5 years



(The latter age refers to the maximum age as of 1 January of the relevant year, starting from Grade 1)

7. Applicants undertake to respect school rules and accept the authority of the school.
8. Applicants undertake to pay school fees, as determined by the Governing Body, in accordance with the prescribed requirements, unless alternative arrangements can be made.
9. Learners who have been expelled from another school or asked to leave a school will only be admitted following a thorough investigation on the merits of the case.
10. Applications from families who are (or were) members of the school community, or who reside in the immediate vicinity of the school, are given preference.
11. The learner must not have been, nor become, guilty of the following—whether at the time of admission, previously, or after admission: alcohol and drug abuse; devil worship; immoral practices; or a criminal record.
12. All the above criteria, where applicable, apply equally to hostel learners.

FATHER: Initials & Surname: _____ **SIGNATURE:** _____ **DATE:** _____

MOTHER: Initials & Surname: _____ **SIGNATURE:** _____ **DATE:** _____



ADMISSION AGREEMENT

entered into by and between

LUCAS MEYER PRIMÊRE SKOOL
(represented herein by the Principal)
(hereinafter referred to as "the school")

and

Name of Parent(s)/Guardian(s)
(hereinafter referred to as "the parents")

for the admission of

Name of Learner
(hereinafter referred to as "the learner")

The primary purpose of this agreement is to regulate the financial relationship between the school and the parents.

1. DURATION AND AMENDMENT

This agreement shall come into effect upon the successful admission of the learner to the school and shall remain in force until the learner leaves the school and until all financial and other obligations have been fulfilled. This agreement may only be amended in writing, and no oral amendments shall be of any force or effect unless reduced to writing and signed by both parties.

2. FINANCIAL MATTERS

2.1 Fees

Annual school fees, as determined from time to time, are payable annually on the first school day of the year, or monthly on or before the 7th of each month, unless arrangements have been expressly made using the prescribed form. No relaxation or concession shall constitute a waiver or novation of the school's rights. Legal costs incurred in the collection of school fees, if in arrears, shall be payable by the parent/guardian.

2.2 Exemption from the payment of school fees

Parents must apply annually for the exemption from or reduction of school fees by completing the prescribed form and submitting it to the school by 28 February of each year, or within 60 (sixty) days of admission in the case of admission after 28 February of any given year, or within 60 (sixty) days of a change in circumstances occurring after 28 February of any given year. Parents hereby acknowledge that the onus rests on them to demonstrate any material change in circumstances. If no application for a reduction is submitted using the prescribed form, full school fees are payable.

PLEASE NOTE: Exemption/reduction forms must be collected in person by the parent/guardian.

2.3 Other Expenses

Parents acknowledge that, in addition to school fees, other expenses may also be payable, and undertake to pay these expenses upon request.

2.4 Tour Expenses

If the learner is selected for a touring team or another excursion away from the school, the associated costs must be paid upon request; if the amount is not paid, the learner will not participate in the tour or excursion.

2.5 Non-attendance

Fees and expenses, as determined from time to time, shall be payable regardless of whether the learner attends school during the relevant period. No refund will be made if the learner does not attend school for any reason whatsoever.

Principal _____
Father _____
Mother _____

2.6 Notice of withdrawal from school

If the learner leaves the school before completing their final academic year, a full term's written notice must be given. If such written notice is not provided, the parents will be liable for the fees for the following term.

2.7 Liability

Without waiving the provisions of the Schools Act, parents accept that they are jointly and severally liable for the total amount outstanding at any stage, even if the parents are divorced and regardless of any agreement between them regarding, inter alia, the payment of school fees.

2.8 Sertifikaat van Aanspreeklikheid

'n Sertifikaat geteken deur die Skoolhoof, sal *prima facie* bewys wees van die bedrag verskuldig aan die skool vir doeleindes van enige regsstappe. Die skool sal nie nodig hê om in sulke verrigtinge die aanstelling van die persoon wat die sertifikaat onderteken het te bewys nie.

3. DISCIPLINE

All disciplinary authority is vested in the Principal or a person authorized by the Principal. Parents hereby acknowledge that learners shall at all times be subject to the Code of Conduct, the relevant sections of the South African Schools Act (Act 84 of 1996) and any regulations promulgated thereunder, as well as the provisions of the KwaZulu-Natal School Education Act. Should a learner be expelled or suspended, there will be no refund of school fees already paid. A copy of the Code of Conduct and School Rules has already been provided to the parents, who confirm receipt thereof by signing this document.

4. DOMICILIUM AND INDEMNITY

4.1 The parents choose the addresses provided in the Application for Admission as their respective *domicilium citandi et executandi* for all purposes under this agreement.

4.2 The school, its staff, and all learners of the school shall not be liable for any damage arising from the learner's attendance at the school and school activities, and no loss or damage to person or property, from whatever cause, shall entitle the parents to institute action against the school or the Governing Body.

4.3 This agreement must be read in conjunction with the Application for Admission, which has been completed and is incorporated herein.

4.4 If any term(s) of this agreement are required to lapse and cease to be in force by virtue of legislation, regulation, or otherwise, such term(s) shall be severable from the remainder of the agreement and shall not detract from the binding nature of the remaining terms of this agreement.

5. I UNDERTAKE TO

5.1 To ensure that my child attends school regularly and that notification of absences is preferably provided to the school in writing.

5.2 All expenses to be paid regarding malicious damage to school or departmental property by my child.

5.3 The learner has not, at the time of admission, or prior to or after admission, been or will not be guilty of the following: alcohol and drug abuse; devil worship; immoral practices; a criminal record.

Principal _____
Father _____
Mother _____

6. **I ACCEPT**

That the Principal or their authorized representative may act *in loco parentis* in the event of injuries or incidents involving my child.

FATHER

MOTHER

SURNAME:

NAME:

ID NUMBER:

HOME ADRES:

.....

POSTAL ADRES:

NR.: (HOME):

NR.: (WORK):

CELL NR.:

SIGNATURE:

FATHER: _____ **DATE:** _____

MOTHER: _____ **DATE:** _____

PRINCIPAL: _____ **DATE:** _____



Dear Parents/Guardians

REGULATIONS REGARDING THE PROTECTION OF PERSONAL INFORMATION

In accordance with the **Protection of Personal Information Act (POPIA, Act 4 of 2013)**, which came into effect on 1 July 2020, we wish to bring the following to your attention.

When a learner leaves our school, the receiving school usually requests the learner's personal file to obtain relevant background information. Likewise, Lucas Meyer Primêre Skool may request a learner's file from a previous school when a learner enrolls at our school.

Please complete the consent section below to grant permission for your child's personal file to be requested from a previous school and/or forwarded to the next school.

Thank you for your cooperation.

MR P.J. AUCAMP
PRINCIPAL

CONSENT

I, _____, parent/guardian of

_____, Grade _____, hereby give permission for my child's personal records to be requested from and/or forwarded to the following previous/next school:

Date: _____

Cell Number: _____

Signature: _____



Dear Parents/Guardians

PHOTO CONSENT AND RELEASE FORM

We regularly take photographs of learners at the school. We would like to use these photographs for promotional purposes, including newspapers, social media, and our school yearbook.

In accordance with the **Protection of Personal Information Act (POPIA, Act 4 of 2013)**, we require your permission as the parent/guardian to use these photographs.

Please read the consent declaration below, complete it, and sign where indicated.

I hereby grant permission to **Lucas Meyer Primary School** (hereinafter referred to as **LMS**) to use and publish photographs of learners in approved promotional material, including marketing publications, social media, and media releases. Such material may only be used in official LMS publications and printed media. Photographs may also be published on the school's official website and official Facebook page.

The distribution and use of these photographs remain the exclusive property of LMS and its authorised representatives and may not be used for any other commercial purposes.

Thank you for your cooperation.

MR P.J. AUCAMP
PRINCIPAL

CONSENT DECLARATION

By signing below, I acknowledge that I have read and understood the information above and hereby give my consent as outlined by LMS.

Full Name: _____ (Parent/Guardian)

Full Name: _____ (Learner)

☐ I hereby give my consent.

☐ I do not give my consent.

Parent/Guardian Signature

DATE