

ENROLMENT FORM

DOCUMENTS TO BE ATTACHED WITH ENROLMENT FORM	TICK
1. Birth certificate	
2. Copy of Vaccination Record	
3. Copy of Child's Latest Report (if you want to enrol your child mid-year or term please ensure that reports for the previous terms are submitted eg: If you are enrolling your child in term 3, their term 1 and 2 report cards must be submitted)	
4. Copy of Professional Assessment Reports (if applicable)	
5. Copy of Both Parents ID's/Passports	
6. Transfer card from previous school	
7. Study permit (if not a South African citizen)	
8. Terms and Conditions	
9. Financial Clearance Form	
10. POPIA Consent Form	
11. Annual Admin fee of R2000-00 (upon acceptance of your application, email proof of payment to fees.beaches@gmail.com)	

N.B. Should any of these supporting documents not be submitted, the application will not be processed.

FOR OFFICE USE ONLY:	
Student Admin Number	
Grade Applied For	
Year Applied For	
Enrolment Date	
Sibling Applying (Yes/No)	

BANKING DETAILS:	
Bank	ABSA
Name	The Beaches Primary
Account Number	410 705 1081
Account Type	Cheque
Branch Code	632005
Payment Reference	Child's Name & Grade

NB: FORM TO BE COMPLETED BY PARENT OR GUARDIAN (INDICATE WITH A TICK WHERE APPROPRIATE) [✓]												
LEARNER'S PARTICULARS : ENROLMENT FORM YEAR:												
SECTION A: DETAILS OF LEARNER										GRADE APPLIED FOR		
1	FIRST NAME(S):											
2	SURNAME:											
3	GENDER:		M		F							
4	DATE OF BIRTH:										(CCYY/MM/DD)	
5	LEARNER'S ID No.:											
6	POPULATION GROUP		ASIAN		BLACK AFRICAN		COLOURED		INDIAN		WHITE	OTHER: _____
7	HOME LANGUAGE:		ENGLISH		ISIZULU		ISIXHOSA		OTHER (specify): _____			
8	HOME TEL. No.:											
9	EMERGENCY No.:											
10	POSTAL ADDRESS											
11	RESIDENTIAL ADDRESS:											
12	NUMBER OF CHILDREN IN THE FAMILY											
13	RELIGION		AFRICAN		CHRISTIAN		HINDU		ISLAM		OTHER (Specify): _____	
14	DISABILITY (IF ANY)											
SOCIAL GRANTS												
15	TYPE OF GRANT		CHILD SUPPORT		FOSTER CARE		MAINTENANCE		CARE DEPENDENCY			
	GRANT NUMBER											

SECTION B: DETAILS OF PARENT / GUARDIAN											
16	DECEASED PARENTS:		MOTHER DECEASED		FATHER DECEASED		BOTH DECEASED		NEITHER DECEASED		
DETAILS OF MOTHER											
17	SURNAME & NAME										
	ID. No.:										
	OCCUPATION										
	PHYSICAL ADDRESS										
	POSTAL ADDRESS										
	WORK ADDRESS										
	WORK TEL. No.:										
	HOME TEL. No.:										
CELL No.:											
E-MAIL ADDRESS:											
DETAILS OF FATHER											
18	SURNAME & NAME										
	ID. No.:										
	OCCUPATION										
	PHYSICAL ADDRESS										
	POSTAL ADDRESS										
	WORK ADDRESS										
	WORK TEL. No.:										
	HOME TEL. No.:										
CELL No.:											
E-MAIL ADDRESS:											
DETAILS OF GUARDIAN											
19	SURNAME & NAME										
	ID. No.:										
	OCCUPATION										
	PHYSICAL ADDRESS										
	POSTAL ADDRESS										
	WORK ADDRESS										
	WORK TEL. No.:										
	HOME TEL. No.:										
CELL No.:											
E-MAIL ADDRESS:											

SECTION C: LEARNER'S MEDICAL DETAILS									
20	NAME OF MEDICAL AID:					MEDICAL AID No.:			
21	NAME OF PRINCIPAL MEMBER (MEDICAL AID):								
22	NAME OF FAMILY DOCTOR:					CONTACT No.:			
23	ADDRESS OF DOCTOR								
24	CLINIC/HOSPITAL NAME:					CONTACT No.:			
	ACCOUNT / REFERENCE NUMBER								
25	ALLERGIES								
26	CHRONIC ILLNESS								
27	MEDICAL CONDITIONS								
28	DEXTERITY	RIGHT HANDED			LEFT HANDED			AMBIDEXTROUS	
29	CONTACT PERSON (IF PARENT OR GUARDIAN IS UNAVAILABLE)					CONTACT No.:			
SECTION D: GENERAL INFORMATION									
30	NAME OF PERSON WITH WHOM THE LEARNER LIVES (IF DIFFERENT FROM PARENT)								
	SURNAME & NAME								
	ID No.:								
	CONTACT No.:								
	RELATIONSHIP								
31	PERSONS AUTHORISED TO COLLECT THE LEARNER FROM SCHOOL								
	SURNAME & NAME								
	ID. No.:								
	CONTACT No.:								
	RELATIONSHIP								
32	TRANSPORT								
	MODE OF TRANSPORT								
	SURNAME & INITIAL(S) (IF DIFFERENT FROM PARENT)								
	CONTACT DETAILS								
33	SCHOOL FEES: ACKNOWLEDGEMENT OF DEBT								
	I, _____ (name of person responsible for school fees) do hereby acknowledge responsibility for the payment of school fees on behalf of _____ (name of learner) for the academic year.								
	Signature of Parent/Guardian				Date				
	WITNESSES		1	(FULL NAME)			(SIGNATURE)		
			2	(FULL NAME)			(SIGNATURE)		
34	WHATSAPP GROUP CONSENT								
	I, _____ (name of parent / guardian), parent / guardian of _____ (name of learner) in do hereby consent to have the following phone number added to the relevant The Beaches Primary WHATSAPP Group.								
	Cell Number:								
	Signature of Parent/Guardian				Date				
35	DECLARATION								
	I, _____ (name of parent / guardian) parent / guardian of _____ (name of learner) in Grade/Division _____ do hereby declare that the above information is true and correct.								
	Signature of Parent/Guardian				Date				



Compensation Station Road
Ballito Drive
Email: admin@beachesprimary.co.za
Contact: Robyn Knapp 076 777 2625

EMIS NO: 500504717

THE BEACHES PRIMARY SCHOOL

Parent/Guardian Terms and Conditions Agreement

1. GENERAL INFORMATION

1.1 These Terms and Conditions are established to ensure a safe, respectful, and effective learning environment for all learners.

1.2 "The School" refers to The Beaches Primary School (Pty) Ltd.

1.3 "Parent/Guardian" refers to the legal guardian(s) of the enrolled learner.

2. ADMISSION AND ENROLMENT

2.1 Admission is subject to availability and compliance with the school's admissions policy.

2.2 Signing and submitting a complete enrolment form does not mean that admission has been accepted. Acceptance will be communicated once the application has been reviewed in full and only once all supporting documents are submitted, and when the finance department is satisfied with the financial clearance.

2.3 Parents/guardians are required to provide accurate and up-to-date information upon application.

2.4 The school reserves the right to revoke admission if any information is found to be false or misleading.

2.5 The Beaches Primary and Parents/Guardians take cognisance of the limitations of The Beaches Primary's physical environment, facilities and resources which limit its ability to provide high quality education to children with special educational needs (whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural or emotional barriers or any other medically assessed special need). To the extent that, in the reasonable opinion of the Principal, The Beaches Primary cannot, or can no longer, provide adequately for your Child's special educational needs, The Beaches Primary may not offer enrolment with or may cancel this contract in terms of Section 11.

3. SCHOOL FEES AND PAYMENTS

3.1 A once-off non-refundable Enrolment Fee of R2,000.00 is payable within 21 days from acceptance of your child as per your Letter of Acceptance/email. For last minute applications, the Enrolment Fee is payable before the learner can start school. No learner will be admitted to the School unless the Enrolment Fee has been paid. (This amount may be adjusted annually when annual increases take effect.) The Enrolment Fee is only valid for 1 year, for the year of enrolment stated on the application form.

3.2.1 School fees are R3,500.00 per month payable over 12 months, OR R10,500.00 termly, OR R42,000.00 per annum payable before the 31st January. The fee amount may be adjusted

Parent/s Initials



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annually by approximately 8.5% when annual increases take effect and the parents/guardians will be notified in advance should there be an increase.

3.2.2 PLEASE STIPULATE YOUR PAYMENT PLAN BY CHECKING THE APPROPRIATE BOX:

MONTHLY

☐

TERMLY

☐

YEARLY

☐

3.3 Fees are payable in advance on the 1st of every month.

3.4 If no payment towards fees are received for 3 months, or if the arrears amounts to 3 months' worth of fees, the account will be handed over to credit control and attorneys, and the learners' admission will be revoked with immediate effect.

3.5 If fees are not paid by the 10th day of the month in which they are due and not paid in full by the end of that same month, the school services will be suspended to the child/ren until arrangements for the settlement of the outstanding fees have been agreed upon.

3.6 All school accounts for the year must be paid in full by 10th DECEMBER of the academic year otherwise learners will not be accepted back the following year, unless special dispensation is granted by the Finance Team.

4. SCHOOL HOURS

Grade R:

- Monday to Friday: 07:30 – 12:30

Foundation Phase (Grade 1-3):

- Monday to Thursday: 07:30 – 13:30

- Friday: 07:30 – 13:00

Intermediate & Senior Phase (Grade 4-7):

- Monday to Thursday: 07:30 – 14:00

- Friday: 07:30 – 13:15

4.1 If a learner is not collected by 14:15 (Mon-Thurs) or 13:45 (Fri), they will be automatically placed into aftercare, and a fee of R70 per day will be charged.

4.2 Aftercare is charged at a standard rate of R70 per day. This amount is subject to change, and parents will be notified in writing in advance of any adjustments.

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5. ATTENDANCE AND PUNCTUALITY

- 5.1 Learners must attend school regularly and arrive on time.
- 5.2 All absences must be communicated to the school in writing, via call, or email.
- 5.3 Extended absences must be approved by the school where possible.

6. STATIONERY AND TEXTBOOKS

- 6.1 Learners cannot start with the school's endorsed curriculum until all textbooks and stationery is purchased.
- 6.2 Readers for the junior phase are compulsory and to be rented at R250 for the year. Form teachers are to be contacted regarding this.

7. CODE OF CONDUCT AND DISCIPLINE

- 7.1 Learners are expected to follow the school's Code of Conduct at all times.
- 7.2 Disciplinary matters will be addressed in line with the school's policies and communicated with parents where appropriate.
- 7.3 Parental support in maintaining discipline is expected and appreciated.

8. PARENTAL RESPONSIBILITIES

- 8.1. You will inform The Beaches Primary in writing, prior to admission and enrolment, of any special educational needs of your Child known to you (whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural or emotional barriers or any other medically assessed special need), and remove your child to another school if after an initial period The Beaches Primary concludes that it is unable to remediate the child adequately or at all and another school would be better suited for this purpose, and the Principal requests the move to be undertaken.
- 8.2 In order to fulfill our obligations, we need your co-operation. Without detracting from any specific obligations contained in this contract, you are required to: fulfill your own obligations under these terms and conditions; encourage your Child in his or her Primary school, and give appropriate support at home; keep The Beaches Primary informed of matters which affect your Child; maintain a courteous and constructive relationship with School staff; and attend meetings and otherwise keep in touch with The Beaches Primary where your Child's interests require you to do so.
- 8.3 The Principal may in his or her discretion require you to remove or may suspend or expel your Child if your behaviour is in the reasonable opinion of the Principal so unreasonable as to affect or likely affect the progress of your Child or another child (or other children) at The Beaches Primary or the well-being of The Beaches Primary staff or to bring The Beaches Primary into disrepute.
- 8.4 Updated contact information must be provided to the school immediately upon change.

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8.5 All correspondence between the School and signatories will be done via e-mail or via or via the learner's Homework Book. Educators/Management reserve the right to not respond to any parent/guardian, whether sms/phone call/Whatsapp, after 16:30 Monday –Friday. However, exceptions will be made in emergencies. The responsibility for receiving correspondence, especially accounts due for payment, lies with the signatories.

8.6 The Principal may, at his/her discretion, require you to remove or may suspend or expel your Child from the Beaches Primary, if he/she considers that your Child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Principal the Child's removal is in The Beaches Primary's best interests or those of your Child, other children or the wider School community. In this case, you will be asked to remove your Child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. The Beaches Primary will not be required to give you a full term's written notice under these circumstances.

9. HEALTH AND SAFETY

9.1 The school must be informed of any allergies, chronic conditions, or special needs.

9.2 Basic first aid will be administered when necessary.

9.3 In emergencies, appropriate medical assistance will be sought, and parents will be contacted immediately.

10. MEDIA AND PHOTOGRAPHY CONSENT

10.1 The school may use photographs or videos of learners for internal and promotional purposes (e.g., newsletters, website, social media).

10.2 If you do not consent, please indicate this in writing and submit it to the school office or on the POPIA Consent form to be submitted with the enrolment form.

11. EXCURSIONS AND OFF-SITE ACTIVITIES

11.1 Parents will be notified and required to sign a consent form for all off-site activities.

11.2 Participation is voluntary but requires written approval.

12. TERMINATION OF ENROLMENT

12.1 You have the right to cancel this contract at any time, for any reason, provided you give a full term's (three months) notice, in writing, of this intention before the withdrawal of the child from The Beaches Primary. Failure to provide a term's notice (three months) will result in your being legally obliged to pay one term's school fees in lieu of notice.

12.2 The Beaches Primary has a right to cancel this contract at any time, for any reason, provided that it gives you a full term's notice, in writing, of its decision to terminate this

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contract. You will be obliged to find alternative schooling and at the end of the term in question, you will be required to withdraw the child from The Beaches Primary.

12.3 This is without prejudice to The Beaches Primary's other remedies, The Beaches Primary may cancel this contract immediately and has no obligation to return any prepaid fee to you if you are in material breach of any of your obligations – this includes payment of school fees by due date -and have not (in the case of a breach which is capable of remedy) remedied the material breach within 20 (twenty) business days or a notice from The Beaches Primary requiring you to remedy the breach, and in addition it may claim payment of all monies then owing and damages equal to one term's fees (as calculated at the time of cancellation) taking into account the nature of the services, capacity planning and reasonable potential to fill the vacancy.

12.4 For purposes of this contract, a material breach is considered to exist where you or your Child (as the case may be) –

12.4.1 fails to uphold the Policies of The Beaches Primary;

12.4.2 fails to pay any Fees when due;

12.4.3 fails to settle outstanding fees due to The Beaches Primary (Pty) Ltd

12.4.3 fails to fulfill any legal requirement necessary for your Child to attend The Beaches Primary; or

12.4.4 acts in such a way that you or the Child become seriously and unreasonably uncooperative with The Beaches Primary and in the opinion of the Principal, you or your Child's behaviour negatively affects your Child's or other children's progress at The Beaches Primary, the well-being of The Beaches Primary staff, or brings The Beaches Primary into disrepute.

13. DECLARATION AND AGREEMENT

I/we, the undersigned, hereby declare that I/we have read, understood, and agree to the Terms and Conditions of The Beaches Primary School as outlined above. I/we agree to comply with all school rules, procedures, and financial obligations.

Learner's Full Name: _____ Grade: _____

Parent/Guardian Name: _____ Signature: _____

Date: _____

Parent/Guardian Name: _____ Signature: _____

Date: _____

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POPIA CONSENT FORM

As prescribed by The Protection of Personal Information (POPI) Act No.4 of 2013, The Beaches Primary is committed to ensuring the confidentiality of all personal information provided to us. All information/data received will be stored with the necessary security standards in place. This information/data will not be shared with unauthorised persons and will be processed lawfully within the confines of the school administration.

By signing below, you acknowledge that The Beaches Primary has collected, processed and stored information provided by you and consent to this information being used by teaching, administrative and financial staff in the following ways:

1. For legitimate business purposes, including providing a service and/or goods to the parent; and child
2. To consider the parent's application for credit facilities
3. To conclude and/or enforce any agreements with the parent
4. To establish a data base of vetted purchasers
5. Complying with any laws that may be relevant to the business relationship

Furthermore, you agree to the school making use of photographs or other images and recordings of your child in the following ways:

1. The school communicator showing learners involved in school activities,
2. School social media or the school website,
3. Brochures for marketing purposes,
4. Newspapers, magazines, newsletters etc. To recognise achievements.

You reserve the right to request the removal of any images/recordings at any time where reasonably possible.

Kindly circle your preference below:

YES / NO – I hereby give / do not give my consent to the above

LEARNER PROFILE RELEASE AND FINANCIAL CLEARANCE - PARENT CONSENT FORM (POPIA)

Due to the Protection of Personal Information Act (POPIA), you are required to sign below granting permission/consent for The Beaches Primary to request a learner profile and any other relevant information from your child's previous school (Financial Clearance/Fee History/Financial Statement) as part of our enrolment process (This could affect the acceptance of admission) and to provide such information to the next school, should your child leave the school for any reason.

Please note, it is a legal requirement for your new school to request the learner profile from the previous school- A learner profile holds information gathered throughout a learner's school career, such as: Academic marks and progress, teacher comments, learner Identity Document, skills, strengths, interests, potential barriers to learning and support required; Any professional reports (e.g. Educational Psychology Report; Occupational Therapy; Speech Therapy etc.) provided by parents to the school are also included.

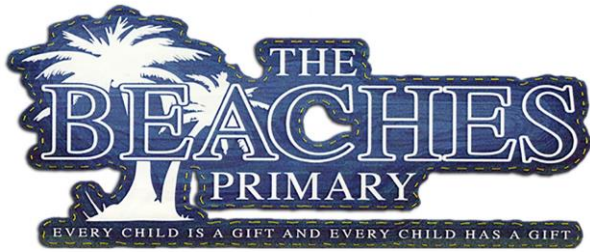
Kindly circle your preference below:

YES / NO – request the Learner Profile from the previous school

YES / NO – request financial clearance from previous school

YES / NO – send the Learner Profile to the new school and/or financial clearance

NAME AND SURNAME OF LEARNER/CHILD		
I.D. NO. OF LEARNER/CHILD		
NAME AND SURNAME OF PARENT		
SIGNATURE OF PARENT	DATE	



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FINANCIAL CLEARANCE FORM

Please hand this to your school head or Bursar for completion and signature, and return it together with your Application form

Name of pupil: _____

Name of person/s responsible for fee payment: _____

ID No. of person responsible for fee payment _____

Name of school where pupil is currently enrolled: _____

Annual fees for _____ (year) R _____

Fees paid to date R _____

Fees outstanding R _____

Comment:

This is to certify that the above person has paid the school fees as indicated

Signature of Head/Bursar

Date

School stamp: