

Learner's
recent Photo
ID size
Headshot
(not full-length)
Use a glue-stick
AND staple to
secure photo



Emmarentia Primary School

23 Umgeni Road, Cnr Hill Road, Emmarentia, 2195
Email: admin@eps-school.co.za
Telephone: 011 – 486 1023/4 Principal – Mrs. N Variawa



Enrolment Application Form

Office Admin Notes

Reference Number→

Office Notes→

Grade
Applying
for:

Declaration

Dear Parent

Thank you for applying at Emmarentia Primary School. Before completing this form, please take note of the following:

Late and incomplete applications will not be processed.

Applications will only be processed if all documents are handed in on time.

As with all public schools, preference is given to learners: living closest to the school, siblings attending the school, grade Rs attending the school, parents working closest to the school (within the feeder area).

I hereby declare that the information which I have recorded on this form is true and correct and by affixing my signature, give the school permission to check and confirm any of the information provided by me.

The term "Parent/s" refers to biological parents, step-parents and other legal guardians.

Parent's Names in full _____ Date _____ 2026 Signature _____

Learner's Information

Personal Information

ID Number:

Surname: _____

Name: _____

Home Language: _____

Religion: _____

Dexterity (Left-Handed or Right-handed) _____

Learner resides with: _____

Foreign Nationals Info

Country of Origin: _____

Passport Number: _____

Permit Type: _____

Permit Number: _____

Previous School's Information: (compulsory)

Name of School: _____

Principal's Name: _____

Educator's Name: _____

Grade: _____

Physical Address of School: _____

Tel No of School: _____

Email Address of School: _____

Postal Address of Parent/Guardian:

Postal Code: _____

Sibling Information:

Number of children in the Family: _____

Number of siblings at EPS: _____

Number of siblings at other schools: _____

Position in the family: (eg 2nd child): _____

Siblings at EPS

Name: _____ Gr: _____

Name: _____ Gr: _____

Name: _____ Gr: _____

Travelling Information

(To School) Mode of Transport: _____

Driver's Full Name: _____

Driver's ID number: _____

(From School) Mode of Transport: _____

Driver's Full Name: _____

Driver's ID number: _____

Medical Aid Information

Doctor's Name: _____

Doctor's Tel/Cell No: _____

Medical Aid Name: _____

Medical Aid Type: _____

Principal Member: _____

Medical Aid number: _____

Signature as Consent for use of above info: _____

Medical Conditions: _____

Parent/ Legal-Guardian Information

(Main Parent for communication purposes)

Main Parent's Information

Relationship to Learner: _____

ID/Passport Number

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Surname: _____

Name: _____

Marital Status: _____

Home Language: _____

Foreign Nationals Info

Country of Origin: _____

Passport Number: _____

Permit Type: _____

Permit Number: _____

Residential Address

Residential Code _____ **(compulsory)**

All Contact Details **ALL FIELDS COMPULSORY**

Cell No: _____

Tel No (h): _____

Tel No (w): _____

Email (personal) _____

Email (work) _____

Employment Information

Employer/Company Name: _____

Occupation: _____

Years with Company: _____

Work Address: _____

Code _____

Emergency Contact (other than the Parent)

Name: _____

Relationship to Learner: _____

Contact Numbers: _____

Date: _____ 2026

Main Parent's Signature: _____

(Second Parent for communication purposes)

Second Parent's Information

Relationship to Learner: _____

ID/Passport Number

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Surname: _____

Name: _____

Marital Status: _____

Home Language: _____

Foreign Nationals Info

Country of Origin: _____

Passport Number: _____

Permit Type: _____

Permit Number: _____

Residential Address

Residential Code _____ **(compulsory)**

All Contact Details **ALL FIELDS COMPULSORY**

Cell No: _____

Tel No (h): _____

Tel No (w): _____

Email (personal) _____

Email (work) _____

Employment Information

Employer/Company Name: _____

Occupation: _____

Years with Company: _____

Work Address: _____

Code _____

Emergency Contact (other than the Parent)

Name: _____

Relationship to Learner: _____

Contact Numbers: _____

Date: _____ 2026

Second Parent's Signature: _____

Basic School Information

	BASIC OVERALL AGREEMENT
01	Co-curricular and Extra-Curricular Activities At least one sporting activity is compulsory per term as an extra-mural. I hereby give permission for my child to participate in the normal sporting and cultural activities of the school. I realize that no claim can be made against the school for injuries or articles of clothing and equipment that may be lost or damaged. I will comply with the policy of the school, guided by the GDE with regard to compulsory participation in co-curricular and extra-mural activities.
02	Curriculum Assessments In Life skills and Arts & Culture, <u>Music</u> and <u>Dance</u> will be assessed as part of the school's curriculum. <u>This is not optional.</u>
03	Language of Instruction This school is an English-medium institution. The language of instruction is English (learners are taught in English only). This school is equipped with human resources to cater for learners whose mother tongue or <u>chosen language of instruction is English.</u> Afrikaans is a compulsory first additional language at this school and Zulu is a second additional language in Foundation Phase.
04	Storage and Handling of Personal Information We, as parents and the applicants, accept that the information provided to the school is given voluntarily and that the school may: Store the data in its files and electronic systems (hard copy and electronic copy). Generate academic, attendance, behavioural and other school-related records based on the information given Use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of the applicant (including, but not limited to contacting parents; placing the applicant in a class; entering him/her in exams, competitions, leagues, etc) updating the school roll and alumni register; and researching and reporting on school demographics or performances). 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.
05	Child-Care We understand and confirm that all staff members are duly authorised to act in loco parentis in any matter at any time during which I/we have entrusted our child to the care of the school.
06	Entry Level Age Stipulations <u>Applicants need to be turning 6 in the year of grade R and turning 7 in the year of grade 1.</u>
07	Acceptance at Emmarentia Primary School Should your application at Emmarentia Primary School be successful and you accept the placement offer, you will be required to sign an acceptance letter and a Statutory Obligation to Pay School Fees form. Signing of the Acceptance Letter confirms acknowledgement, understanding and agreement to abide by the contents of this document and all school rules. Upon acceptance of the placement offer, a compulsory, non-refundable R3000 will need to be paid. I, as the Parent/ Legal Guardian of (learner) _____, understand and agree to all of the above. Parent's Names in full _____ Date _____ 2026 Signature _____

Commitment to pay school fees

Emmarentia Primary is a fee-Paying School

Bursaries and Subsidies are not offered at Emmarentia Primary School.

This form serves as a binding agreement between Emmarentia Primary School and the parents of the learner in terms of the South African Schools Act 84 of 1996, sections 39, 40 and 41 outlining the obligations regarding school fees and related matters.	
“Parent” means (a) a natural parent or guardian of a learner; (b) a person legally entitled to custody of a learner; or (c) a person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards a learner’s education at school. Wherever the singular is used in this Agreement, it shall be construed as including the plural, and vice versa, unless specified otherwise.	
1	School fees are due at the start of the academic year, with discounts available. If not paid in full, parents can opt for a payment plan of 10 equal instalments from January to October, with no extensions. Payments due on the 7th of each month. eg. January fees are due by 7 January, February fees are due by 7 February, March fees are due by 7 March etc.
2	If payments are not made as agreed, the full balance of the school fees will be due immediately. The school may take legal action if needed to protect its financial stability.
3	By signing this agreement, parents agree to a credit check if needed. If fees remain unpaid after several attempts to collect them, your name may be reported to a credit bureau.
4	Parents choose both their physical address specified as their residential address AND their email address/es contained in this document as their chosen legal domicile for service of all legal notices and processes. In event of a change, parents are to notify the school in writing of any new addresses or emails, which will then become the new legal domicile.
5	Parents must pay mandatory school fees according to the South African Schools Act. Both biological and adoptive parents are responsible for these fees, no matter their marital status or any legal, written or verbal agreements.
6	Parents facing financial hardships, such as losing a job, must inform the school right away to discuss alternative arrangements or exemptions at the start of the year.
7	This contract remains effective until the learner graduates or it is officially terminated per School provisions.
	I _____, hereby commit to the payment of all school fees due by me. Please indicate the method of payment by ticking the appropriate selection: ___ Pay in full before 31 December 2026, for a 7,5% discount ___ Pay in full before 28 February 2027, for a 5% discount ___ Pay in 10 equal instalments from January to October
8	I undertake to give one month’s notice in writing of any intention to remove my child from the school and further to return any books and equipment belonging to the school which your child may have.
9	A (non-refundable) sum of R5000 is to be deposited into the school’s bank account AFTER parents have received confirmation of acceptance from the school and only once parents have signed the official acceptance letter at the school and forms part of the school fees. This deposit is non-refundable as it secures a space for your child. Cancellation will cost the school a placement of another applicant, that is a financial loss for the school. Please only sign an acceptance letter once you are certain of placement at Emmarentia Primary.
	I _____ (full names and surname) Hereby declare that the information which I have recorded in this form is true and correct. I give the Chairman of the School Governing Body by his/her designate and the school, permission to check and confirm any of these details or documents given by me. I understand that should any of the information supplied by me be false, action may be taken against me. Parent’s Names in full _____ Date _____ 2026 Signature _____