Glenstantia Primary School
PO Box 33383, Glenstantia, 0010, Tel: 012 998 6116
Web-page: www.glenstantia.co.za
E-mail: admin@glenstantia.co.za

GRADES 2 - 7 2026 : ENROLMENT INFORMATION

Application Period*: Commences at 08:00 on Thursday, 24 July 2025 onwards.*

All *a*pplicants to be emailed with supporting documents to admissions@glenstantia.co.za
Ms Kuzwayo will contact you to arrange a meeting.
Admission Hours*: Mondays – Fridays, 07:30 – 13:00.*

Attached: DOCUMENT CHECK LIST, ENROLMENT FORM, STATUTORY OBLIGATION/UNDERTAKING TO PAY FEES FORM, ANNEXURE A and the STATEMENT OF ACKNOWLEDGEMENT. The forms must be completed in full. PLEASE DO NOT STAPLE THE DOCUMENTS BACK TOGETHER.

1. The following CERTIFIED documentation **must be attached to the above-mentioned forms:**

1.1 Certified copy of learner's **Unabridged (full) Birth Certificate,** *see Appendix A attached.* (**Passport, Study Visa and Full Birth Certificate if foreign learner,** see item 1.8.)
1.2 Certified copy of learner's **Immunisation** / **Clinic Card** / **Certificate** / **Records.**
1.3 Certified copy of **Medical Aid Membership Card** / **Policy.**
1.4 Certified copy of learner's **most recent 2025 school report.**
1.5 **Proof of Home Address:**

- **CURRENT,** Municipal Lights & Water account, in the name of the parent.
- **Legal lease agreement in your name,** valid for 2026, signed by the landlord and then tenant **and CURRENT Rental Statement** / **Lights & Water account,** if renting, - subletting is not considered as proof of residence.
- **Offer to Purchase with conditions met**.
- Proof of residence must be FICA compliant. (*See Important Notes below*).

1.6 **Proof of Permanent Employment within feeder area** will be required if the applicant does not own or rent a property. (See GDE placement criteria, Appendix A attached refers.)
1.7 Certified copy of **BOTH parents'** / **guardians'** / **custodians' Identity Documents,** *irrespective of living arrangements***.** Both parents must sign the Enrolment Form.
1.8 If not a S A Citizen: certified copy of learner's **Passport and** valid **Study Visa** / **Permanent Residence Permit** / **Asylum or Refugee Permit.**
Both parents' Passports with valid **Work Visas** / **Temporary Residence Visas** / **Permanent Residence Permits** / **Asylum or Refugee Permits and Medical Aid Policy. (**See Appendix A attached)
1.9 **SASSA Card** and Letter from SASSA indicating beneficiaries.

Important Notes:

- Only learners who live with **their parents** / **legal guardians** in houses owned or rented by them, will be considered. *Subletting is not considered as proof of residence.*
- If the applicant does not own or rent a property, we will require the latest Bank Account in your name reflecting the residential address OR 2025/2026 SARS IT34 Assessment including a letter from the home owner and a certified copy of the home owner's ID. *(Sworn Affidavits will not be accepted).*
- Placement criteria will be as per the GDE 2020 Admissions regulations. See Appendix A attached.
- **Supporting Documentation:** The original will be requested if copy is unclear.
- **Water Safety:** As swimming forms part of our Physical Education curriculum it is **your responsibility** to ensure that your child is water safe before coming to our school.
- Your application will **ONLY** be considered if **ALL** the required documentation has been received or arrangements have been made for late submission thereof and submitted by due date.
- Grade R – 2 Aftercare center is offsite at 486 John Scott Street, Constantia Park, Pretoria.

2 The School will not be held responsible for forms not submitted to the Admissions Office ie handed to another staff member outside the admissions hours or not timeously received.

3 Please note that **it is imperative** that you honour your financial commitment to the School.

We look forward to having your child at Glenstantia Primary School and hope that his / her time at our school will be happy and beneficial.

Yours sincerely

HPJ Pretorius
Principal

Ntombenhle Kuzwayo (Ms)
Admissions Administrator

Appendix A

2026 SCHOOL FEES

Please be guided by the 2025 School Fees: Grades 1 – 7 R26 832.00, including stationery, per learner per annum. The 2026 fees are subject to budgetary requirements and approval by the parents at the Parents' Annual Budget meeting scheduled for October 2025, date to be confirmed. **The 2026 pre-payment of R3 300.00, which forms part of the total annual fee, is payable on acceptance or on or before 30 November 2025** and will be credited to your school fee account. *The balance is payable in 9 equal instalments commencing on 31 January 2026 and ending on 30 September 2026.*

Please Note: That should school and/or After School Centre fees be outstanding for learners currently in the school or for past learners of the school, a monthly Debit Order will have to be signed for the 2026 applicant for the school and/or After School Centre fees.

AFTER SCHOOL CENTRE (ASC)

Please be guided by the 2025 fee which is R12 173.00 per child per annum. **The 2026 pre-payment of R500.00** per child is payable upon acceptance to secure your child's place and will form part of the 2026 fees. The pre-payment is not refundable if you do not inform the School, in writing, that your child will not attend the ASC in 2026. The pre-payment must be paid for all applications. The Grade R – Grade 2 After School Centre is offsite at 486 John Scott Street, Constantia Park, Pretoria, 0010.

STATIONERY PACKS

Grade 1 – school bag (New learners only) and stationery included in School Fees. Existing Grade R's accepted into Grade 1 must keep their school bag.
Grades 2 - 7 – stationery packs only are included in School Fees.

FEEDER ZONE

Area: east of N1, south of Atterbury Road to Grootfontein,
(Constantia Park, De Beers, Erasmuskloof, Elardus Park, Faerie Glen *south of Atterbury Road and east of Solomon Mahlangu Dr*, Garsfontein, Grootfontein Plots, Menlyn, Mooikloof, Moreleta Park, Newlands *east of N1*, Olympus, Plots and Small holdings east of Glenstantia, Pretorius Park, Rietvallei Park, View and Rand, Rietvlei, The Hills, The Wilds, Tierpoort, Waterkloof Glen, Wingate Manor and Park, Woodhill and Woodlands).

ADMISSION REQUIREMENTS

- *UNABRIDGED (Full) BIRTH CERTIFICATE - has both biological parents and child's full birth information on one form*. It can be obtained from the Department of Home Affairs. Proof of application is required – receipt / till slip.
- ADMISSION: FIRSTLY (A) - Admission may be granted, subject to availability of classroom space, to learners of parents residing within the defined feeder zone. (Residing implies ownership of a dwelling or leasehold or rental thereof which is valid for 2025/2026.) SECONDLY (B) - if the applicant learner has a sibling in the school for the year for which they are applying, subject to availability of classroom space. THIRDLY (C) - if at least one of the applicant's parent's place of employment is within the defined feeder zone, subject to availability of classroom space. *This falls in-line with the Gauteng Department of Education Regulations governing admissions published in 2020.*
- The feeder area is defined by the School Governing Body as per the South African Schools Act, Act 84 of 1996. Published in Provincial Notice 1232 of 2018.
- Foreign Learners: In accordance with the Immigration Act, Act 13 of 2002, Sections 13 Study Visa, 23 Asylum Transit Visa and 25 Permanent Residence Permits. Immigrant Regulations (GG 37679 dated 22/05/2014) learners and parents who are non-South African citizens ***must be in possession of a valid Passport and Study/Work Visa and the fees must be paid in full in advance***.
- Foreign learners and SA learners educated outside SA are placed with their peer group.
- Water Safety: As swimming forms part of our Physical Education curriculum all learners must be water safe.

DEFINITION OF A "PARENT"

A "parent" is the biological parent or the legal guardian of a learner, or
A "parent" is a person legally entitled to the custody of a learner or
A "parent" is a person who usually has the care and control of a learner.

The school will require a copy of the documents **(Court Order or letter from Social Services)** conferring guardianship or custody of the learner to a person other than the biological parents as proof of legal rights to fulfil the obligation of Parents / Guardians.

BASELINE ASSESSMENT

GRADES 1- 7: Applicants may undergo a baseline assessment after admission to determine the entry level of the learners, thereby ensuring a fair distribution of abilities within the grade.

Glenstantia Primary School

2026 Documentation Check List

Gr	WL

I, _____ parent / guardian of _____, applying for **Grade ___** in 2026, am aware that Glenstantia Primary School is an English Medium, fee paying school.

	INFORMATION / DOCUMENTATION REQUIRED FOR APPLICATION ***(All copies must be certified)***	**Parent** ***Please tick***	**Office Use**	**COMMENTS**
1	**Current Water & Lights Account,** *if home owner.* **SARS IT34 Assessment,** in your name, reflecting residential address, *if not home owner* (FICA compliant) Home owner details required			
2	**Lease Agreement & Current Rental Statement** in your name, no sub-letting *(must be valid for 2025/2026)* (FICA compliant) **Offer to Purchase** with conditions met			
3	**Mother's/Guardian's ID/Passport & Visa** *(even if divorced, separated or not living together)*			
4	**Father's/ Guardian's ID/Passport & Visa** *(even if divorced, separated or not living together)*			
5	**Divorced Parents** must attach legal documentation of parent liable for school fees *(according to Divorce Agreement and Maintenance Order)*			
6	**Letter of *Employment*** *if applicant does not own or rent a property within the feeder area*			
7	**Legal Guardians** must submit all legal documentation *(not an affidavit)* authorising guardianship *(letter from Social Services or Court Order)*			
8	**Parent/s Death Certificate**			
9	**Unabridged (Full) Birth Certificate**			
10	**Receipt from Home Affairs** for Unabridged Birth Certificate and **Birth Certificate**			
11	**Valid Passport** (3-5 years) / **Asylum or Refugee Permit:** Learner Parent/s			
12	**Valid Visa or Proof of Application**: Learner Parent/s			
13	**SASSA Card** **Letter from SASSA indicating beneficiaries**			
14	Learner's up to date **Immunisation Card (immunisation section and cover page only)**			
15	**Medical Aid** Membership Card / Policy *No (if applicable)*			
16	Learner's **most recent** 2025 **School Report**			
17	**Statement of Acknowledgement**			

Name: _____ Signed: _____

Date: _____

GRADE 2 - 7 ENROLMENT FORM 2026

FOR OFFICIAL USE ONLY			
Date given		Date Returned	
Admission Number	**T**	**026**	**Waiting List No.**
Grade			
Class			
Family Code		-	
Admission Date			**Assessment Date**
Sports House			

LEARNER DETAILS

All documents to be signed on acceptance

Names and grade/s of any learners currently/previously in the school OR *also starting at the school*	**Child's Name/s**	**Grade**	**Sport House**

LEARNER INFORMATION						
Full Name/s				**Initials:**		
Surname						
Date of Birth						
Nationality	**RSA**	**Other :**				
ID Number						
Passport Number	**To appear.**		Visa Type:			
Visa Number			Visa Expiry Date:			
Religious Denomination			Left Handed	Right Handed	Ambidextrous	
Gender	**MALE**	**FEMALE**				
Ethnic Group			Home Language			
Admission Date	**2026**		**Grade in 2026**			
Pre-Primary Education attended	Formal		Informal		Other:	
Is the learner registered for a Social Grant	Yes	No	**Is the learner receiving a Social Grant**	Yes	No	
Social Grant Number						
Glenstantia After School Centre (ASC)	Yes	No	Name of Other ASC:			
LEARNER'S METHOD OF TRANSPORT						
Transport Service Provider's Name:	Name of Driver:		Contact Number:			
Distance from School, in KM						
NEXT OF KIN INFORMATION (***other than parents*** *eg Grandmother, Aunt, Uncle*):	Name:		Relation:			
	Contact Number:		E-mail:			
Alternative Contact Number						

FAMILY INFORMATION – Family Status – Lives with:	

DECEASED PARENT *(Death Certificate to be attached)*	**BIOLOGICAL MOTHER**	**BIOLOGICAL FATHER**
Surname		
First Name/s		
Date Of Death		

LEARNER'S HEALTH INFORMATION: Any Known Allergies / Medical Conditions?
(*Tick OR fill in where necessary*)

Allergies		**Other Allergies – Specify:**
Medical Conditions		**Other Medical Conditions – Specify:**

Diagnosed Learning Barriers / Disabilities ***(Please Provide Evidence e.g. report)***

Wearing of Visual / Hearing Aids	Yes / No	☐Spectacles ☐Hearing Aid
Received Support	☐**Speech Therapy**	☐**Play Therapy**
	☐**Occupational Therapy**	☐**Remedial Therapy**
Chronic / Daily Medication(s) and Reason	1)	2)
	Time:	Time:
	Dosage:	Dosage:
	Reason:	Reason:

MEDICAL AID INFORMATION

Medical Aid Name		Medical Aid Number	
Main Member		Contact Number of Medical Aid	

FAMILY DOCTOR INFORMATION

Doctor's Name		Doctor's Contact Number	
Business Address			

INFORMATION OF PREVIOUS SCHOOL / ONLINE/HOME SCHOOL / NURSERY SCHOOL / PLAY GROUP

First registration in Gauteng	**YES**	**NO**	Attended School Last Year	**YES**	**NO**

If attended school last year - *in which Province / Country*?:

Name of Previous School / Home-School / Nursery School			
Address			
Telephone Number		Province	
Highest Grade in Previous School / Nursery School		Email address of Previous School	
Reason for Leaving School:			
Has child repeated? **YES** **NO**		**If yes**, *which grade and year*	

I/We declare that all the information supplied by me/us is true, current and without omissions. I/We am/are aware that Glenstantia Primary School is an English Medium, fee paying school.

The personal information provided in this form is required to process Grade 2 - 7 enrolment & 2026 school fees, and for debt collection purposes. In case of failure to provide the required information, enrolment cannot be processed. I / We hereby voluntary provide the personal information as required and consent to the information being processed for the purpose for which it is required.

Parent 1: _____ (Signature) Parent 2: _____(Signature)

Disclaimer: In the event of acceptance to GPS, the Finance Dept. will require copies of both bio parents ID documents etc.

BIOLOGICAL PARENT / LEGAL GUARDIAN INFORMATION

(If Guardian 1 and 2 are NOT the learner's parent/s, please provide proof of guardianship.) (Guardian 1 and 2 listed below are responsible for the child on a daily basis and will receive sms and email correspondence from the school as necessary. Only Guardian 1 and 2 stated below will be eligible to vote in school elections and at various meetings.)

	Biological Parent/Legal Guardian 1		**Biological Parent/ Legal Guardian 2**	
Title				
Full Names				
Surname				
Initials				
ID / Passport Number				
Relationship to Learner				
Gender	Male	Female	Male	Female
Home Language	English	Other:	English	Other:
Communication Preference	SMS	E-Mail	SMS	E-mail
Mobile Number				
Home Tel Number				
E-Mail Address				
Residential Address				
Unit No & Complex Name				
Street No & Street Name				
Suburb				
Town				
Province / Postal Code				
Postal Address (☐ Same as Residential Address) If they tick the below doesn't show				
P O Box / Unit No & Complex Name				
Street No & Street Name				
Suburb				
Town				
Province / Postal Code				
Occupation Status Please tick the correct box				
	☐ Employed		☐Employed	
	☐Self-employed		☐ Self-employed	
	☐Temporary worker		☐Temporary worker	
	☐Contract worker		☐Contract worker	
	☐Student		☐Student	
	☐Housewife		☐Housewife	
	☐Unemployed		☐Unemployed	
	☐Pensioner		☐Pensioner	
Occupation				
Name of Employer / Company				
Work Telephone Number				
Work E-mail Address				
Unit No & Building Name				
Street No & Street Name				
Suburb				
Town				
Province / Postal Code				
Is the learner living with this parent?	**Yes**	**No**	**Yes**	**No**

Please Note: that, by Law, both biological parents/legal guardians remain financially responsible for the school fees.

Disclaimer: In the event of acceptance to GPS, the Finance Dept. will require copies of both bio parents ID documents etc.

Guardian 3 and 4 will NOT be eligible to vote in school elections and at various meetings.

	Biological Parent/Legal Guardian 3		**Biological Parent/ Legal Guardian 4**	
Title				
Full Names				
Surname				
Initials				
ID / Passport Number				
Relationship to Learner				
Gender	Male	Female	Male	Female
Home Language	English	Other:	English	Other:
Communication Preference	SMS	E-Mail	SMS	E-mail
Mobile Number				
Home Tel Number				
E-Mail Address				
Residential Address				
Unit No & Complex Name				
Street No & Street Name				
Suburb				
Town				
Province / Postal Code				
Postal Address (☐ Same as Residential Address) If they tick the below doesn't show				
P O Box / Unit No & Complex Name				
Street No & Street Name				
Suburb				
Town				
Province / Postal Code				
	Occupation Status Parent 3		**Occupation Status Parent 4**	
Occupation				
Name of Employer / Company				
Work Telephone Number				
Work E-mail Address				
Employer's Street Address / Company's Address				
Unit No & Building Name				
Street No & Street Name				
Suburb				
Town				
Province / Postal Code				
Is the learner living with this parent?	**Yes**	**No**	**Yes**	**No**

I/We, parent/guardian's, declare that all the information supplied by me/us is true, current and without omissions. I/We am/are aware that Glenstantia Primary is an English Medium, fee paying school.

The personal information provided in this form is required to process Grade 2 - 7 enrolment & 2026 school fees, and for debt collection purposes. In case of failure to provide the required information, enrolment cannot be processed.

I/We hereby voluntary provide the personal information as required and consent to the information being processed for the purpose for which it is required.

Parent 1: _____ (Signature) Parent 2: _____(Signature)

ACCOUNTABLE PERSON'S INFORMATION re Payment of School Fees *(Tick below)*				
☐Biological Parent 1	☐Biological Parent 2		☐Other	
For "Other" Tick:	**Individual**	**Company**	**Close Corporation**	**Trust**
Only complete below if "Other" is noted as the accountable person				
INDIVIDUAL				
Title				
Full Names				
Surname				
Initials				
ID Number/Passport				
Gender	**Male**	**Female**		
Mobile Number				
Telephone Number				
Email Address				
Residential Address				
Postal Code				
Postal Address and Postal Code				
"COMPANY / CLOSE CORPORATION / TRUST" Part of "other" selected above				
Title				
Name of Company/Close Corporation/Trust				
Registration Number				
Contact Person				
Contact Number				
Email Address				
Business Address				
Postal Address and Postal Code				

I/We, parent/guardian's, declare that all the information supplied by me/us is true, current and without omissions. I/We am/are aware that Glenstantia Primary is an English Medium, fee paying school.

The personal information provided in this form is required to process Grade 2 - 7 enrolment & 2026 school fees, and for debt collection purposes. In case of failure to provide the required information, enrolment cannot be processed.

I/We hereby voluntary provide the personal information as required and consent to the information being processed for the purpose for which it is required.

Parent 1: _____ (Signature) Parent 2: _____(Signature)

All NON-SOUTH AFRICAN CITIZENS are obligated to complete Page 6

TO BE COMPLETED BY ALL NON-SOUTH AFRICAN CITIZENS ONLY
All supporting documents must be submitted at the time of application.
Copies must be certified by a Commissioner of Oaths.

Learner Name and Surname: _____ Grade: _____

	LEARNER	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Names			
Surname			
Country Of Origin			
Passport / Permit Number			
Expiry Date of Passport / Permit			
Type Of Visa			
Visa Reference Number			
Expiry Date of Visa			
Date entered SA			
Date entered in SA Education			

UNDERTAKING BY PARENTS / LEGAL GUARDIANS TO PAY SCHOOL FEES in terms of the Immigration Act No 13 of 2002, Immigration Regulation dated 22 May 2014 Section 12(1)(h):

1. I/We hereby certify that I/we are the biological / adoptive parents and that I/we have legal custody and / or legal guardianship in respect of the above child.
2. When the above child has provisionally been accepted at Glenstantia Primary School in Grade _____ for the 2026 academic year, the acceptance is on the condition that the above child obtains an official study visa from the Department of Home Affairs for the duration of his / her studies.
3. In terms of the condition of the study visa, I / we jointly and severally undertake to pay the annual compulsory school fees for the duration of the above learner's studies.
4. In terms of the Immigration Act and the conditions of the study visa, I / we may not apply for the exemption of the payment of school fees.
5. In terms of the Immigration Act and the conditions of the study visa, I / we may not fall in arrears with the school fee account.
6. Should I / we fall in arrears with the payment of school fees the above learner will be in breach of the conditions of his / her study visa and the school will report it to the Department of Home Affairs.
7. This commitment in its entirety will be valid from the day on which I / we sign it to the day on which the learner officially leaves the school.
8. I / We undertake to adhere to the terms and conditions of this agreement.

PARENT 1: I,..... PASSPORT NUMBER.....

PARENT 2: I, …….. PASSPORT NUMBER ……..... hereby acknowledge that I / we have read and understood the above terms and conditions of this undertaking.

The personal information provided in this form is required to process Grade 2 - 7 enrolment / 2026 school fees, and for debt collection purposes. In case of failure to provide the required information enrolment cannot be processed.

I / We hereby voluntary provide the personal information as required and consent to the information being processed for the purpose for which it is required.

Signed on this ……..…… day of …… 20……..

SIGNATURE: _____ **SIGNATURE:** _____
Parent/Guardian 1 **Parent/Guardian 2**

STATUTORY OBLIGATION/UNDERTAKING TO PAY SCHOOL FEES (GRADE 1 – 7 2026)

Family Code					-	

1. I/We, hereby apply to have _____ *(name of leaner)* admitted as a learner in **Grade _____for 2026** at Glenstantia Primary School.
2. I/We hereby certify that I/we are the biological/adoptive parents and that I/we have legal custody and/or legal guardianship in respect of the above named learner.
3. I/We take note/acknowledge and understand the following:
   a. The annual school fees for 2026 as adopted by the majority of parents at a Parent Budget meeting to be held in October 2025 are compulsory.
   b. School fees are charged annually in advance and paid in 9 equal instalments. If any instalment is outstanding by the due date the full outstanding school fees will become due and payable immediately.
   c. The payment options are as follows:

Tick	Option
	I/We will pay in full by 31 December 2025 to conclude the 10% Early Payment Agreement – if ratified at the Budget Meeting
	I/We will pay in full by 31 January 2026 to conclude the 5% Early Payment Agreement – if ratified at the Budget Meeting
	I/We will pay in full by 28 February 2026, to conclude the 2,5% Early Payment Agreement – if ratified at the Budget Meeting
	I/We will pay in 9 equal instalments commencing on 31 January 2026 and ending on 30 September 2026 **OR** pro rata, as per the School Fee Structure if accepted during the year.

   d. If school fees are paid in full on or before 31 December 2025 or 31 January 2026 or 28 February 2026 then the Early Payment Benefit applicable will be deducted from the annual school fees.
   e. **A pre-payment of R3 300.00, which forms part of the total annual school fee, is payable on acceptance and will be credited to your school fee account. The 2026 pre-payment must be paid in full on or before 30 November 2025, as ratified at the Parent Budget Meeting held on 09/10/2024. Sign: _____**
   f. Biological/adoptive parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.
   g. In the event of non-payment of the school fees, the school will institute legal action against both parents, irrespective of maintenance and court orders, which may exist between the parties.
   h. In terms of Section 39 of the South African Schools Act, parents are liable to pay compulsory school fees. This is a statutory obligation.
   i. In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
   j. In the event of the School having to take legal action for the recovery of school fees, all legal costs, including attorney/client fees and collection costs incurred by the school, will be charged to the parent's account
   k. I/We hereby note that if I/we are unable to pay school fees I/we may apply for exemption of these fees. I/We take note, acknowledge and understand the following:

      I/We will apply for an exemption if needed, *in term of the Immigration Act foreign learners may not apply for exemption except for Permanent Resident and Asylum/Refugee Permit holders***. I/We will collect the forms from the Finance Office during the 2nd week of school if the learner is admitted at the start of the year OR as required during the year. I/We will return the forms within the stipulated time frame.** ***I/We note that exemption, if granted, must be re-applied for annually****. (Annexure A must be completed by all SA Citizens, Permanent Resident and Asylum/Refugee Permit holders.)*
      Sign: _____

   l. If parents fail to meet their school fee obligations the school may record the parent/s non-performance with a debt collections agent/credit bureau and do a lifestyle audit and credit profile on the parents.

   m. I/We herewith agree that an administration fee of R150.00 will be added to my school fee account in the event that any payment is not honoured by the bank or an incorrect reference is used and the school is required to trace the payment.

4. I/We undertake to give a month's 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/ren may have. I/We are aware that a month's school fees will be charged regardless of which day in the month is the child's last day.
5. *Unless you instruct the* ***School expressly and in writing to the contrary, your consent is given for the School to:***
    i. ***collect, store and process information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts owing in school fees;***
    ii. ***collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;***
    iii. ***supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be held liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.***
6. ***The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.***
7. The signatory/ries hereto hereby choose/s their preferred address to receive any correspondence or legal notices as indicated below. In the event of a change of address, parents are to notify the school in writing.

    ……..……

    EMAIL ADDRESS: ……..……

8. The above is valid from the day on which it is signed by the parents/guardians to the day on which the learner officially leaves the school.

DECLARATION: PARENT/S

I/We, ……..., hereby declare that the information which I/We have recorded in this form is true and correct and by my/our signature below, I/We give the Chairman of the School Governing Body or his designate, permission to check and confirm any of the details or documents given by me/us. I/We understand that should any of the information supplied by me/us be found to be false, action may be taken against me/us.

The personal information provided in this form is required to process Grades 2 - 7 enrolment / 2026 school fees / exemption application/s from payment of school fees, and for debt collection purposes. In case of failure to provide the required information enrolment/exemption from payment of school fees cannot be processed.

I/We hereby voluntary provide the personal information as required and consent to the information being processed for the purpose for which it is required.

Signed on this ……..…… day of …… 20……..

SIGNATURE PARENT 1 : ……..…

SIGNATURE PARENT 2 : ……..…….

Family Code					-	

Annexure A

SOUTH AFRICAN SCHOOLS ACT, NO. 84 OF 1996
REGULATIONS FOR THE EXEMPTION OF PARENTS FROM PAYMENT OF SCHOOL FEES

CHECKLIST FORM

(Mark with a cross in applicable box.)

1. Has the principal or school informed you about the amount of the annual school fees to be paid per child?	YES	NO
2. Has the principal or school informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees?	YES	NO
3. Has the principal or school informed you about your right to apply for exemption from paying school fees*? (Foreign learners may not apply for exemption except for Permanent Residence and Asylum Permit holders.)*	YES	NO
4. Do you wish to apply for such exemption? *(If Yes, please collect the Exemption Form, AnnexureB, from the Finance Office during the first week if admitted at the start of the school year OR as required during the year.)*	YES	NO
5. I acknowledge that I must apply for exemption annually.	YES	NO
6. Do you wish to be assisted in making such application?	YES	NO
7. I am aware that this is NOT an Exemption Form and that should I wish to apply, I will comply with Item 4 above.	YES	NO

Name of Principal: **Mr HPJ Pretorius** Signature: _____ Date: 2025/06/06

Name of Parent: _____ Signature: _____

Date: _____

Name of Child: _____ Grade in which to be admitted: Grade _____

If already at Glenstantia Grade _____ Class _____

School Stamp: **GLENSTANTIA PRIMARY SCHOOL, EMIS 700210120**

Glenstantia Primary School
PO Box 33383, Glenstantia, 0010, Tel: 012 998 6116
Web-page: www.glenstantia.co.za
E-mail: admissions @glenstantia.co.za

STATEMENT OF ACKNOWLEDGEMENT re ACCESS TO SCHOOL PREMISES AND LEARNER RELEASE POLICY

I/We, _____, parent/s / guardian/s of the following learner (1 per child): _____ **(please print)** in Grade _____, in 2026, hereby acknowledge that I/we have read and understood the following:

- I/We am/are aware that the official school hours are from **07:30 - 13:30 for Gr R – Gr 3 and 07:30 – 13:40 for Gr 4 – Gr 7, Monday** through to **Friday.** (Excluding all Holidays)
- I/We am/are aware that the school has a recognised After School Centre (ASC) and that the hours of that facility are from **13:30/13:40 - 17:30, Monday** through to **Friday** (Excluding all Holidays) The Grade 2 - 7 – Grade 2 After School Centre is offsite at 486 John Scott Street, Constantia Park, Pretoria, 0010.
- **If I/we do not make use of, and pay for, the After School Centre my/our child/ren will be collected by 14:00 or immediately after his/her extramural activities according to the extramural timetable, by myself or by the person/s authorised by me/us. If I/we renege on this responsibility the School may take the necessary steps to institute disciplinary action re: unacceptable behaviour on and off the School premises by my/our child/ren and/or that I/we may be reported to the necessary authorities for neglect for not collecting my/our child/ren timeously**.
- *I/We may not make arrangements for collection of my/our child/ren with the gate monitor.*
- I/We will ensure that my/our child/ren is/are collected punctually after the various school tours, outings and other trips.
- I/We am/are aware, and I/we will ensure, that anybody other than a parent, collecting a child/ren may be asked for a valid identification and failure by that person to produce a valid identification may lead to the school refusing to allow the child/ren to accompany such person.
- I/We am/are aware that Glenstantia Primary School will do everything in their power to ensure the safety of my/our child/ren; however, the school cannot be expected to take responsibility for learners who leave the School premises unaccompanied or who are not registered with the Glenstantia After School Centre.
- I/We am/are aware that Glenstantia Primary School requires that each learner is collected inside the school grounds. Any other arrangements will not be sanctioned by School Management.
- I/We am/are aware that I/we am/are required to inform Glenstantia Primary School of any information that may pertain to the safety of my/our child/ren. This will include domestic incidents involving custody issues.
- I/We am/are aware that I/we must give written notification, addressed to the Principal, requesting the release of my/our child/ren during official school hours stating the reason for release, time by which the child/ren will be collected and who will be collecting the child/ren even if I, the parent / guardian / care-giver, am collecting the child/ren.
- I/We, the abovementioned person/s, authorise the Principal or his/her designate, in the interests of my/our child/ren's safety, to question any person. The Principal or designee may at their discretion refuse any person access to my/our child/ren until such time that I/we or any person listed has authorised the release.

Signed on the _____ Day of the Month of _____ 20_____

SIGNATURE: _____ FULL NAMES: _____
Parent / Guardian (Please Print)

SIGNATURE: _____ FULL NAMES: _____
Parent / Guardian (Please Print)