



PORT NATAL SKOOL SCHOOL

Privaatsak / Private Bag 9, Congella, 4013
Dirk Uysstraat 14 Dirk Uys Street, Umbilo, Durban
031-205 6369
031-206 0370
info@porties.co.za
www.porties.co.za
<https://web.facebook.com/PortNatalSkool>

Year

APPLICATION FOR ADMISSION

Admission Number

(Application to be completed by both parents/legal guardians)

1. For a learner to be eligible for admission to Port Natal School, he/she must comply with the admission criteria as determined by the regulations set out in the South African Schools Act.
2. Admission to Port Natal School will not be finalised until all the relevant documentation has been received by the school.
3. **If any facts reflected in this application form prove to be incorrect, the School reserves the right to reject the application, whether or not the application has been already approved. It is an offence to make a false statement about any item pertinent to this application.**
4. By making this application for admission to Port Natal School, the learner and their parents accept that on such admission, the learner will be bound by the Code of Conduct and Rules (value system) of Port Natal School, throughout the learner's school.

LEARNER

SURNAME:

FULL NAMES

APPLICATION FOR GRADE:

YEAR:

Enclosed please find our application form, which needs to be returned to us as soon as possible. Please be proactive and return the completed application to Port Natal School at your earliest convenience. The admissions administrator Mrs Nagel, will gladly assist you with any queries or concerns. Mrs Nagel can be contacted on admin@portnatschool.co.za

Port Natal School will endeavour to accommodate as many learners as possible from its immediate neighbourhood and the bigger Umbilo, Glenwood and Berea Community. **However**, once we accept learners from further afield, local late applicants cannot be guaranteed placement since the school might be full.

Learners will be invited to attend an interview for clarification purposes and to introduce the learners to Port Natal's ethos and environment. Interview times and dates will be communicated to you telephonically or via e-mail.

Please read the instruction regarding **compulsory documentation** on the second page of the application form. The guidance given should help reduce the **response to application delayed or the number of admissions declined**, due to the incomplete status thereof.

It is imperative to note, Port Natal School is **a Quintile 5 school**, and by definition a **fee paying school as per Section 21 (a) (b) (c) of S.A.S.A. 1996**.

In order for this application to be processed it is compulsory to complete **SECTION E AND SUBMIT ALL DOCUMENTATION TIMEOUSLY**.

Thank you for considering Port Natal School. We undertake to give the learner the best possible education and pride ourselves on a high academic and professional service to our community.

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The following documentation must be submitted, in person, together with the fully completed application form.

1	One recent passport/school photograph of learner (not older than 6 months)	
2	Completed application form	
3	One copy of the learner's unabridged birth certificate.	
4	One copy of both parents/guardians ID documents.	
5	If either of the parents are deceased, a copy of the death certificate(s)	
6	Copy of the learner's most recent school report	
7	Transfer card	
8	One copy of proof of residence in the name of the parent/guardian. Either a current municipal rates account, current utility account, or current rental agreement (which must be drawn up by an accredited Estate Agent and must be in the name of the parent/guardian)	
9	Recent statement of fee payment issued by the learners current school	
10	Copy of the clinic card	
11	Where self-employed, an original company letterhead, SARS registration certificate or business card.	
12	Documents to prove immigration status and study permit, Guardianship, Foster care should be attached, if relevant.	
13	Salary advice of both parents / guardians	
14	On acceptance to Port Natal School a text book fee and 1 st school fee payment must be paid within 30 days into the bank. R400.00 for Gr 4 to gr 7. R700.00 for Gr 8-9 R700.00 for Grade 10 -12 R3 000.00 1 st school fee payment – All grades Bank details will be supplied in the acceptance letter if application is successful.	

Verified by Admission Administrator: Finance:

TAKE NOTE:

- Port Natal School is Quintile 5 and by definition a FEE PAYING SCHOOL.
- ALL documents to be submitted in the correct sequence.
- Applications will NOT be considered if all the listed documents are not attached.
- Applications will not be considered if the application form is not completed correctly
- Withholding or a false declaration of information will nullify any decision of admission to the school.
- If we cannot contact you at the address, email address or telephone numbers supplied, this application will be cancelled.
- Our preferred method of communication is via email. Please ensure that the email address is clearly written in the space provided.
- The SGB reserves the right to scrutinise the behaviour of any learner before being admitted to the school.
- Any proven fraudulent documentation received, will not be accepted, nor will the application be processed.
- I consent to Port Natal School doing credit checks.

Please take notice:

All applications to be completed in BLACK PEN. Parent/Guardian to initial the bottom right hand block of each page.

Kindly return this form directly to Port Natal School. Should you have any queries, please contact the Admissions Secretary. Telephone: 031 205 6369 or e-mail: admin@portnatschool.co.za

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SECTION A

1. WHO DOES THE LEARNER RESIDE WITH?

Father	Mother	Guardian	Grandparent	Sponsor	Other
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2. LEARNER PARTICULARS

Date of Application																								
Surname																								
Full Names																								
Nickname								Grade			Year/s in the Grade													
Sex	Male				Female				Race				NB: Present grade of learner											
Date of Birth	Y	Y	Y	Y	M	M	D	D	ID number															
Passport Number																								
Cellphone Number																								
E-mail Address																								
Home Language								Language of instruction						Religion										
Has the learner previously been denied entry to a school?																		Yes		No				
Do you need boarding facilities?				Yes		No		Do you require aftercare services?					Yes		No									

3. PREVIOUS SCHOOL PARTICULARS

Name of Previous School								Grade			Province													
Address of Previous School																								
School Phone number																								
E-mail Address																								
Grade passed		Any Grade Repeated			Date or exit from last School					D	D	M	M	Y	Y									

4. LEARNERS ACADEMIC ACHIEVEMENTS PRIMARY SCHOOL/PREVIOUS SCHOOL

(Please note that the learner must participate in at least one activity during the school year)

Academic:															
Sport:															
Culture:															
Leadership:															

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SECTION C

PARTICULARS OF FATHER/GUARDIAN

Title		Initials					Full Names		
Surname								Race	
Identity Number							Cell number		
E-mail Address									
Occupation					Employer				
Work Phone number							Fax number		
Work Street Address					Work Postal Address				
Home Address					Postal Address				
Marital Status	Married		Divorced		Widower		Single		

PARTICULARS OF MOTHER/GUARDIAN

Title		Initials					Full Names		
Surname								Race	
Identity Number							Cell number		
E-mail Address									
Occupation					Employer				
Work Phone number							Fax number		
Work Street Address					Work Postal Address				
Home Address					Postal Address				
Marital Status	Married		Divorced		Widow		Single		

MEDICAL AID

(Should you not have Medical Aid, it is advisable to get Medical insurance from Marsh – application form can be collected from the Finance office)

Medical Aid Name:		Plan / Option:	
Membership Number:		Principal Member:	

7. DOCTOR

Doctors Name		Practice Phone no	
Alternative local Doctor		Practice Phone no	

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PARTICULARS OF OTHER SIBLINGS AT PORT NATAL SCHOOL

Name	Admin Number	Grade	Age

CONTACT DETAILS / OTHER THAN PARENTS/GUARDIANS – IN CASE OF EMERGENCY IF PARENT/GUARDIAN IS NOT AVAILABLE

Surname	Contact 1	Contact 2
Name		
Contact number		
Relation to Learner		

APPOINTED GUARDIAN/S (OTHER THAN NATURAL GUARDIAN)

(Tick relevant box – Attach certified copy of Identity document.)

Title		Surname	
Full Name			
Identity Number			Relation to Learner
Occupation		Employer	
Work Phone number		Fax Number	
Work Street Address		Work Postal Address	
Home Address		Postal Address	
Home Contact number		Work Contact number	
Cell phone number		Other	
E-mail Address			

SECTION D**IMPORTANT INFORMATION REGARDING SCHOOLFEES PAYMENTS**

- The first compulsory school fee payment of R_____ (EFT/Cash/Pebble) **must** be payed during January. This will form part of the school fees if the application has been successful.
- The balance of the School fees is payable with 10 equal monthly instalments before the 7th of each month, February to November.
- **Parents/Guardians please must inform the school in writing. Should you wish to change the payment method before 31 January of the school year.**
- Port Natal School Banking details:

Bank: **ABSA**
Account number: **0560640412**
Branch code: **632005**
Reference Number: **(Learners Admission Number)**

Debit order(s) available for monthly payment options. Please complete attached document.

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SECTION E
TUITION AGREEMENT BETWEEN PORT NATAL SCHOOL
(The School)

herein represented by the Principal, duly authorised thereto by the School Governing Body of the school
and

(i) _____
 (Full names and surname) (Identity Number)

(ii) _____
 (Full names and surname) (Identity Number)
 (“the Parents”/”Legal Guardians”)

For the tuition and development of

 (Full names and surname)
 (“the Learner”)

THE PARTIES HERETO AGREE AND UNDERTAKE AS FOLLOWS:

1. PAYMENT OF COMPULSORY SCHOOL FEES

- 1.1. In terms of Section 39 and Section 40 of the South African Schools Act No. 84 of 1996 , the payment of school fees are compulsory and the Parents/Legal Guardians are liable for the entry fee and school fees jointly and severally, the one paying the other to be absolved.
- 1.2. In the event of the person signing this agreement not being the natural parent of the learner, then such person assumes the responsibility of a parent as defined in Section 1 of the South African Schools Act.
- 1.3. No decree of divorce and/or settlement agreement absolves the Parents/Legal Guardians from their statutory obligation to pay school fees. A copy of the Final Order of Divorce and/or Settlement Agreement must be submitted to the Principal of the School.
- 1.4. In terms of the South African Schools Act, I/We are entitled to apply for financial assistance if my/our financial situation warrants it and such application, together with all supporting documents, will be submitted to the financial office **on or before the 28th of February** of that particular year.
- 1.5. In terms of Section 41 of the SA Schools Act, the Governing Body of the School may, by process of law, enforce payment of school fees by way of legal action.
- 1.6. In the event of any one instalment in terms hereof not being paid on due date, then and in that event the full outstanding amount of school fees and any other amounts not yet due, will immediately and without notification or demand become due and payable.
- 1.7. In the event that the Governing Body elects to institute action for the recovery of any amounts due in terms hereof, the Parents/Legal Guardians:
 - 1.7.1. Accept liability for all legal costs incurred on the scale as between attorney and own client, inclusive of collection commission on any instalments and any tracing agent’s fees.
 - 1.7.2. hereby consent to the issue of an Enrolments Attachment Order in the amount equivalent to the monthly fees payable;
 - 1.7.3. consent to the jurisdiction of the Magistrate’s Court.
- 1.8. The Parents/Guardians agree that in the event of their defaulting in any payment due to the school, that the school may adversely list them with a registered credit bureau and use such credit bureau to obtain information about their credit status.
- 1.9. Notwithstanding my/our signatures to this commitment form, my/our obligation to pay school fees is statutory and not contractual.

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- 1.10 Any notice to be given to me/us in terms of this document shall be in writing and shall be delivered or sent by prepaid registered post to: - which address shall be my/our *domicilium citandi et executandi*.

(No Private Bag or PO Box address please – physical address required.)

2. GENERAL CONDITIONS

2.1. DURATION OF AGREEMENT

This agreement shall commence on the date of signature and shall expire at the end of the last school day in December.

2.2. REMOVAL OF LEARNERS FROM SCHOOL

2.2.1. The parent/guardian shall give **one calendar month's written notice** to the school before removing the learner from the school and his/her obligation shall be applicable irrespective of the reasons for the removal of the learner from the school.

2.2.2. In the event of the parent/guardian failing to give the required notice of removal mentioned in 2.2.1, the parent shall remain liable for the prescribed school fees.

2.3. TUITION OF LEARNERS

The school shall provide tuition to the learner in accordance with the curriculum and syllabi prescribed by the KwaZulu-Natal Department of Education.

2.4. DISCIPLINARY MATTERS

2.4.1. All disciplinary matters pertaining to the education of the learner in all its facets shall be vested in the Principal of the school or a person authorised thereto in writing by the Principal.

2.4.2. Control, expulsion, suspension and discipline of the learner shall be in accordance with the provisions of the South African Schools Act No. 84 of 1996, the regulations thereto and as set out in the Code of Conduct of the School.

2.5. CONSENT AND UNDERTAKING BY PARENT/GUARDIAN

The Parent/Guardian hereby give consent:

2.5.1. For the learner to take part in any and all activities of the school whether conducted on the school premises or extra-mural, including but not limited to games, athletics and excursions of general vocational, educational, historical or scientific interest. I fully understand and accept that all tours and excursions shall be undertaken at my child's own risk and I undertake, on behalf of myself, my executors and my child aforesaid to indemnify, hold harmless and absolve the Department, the principal and his staff against and from any or all claims whatsoever that may arise in connection with any loss of or damage to the property or injury to the person of my child aforesaid in the course of any such tour or excursion, in the knowledge that the principal and his staff will, nevertheless, take all reasonable precautions for the safety and welfare of my child. I hereby waive any claim of whatsoever nature against the school that may arise from any damage, injury or loss due to participation in the abovementioned activities.

The Parent/Guardian undertakes to:

2.5.2. Indemnify the school, its employees, Board of Governors and officials against injury, harm to or other loss caused to any person other than the school on account of the conduct of the learner.

2.5.3. Exempt the school, its employees, the Board of Governors and officials from liabilities incurred on account of any injuries to, or illness of the child and agrees that the school or any of its teachers may consent to any operation or medical treatment of the learner should such consent be required for medical reasons on an urgent basis and should it not be possible for the parent of the learner to be contacted/communicated with immediately.

2.5.4. To accept the Constitution of the School Rules and Policy document, the Disciplinary Measures, Guidelines and the Standing Orders of the school and any amendment hereto from time to time.

2.5.5. To have the learner immunised against all normal infections and/or contagious diseases in accordance with Departmental rules and to submit proof of such immunisation.

2.5.6. To mark all clothing of the child clearly before he/she enters Port Natal School.

2.5.7. Exempt the school, its employees, Board of Governors, and officials from any liability for loss or damage suffered due to the damage or loss of articles brought onto the school property.

2.5.8. To provide the necessary transport for the learner's timeous and regular attendance at the school and any further extra-mural sporting/cultural activities.

2.5.9. To notify the Principal immediately of any absence of the learner from the school and to provide reasons for such absence in writing.



2.6. BREACH

- 2.6.1. The parent/guardian shall be deemed to be in breach of this agreement in the event of failure by the parent/guardian to comply with the terms stated in this agreement and after the parent has failed to remedy such breach within seven days after written notice of the breach dispatched by the school to the parent, at the parent's chosen domicile recorded herein.
- 2.6.2. A certificate signed by the School Bursar or Principal reflecting the particulars of the amount owing by the parent would be binding upon it and would constitute prima facie proof of the matters stated therein and of the fact that such amount is due and payable by the parent to the school. Such certificate shall be binding on the parties of this agreement and shall be a liquid document for the purposes of provisional sentence or summary judgment proceedings against the parent.

2.7. REMEDIES

- 2.7.1. In the event of the parent/guardian breaching or being deemed to be in breach of this agreement, the school shall have the right, but not the obligation, to enforce its rights in terms of this agreement by way of appropriate legal action. The Parent/Guardian consents to the jurisdiction of the Magistrate's Court without derogating from the School's right to sue out of the High Court and shall bear costs as between attorney and client.
- 2.7.2. The school's remedies under this clause shall not be exhaustive and shall be in addition and without prejudice to any other remedies in law, that the school may have.

2.8. GENERAL

- 2.8.1. No alteration, cancellation, variation of, or addition hereto shall be of any force or effect unless indicated in writing and signed by the parties to the agreement or by their duly authorised representatives.
- 2.8.2. This document together with the School Constitution and the Code of Conduct and any other Standing Orders of the School, the application for Admission of a learner and the Tuition Agreement as contained in Section C, contain the entire agreement between the parties and neither party shall be bound by undertakings, representations or warranties not recorded herein.
- 2.8.3. No indulgence, leniency or extension of time which either party ("the grantor") may grant to the other, shall in any way prejudice or preclude the grantor from exercising any of its rights in the future.
- 2.8.4. Neither party may cede or assign their rights or delegate their obligations in terms of this Agreement without prior approval of the other party, which shall not be unreasonably withheld.
- 2.8.5. The headings used in this agreement have been used for reference purposes only and shall not affect its interpretation. Words of the masculine gender include the feminine or neuter and the signature includes the plural unless the context indicates otherwise.
- 2.8.6. The parent/guardian hereby chooses domicilium citandi et executandi for all purposes under the Agreement at the address set forth herein and the parent shall be entitled by written notice to the school to change his chosen domicilium provided that the change shall only become effective seven (7) days after service of the notice in question.
- 2.8.7. The parent/guardian undertakes:
- 2.8.7.1 To inform the school in writing of any change of address and contact telephone numbers .
- 2.8.7.2 To inform the school in writing of any case of infectious illness in his household.
- 2.8.7.3 To ensure that the learner attends school regularly and that she/he complies with the rules and regulations of the school, of which I am aware.
- 2.8.8 The parent/guardian acknowledges that in terms of the South African Schools Act and its related regulations, every learner attending a public school shall be expected to participate in physical education and other organised school activities, unless the parent of the learner has lodged with the Principal an objection in writing for his/her consideration and decision.
- 2.8.9 The parent/guardian hereby undertakes to forward the learner's **transfer card/statement** from the previous school attended. Admission may be granted provisionally pending receipt of such a transfer card or statement.
- 2.8.10 The parent/guardian acknowledges that the presentation of subjects will depend on the minimum class size as determined by the Governing Body of the school. This implies that learners in all grades will not be able to change subjects during the course of the year. Such request will only be considered at the end of the year, if the learner is at risk of failing that particular subject or if the learner and his/her parent/guardian made application for the change of subjects before the month of October of the previous year.
- 2.8.11 I acknowledge that by my signature of this document, I undertake to be bound by the terms of this Agreement of Tuition and upon signature hereof by the Principal in acceptance of the application for admission of the child as a learner of this school, a valid binding agreement with regard to tuition, discipline and the payment of school fees shall thereupon be concluded between me and the school and the Governing Body thereof.

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I acknowledge further that the Principal is under no obligation to admit my child to the school.

If a parent/guardian gained admission for his/her child to a school by making a false/fraudulent statement/s regarding his/her place of residence, the school is entitled to revoke the agreement which allowed the learner concerned admission to such a school.

I declare that I have read and understood the contents hereof and that the particulars herein set out are to the best of my knowledge correct.

Signed at _____ on this _____ day of _____ 20_____

PRINTED NAME OF PARENT/GUARDIAN 1

SIGNATURE OF PARENT/GUARDIAN 1

PRINTED NAME OF PARENT/GUARDIAN 2

SIGNATURE OF PARENT/GUARDIAN 2

WITNESS 1

WITNESS 2

SECTION F

PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES IN NOT THE PARENT/GUARDIAN

Title		Surname																																										
Full names																																												
Identity Number																							Cellphone number																					
E-mail Address																																												
Occupation																																												
Employer																																												
Work Phone number																							Work Fax number																					
Work Street Address											Work Postal Address																																	
Home Address											Postal Address																																	



SOUTH AFRICAN SCHOOLS ACT, NO.84 OF 1996
PORT NATAL SCHOOL

Learner name: _____

EMIS Number: 500 251 008

District: UMLAZI

1. Has the principal informed you about the amount of the annual school fees to be paid:

YES	NO
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2. Has the principal informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees?

YES	NO
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3. Has the principal informed you about your right to apply for exemption from paying school fees?

YES	NO
-----	----

4. Do you wish to apply for such exemption?
(Collect exemption form from the finance office.)

YES	NO
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5. Do you wish to be assisted in making such application?

YES	NO
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6. Has the principal provided you with the form (i.e. Annexure B from the Regulations for the Exemption of Parents from Payment of School Fees) for application for exemption?

YES	NO
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Signature of Principal

Signature of Parent

Date: _____

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