



Learner's Names & Surname _____

Compulsory Documents <i>Certified copies</i> to be attached (stapled) to this Checklist <u>IN THIS ORDER</u>		Parents check	Office Admin	Grade applying for: 0
		✓	✓	Office Admin Notes
1	Unabridged Birth Certificate (of the learner)			
Foreign Nationals	Passport (of the learner)			
	Visa/Permit (of the learner)			
	Permanent Residence Permit (of the learner)			
2	Clinic Card (of the learner)			
3	Academic School Report (of the learner)			
4	ID Documents (of Both biological and All step parents)			
Foreign Nationals	Passports (of Both biological and All step parents)			
	Visa/Permits (of Both biological and All step parents)			
	Perm.Res.Permits (of Both biological and All step parents)			
5	Proof of Legal guardianship (if applicable)			
6	Proof of Residence → If you own the property: -A municipal utility (rates & tax) bill in your name (the parent)			
	Proof of Residence → If you are renting the property: -A lease agreement, between you and your landlord. -A certified copy of the landlord's ID document -A municipal utility (rates & tax) bill in your landlord's name			
7	Proof of Employment (original) <u>Confirmation of Employment Letter</u> , on the business letter-head, signed by a Senior Manager, confirming employment in a permanent capacity, specifying the <u>physical address</u> of employment.			
8	Proof of Income -Salary Slip of Both Parents -If Self Employed, proof of registered business AND a 6 months bank statement) (If unemployed, 3 months bank statement)			
9	Transfer Card (original) from previous school, only IF the learner is accepted at Emmarentia Primary School and an acceptance Letter is signed.			

Declaration

I _____ (parent), ID No: _____ hereby declare that the documents which I have supplied and the information which I have recorded in this form is true and **correct** and by my signature below, give the School **permission to check and confirm any of the information provided by me.**

I understand that should any of the information supplied by me be found to be false, action may be taken against me.

Main Parent: (names) _____ (h) _____ (w) _____ (c) _____

Email address→ _____

Signed on this ____ day of _____ 2026 Signature: _____ Main parent for communication

2nd Parent: (names) _____ (h) _____ (w) _____ (c) _____

Email address→ _____

Signed on this ____ day of _____ 2026 Signature: _____ 2nd parent for communication