



IR Griffith Primary School

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ADMISSIONS 2016

SUBMISSION OF APPLICATION FORMS

Admission forms may be collected from **Monday, 13 April 2015**. Completed application forms may be submitted by the parent/legal guardian as from **Tuesday, 21 April 2015** (we may not accept forms before this date). A wait-list number will be issued to you on either our A or B waiting lists, in order of submission of your application form. The last day for being placed on this list is **Tuesday, 26 May 2015**.

Once the waiting lists have been approved by the Department of Education, parents will be notified in writing of the results between **22 June 2015 and 26 June 2015**.

- a) Successful applicants must advise the school within seven working days whether the offer of placement is accepted or not.
- b) Unsuccessful applicants will be provided with the reasons as to why they cannot be accommodated.

DOCUMENTATION REQUIRED FOR APPLICATIONS FOR 2016

An application form submitted by a parent applying for the admission of his/her child must be supported by the following **certified** copies.

1. Certified copy of the unabridged birth certificate.
2. 1 x passport photo.
3. Certified copy of the up to date clinic card reflecting 5/6 year inoculation.
4. Certified copy of the most recent nursery or primary school report.
5. Certified copy of both parents ID documents.
6. Certified copy of Marriage certificate (if applicable)
7. Certified copy of Divorce agreement (if applicable)
8. Certified proof of residence:
 - 8.1 Certified copy of your **utility account** reflecting your name and physical address if you own the property.
 - 8.2 Or certified copy of your **legal lease agreement** reflecting your name and physical address if you are renting. No Department Store accounts will be accepted. (Please note that 'Offer to Purchase' and affidavits are not regarded as bona fide proof of residence).
9. Certified copy of proof of employment (A current salary advice slip with the physical street address of the company). In the case of self-employment we require your SARS certificate.

10. Certified copy of Guardianship Papers (if applicable)

Where a child has been placed in your care due to death/incapacity of natural parents, we require a legal document stating that the child has been legally placed in your care.

11. Immigrants: If your child is not a South African citizen, the applicable certified Home Affairs documents are required.

ADMISSION OF NON-CITIZENS

In addition to the aforementioned documentation requirements, the following applies to applications from non-citizens:

- a) The parents of a learner applying for admission to a school must be in possession of a permit for temporary or permanent residence issued by the SA Department of Home Affairs. A study permit (or proof of application thereof) must be supplied on admission to the school.
- b) Persons classified as illegal foreigners must prove that they have applied to the Department of Home Affairs to legalise their stay in the country.

WHERE ANY DOCUMENTATION IS NOT IMMEDIATELY AVAILABLE, PLEASE NOTE THE FOLLOWING (this applies to citizens and non-citizens):

- a) The learner's application must be accepted **provisionally**, subject to the condition that the parent produces proof to the school **within two weeks** that they have applied for the necessary documentation. Failure to do this could lead to the space being given to another learner.
- b) The application and wait-list number will lapse if the parent does not supply the aforementioned proof of application for documents **within two weeks**, and the space being given to another learner.

LATE APPLICATIONS

Applications received after the morning of **Tuesday, 26 May 2015** will be placed on the LATE REGISTRATION lists. The late application forms and lists are submitted to the Department of Education, who will process the placement of learners.

CURRENT SCHOOL FEES FOR 2015

GRADE 1 TO 7

School fees for 2015 are R16 850 per learner per year, payable over 10 months from 1 February to 1 November 2015.

GRADE R

The Grade R fee is R20 320 per learner per year, payable over 10 months from 1 February to 1 November 2015.

The fees for 2016 are decided at a budget meeting to be held in November.