



OATLANDS PREPARATORY SCHOOL

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APPLICATION PROCEDURE FOR ADMISSION TO OATLANDS PREPARATORY SCHOOL IN 2024

Please note: Completion of the Application Form **does not** mean that the learner **has been accepted.** **We strongly advise that you apply for admission at more than one school due to the fact that we receive many more applications each year than we have space available.**

An application for admission will be considered after taking into account the following:

1. The parent(s) must fully complete and sign the School's Application Form for the Admission of a Learner and attach the required supporting documentation.
2. Applications will be accepted from Wednesday, the 12th of April 2023.
3. The application form together with the supporting documents, must be delivered to the school **prior to 12 noon on Wednesday, the 19th of July 2023.** Should you not receive written confirmation of acceptance or non-acceptance by the end of September 2023, kindly contact the school office.
4. **IMPORTANT INFORMATION** - **Application Forms will not be accepted unless all the following documentation is attached:**
 - 4.1 An official unabridged Birth Certificate of the learner indicating the details of both parents.
 - 4.2 Proof that the learner has been immunized against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.
 - 4.3 **Progress report** from the school at which the learner is presently enrolled.
 - 4.4 Identity documents of both parents. In the case of a deceased parent, a copy of the Death Certificate is required.
 - 4.5 Legal guardians who are not the biological parents of the learner will need to provide a court order as proof of guardianship.
 - 4.6 Parents who are temporary residents in South Africa must provide the school with a copy of their passport and work visa. A copy of the learner's passport and study visa must also be provided. Asylum seekers must provide proof that they have applied to the Department of Home Affairs to legalise their status.
 - 4.7 Identity photograph of the learner.
5. Late applications will only be considered once all applications received by the closing date have been dealt with and then only if there are still places available.
6. Once the applications have been processed, applicants will receive written notification of the outcome.
7. Should application for admission be made after the closing date due to one or both of the child's parents being transferred by their employer, proof of transfer must accompany the application.
8. Oatlands is a fee paying school. **Successful applicants** will be required to pay a deposit of R2 000,00 to secure the learner's place. This amount will be deducted from the first term's fees and must be paid by the stipulated date.
9. Proof of payment of the deposit is to be accompanied by the following forms, duly completed and signed:
 - Learner Information Form
 - Confidential Information Form
 - Financial Undertaking Form
 - Checklist
 - Undertaking to pay school fees where the payer is not a parent (where applicable)



APPLICATION FOR ADMISSION IN 2024

FOR OFFICE USE ONLY

Admission Number _____

Admitted to Grade _____

DETAILS OF LEARNER:

Learner's full names and surname: _____ Grade applied for: _____

Learner's called Name: _____ Learner's date of birth: _____

Learners Identity Number: _____ Learner's home language: _____

Who does Learner live with: _____ If not with biological parent/s, please provide reason: _____

Name of school at which learner is currently enrolled: _____

Siblings who are attending or have attended Oatlands, or who are applying for admission to Oatlands in 2024:

Name and surname: _____ Relationship to learner: _____ Year(s) attended: _____

Name and surname: _____ Relationship to learner: _____ Year(s) attended: _____

Child's position in the family (eg. 1st of 3 children): _____

Please indicate any special needs the learner may have: _____

DETAILS OF FATHER or Legal Guardian appointed by Court Order:

Full names and surname: _____ Identity Number: _____

Marital status: _____ If married, name and surname of spouse: _____

Residential address: _____

Postal address: _____

Contact numbers: Home: _____ Work: _____ Cellphone: _____

E-mail: _____

Occupation: _____ Name of Employer/Company: _____

If self-employed, state nature of work/business: _____

Nature of Employment: Casual/Part-time/Temporary/Permanent _____

DETAILS OF MOTHER or Legal Guardian appointed by Court Order:

Full names and surname: _____ Identity Number: _____

Marital status: _____ If married, name and surname of spouse: _____

Residential address: _____

Postal address: _____

Contact numbers: Home: _____ Work: _____ Cellphone: _____

E-mail: _____

Occupation: _____ Name of Employer/Company: _____

If self-employed, state nature of work/business: _____

Nature of Employment: Casual/Part-time/Temporary/Permanent _____

DETAILS OF FAMILY MEMBER, in addition to mother or father, who is responsible for the learner's care:

Full names and surname: _____ Identity Number: _____

Marital status: _____ If married, name and surname of spouse: _____

Residential address: _____

Postal address: _____

Contact numbers: Home: _____ Work: _____ Cellphone: _____

E-mail: _____

Occupation: _____ Name of Employer/Company: _____

If self-employed, state nature of work/business: _____

Nature of Employment: Casual/Part-time/Temporary/Permanent _____

PAYMENT OF FEES:

According to the South African Schools' Act, BOTH biological parents are liable for the payment of school fees irrespective of their marital status. If your child's fees are being paid by a SPONSOR, please provide their details below. However, this does not exempt the biological parents from their responsibility. Furthermore, the sponsor must sign an "Undertaking to Pay School Fees where the Payer is not a Parent".

DETAILS OF SPONSOR:

Full names and surname: _____ Identity Number: _____

Marital status: _____ If married, name and surname of spouse: _____

Residential address: _____

Postal address: _____

Contact numbers: Home: _____ Work: _____ Cellphone: _____

E-mail: _____

Occupation: _____ Name of Employer/Company: _____

If self-employed, state nature of work/business: _____

Nature of Employment: Casual/Part-time/Temporary/Permanent _____

Signature of FATHER/Legal Guardian

Date

Signature of MOTHER/Legal Guardian

Date



UNDERTAKING BY PARENTS/GUARDIANS

1. We hereby apply to have my/our child, (full name of child) _____ admitted as a learner at OATLANDS PREPARATORY SCHOOL and confirm that he/she complies with the basic criteria as stated in the School's Admissions Policy.
2. I/We hereby certify that I/we are the biological/adoptive parents of the above-named child and/or have **legal custody and/or guardianship** of the above-named child.
3. I/We undertake to adhere to the terms and conditions stipulated.
4. I/We understand and confirm that the Principal or any duly authorised person, will act in *loco parentis* in any matter and at any time during which I/we have entrusted my/our child to the care of the school.
5. I/We confirm that all information provided to the school was given voluntarily and I/we understand that, unless I/we have instructed the school expressly and in writing to the contrary, the school may:
 - 5.1 include photographs, with or without name, of my/our child in school publications or in press releases to celebrate the school's or my/our child's activities or achievements;
 - 5.2 supply information and a reference in respect of my/our child to any educational institution which I/we propose our child may attend. The school will take care to ensure that all information supplied is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the school cannot be liable for any loss I/we or my/our child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained in any report given by us;
 - 5.3 store the data in its files and electronic systems;
 - 5.4 generate academic, attendance, behavioural and other school-related records;
 - 5.5 use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of my/our child at the school (including, but not limited to contacting us; placing my/our child in a class; entering him/her in exams, competitions, leagues and the like; updating the school roll and alumni register; and researching and reporting on school demographics or performances);
 - 5.6 pass it on where required to do so as part of school reports, testimonials and confidential reports, and for statistical or research purposes, or when legally required to do so.
6. I/We understand that Oatlands Preparatory School is a **fee-paying school**.
7. I/We jointly and severally undertake to pay school fees and I/we understand the following:
 - 7.1 The compulsory annual school fees for 2024 will be adopted by the majority of parents at the AGM to be held in November 2023.
 - 7.2 School fees are payable in advance and are due on the first day of school.
 - 7.3 School fees may be paid in 11 equal monthly instalments, at the beginning of each month, from January to November.
 - 7.4 5% discount will be allowed on annual fees paid in full on or before 29 February 2024.
 - 7.5 A deposit of R2,000 is payable upon acceptance of my/our child. This amount will be deducted from the compulsory annual school fees. Should my/our child not attend the school, this fee will be refunded to me/us upon written request, providing the school with banking details for a refund.
 - 7.6 In terms of Section 39 of the South African Schools Act, parents are liable for the payment of compulsory school fees.
 - 7.7 In terms of Sections 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
 - 7.8 According to the South African Schools' Act, BOTH biological parents are liable for the payment of school fees irrespective of their marital status.
 - 7.9 If your child's fees are being paid by a SPONSOR, please provide their details on the application form. However, this does not exempt the biological parents from their responsibility. Furthermore, the sponsor must sign an "Undertaking to Pay School Fees where the Payer is not a Parent".

- 7.10 In the event of the 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.**
- 7.11 The parties to this application undertake to pay all legal costs, including attorney/client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees.
- 7.12 Parents of pupils from Grade 1 to Grade 7 who are unable to pay school fees may apply for an exemption from the payment of fees. Such application will be assessed according to the exemption regulations as gazetted by the government. The application will be assessed according to the combined income of the parents.
- 7.13 The school may hold and process by computer or otherwise any information obtained about the parents as a result of their liability for school fees.
- 7.14 The school may conduct an enquiry and/or information search about the parents with a credit information bureau, persons acting as their agents and/or credit grantors.
- 7.15 If parents(s) fail to meet their school fee obligations the school may record their non-performance with a credit information 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.
- 8. I/We undertake to give notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have.
- 9. I/We understand that the school reserves the right to verify all information supplied to them via this application. In the event of fraudulent documents submitted, the school reserves the right to lay a criminal charge of fraud against any of the parties to this application.
- 10. This commitment in its entirety will be valid from the day on which it is signed by the parent/guardian to the day on which the pupil officially leaves the school.
- 11. The parent/guardian declares that he/she is the legal guardian of the child and is entitled to sign this document, and shall be bound hereto both as parent/guardian, and in his/her personal capacity.
- 12. The signatories hereto hereby choose *domicilium citandi et executandi* (physical address) as:

Address of father/legal guardian: _____

Address of mother/legal guardian: _____

In the event of a change of address, parents are to notify the school in writing.

DECLARATION

I, _____ hereby declare that the information recorded in this form is true and correct and by my signature below, I give the Chairperson of the School Governing Body or his/her designate, permission to check and confirm any of the details listed. I understand that should any of the information supplied by me be found to be false, action may be taken against me as in point 9 above.

Signed on this day of 20.....

FATHER/LEGAL GUARDIAN

I, _____ hereby declare that the information recorded in this form is true and correct and by my signature below, I give the Chairperson of the School Governing Body or his/her designate, permission to check and confirm any of the details listed. I understand that should any of the information supplied by me be found to be false, action may be taken against me as in point 9 above.

Signed on this day of 20.....

MOTHER/LEGAL GUARDIAN