

## BAY PRIMARY SCHOOL

JUNIOR CAMPUS (Grade R – 4)  
10th Ave cul de sac Fish Hoek 7975  
Tel: 021 782 2065 – Fax: 021 782 3769

SENIOR CAMPUS (Grade 5 – 7)  
Clairvaux Road Kalk Bay 7975  
Tel: 021 788 4660 – Fax: 021 788 5385

Email: [secretary@bayprimary.co.za](mailto:secretary@bayprimary.co.za)



Please  
Attach  
Photo  
Here

Name of Learner:	
ID Number of Learner:	
Grade Applying for:	
Enrolment Year:	2017

### General Application Information and Requirements:

1. Please print clearly and complete ALL sections.
2. **The application must be accompanied by the checklist, as incomplete applications will not be accepted.**
3. The supplying of false information will invalidate this application. Please supply a physical address as well as a postal address if applicable.
4. Locality/residential – admission of children to whom we are the nearest school cannot be refused, unless we have no vacancies available.
5. By signing this application, you are binding yourself to all the rules as attached and as amended from time to time.
6. In the case of a divorce, irrespective of the divorce agreement, both parents will be held responsible for the school fees, therefore both parents must sign the application form.
7. If you have any objections to compulsory participation in sport or gym, these must be made in writing and attached to this application for consideration.
8. Our current year fee structure is given as a guideline.
9. Application forms and all documents to be returned directly to **BAY PRIMARY SCHOOL**.  
\* For any queries, please contact Senior Campus: 021 – 788 4660  
Junior Campus: 021 – 782 2065
10. Applications must be hand delivered as they need to be checked and date stamped.
11. Not all applicants are guaranteed an interview.
12. Not all interviewed applicants are guaranteed.
13. Families will be advised as to the outcome of their application before the end of June.
14. Applications can be lodged throughout the year and will be considered on a term to term basis as and when positions become available within a grade.
15. Transferring enrolments: After acceptance and before entry of a pupil, a transfer form from the transferring school must be provided by the parent.

### FOR OFFICE USE ONLY:

Interview Date:		ACCEPTED:	YES	NO
Grade Applied for:				
Principal Signature:				
Account No:				

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### 2017 CHECKLIST

**PLEASE NOTE:** The requested documentation must accompany your application, an application will NOT be considered should the following not be complied with. The school has the right to verify all information supplied and reserves the right to request further documentation.

♣ NB: "PARENT" means: Biological parent, Legal Custodian, Legal Guardian, Adoptive Parent, Step-Parent, Other – define.  
**Where applicable, certified copies of legal documents must be attached.**

		NOTED	OFFICE USE ONLY
1.	* The Application must be signed by BOTH Biological Parents. * If a single Biological Parent is genuinely unaware of the whereabouts of the second Biological Parent, a Sworn Affidavit is required		
2.	Copy of child's Clinic Card / Immunization Card – If lost, a Sworn Affidavit is required confirming that the child was vaccinated. <b>CERTIFIED</b>		
3.	Copy of Child's Unabridged / Birth Certificate. If Child and Biological Parents' surnames differ, a <b>CERTIFIED</b> copy of Unabridged Birth Certificate (or proof of application) of Child is required.		
4.	Latest school report – Grade R – 7 / Transfer form (required by WCED).		
5.	One passport size photograph of your child attached in space provided. (PAGE 1)		
6.	<b>CERTIFIED.</b> Copies of BOTH Parents' ID documents or Current Passport. <b>2 copies EACH</b>		
7.	Support documents: Death Certificate; Divorce Agreement; Marriage Certificate (re-married); Adoption Paper; Foster Care Order. <b>CERTIFIED</b>		
8.	Verification of <u>PHYSICAL residence</u> – Home Owners: a copy of Municipal Rates Account. Lessees (rented accommodation): Copy of the Lease Agreement PLUS a copy of electricity / telephone (not more than 3 months old) <b>CERTIFIED.</b>		
9.	School Fees Moral and Responsibility Acknowledgement.		
10.	<b>NON- SA CITIZENS: PERMANENT RESIDENTS of RSA - CERTIFIED</b> copy of Green South African ID book and Permanent Resident Permit.		
11.	<b>NON- SA CITIZENS: TEMPORARY RESIDENTS:</b> Current legal documentation giving Child's refugee status. <b>CERTIFIED</b> copy of Temporary Residence Visa and or Asylum Seekers Permit and a Current copy of Child's study permit required. <b>Full school fees are payable.</b>		
12.	<b>SPONSORS: CERTIFIED</b> copies of Sponsor's: ID, proof of PHYSICAL address (Municipal Rates, Telkom account - not older than 3 months or fully signed Lease Agreement.		

**NOTE: Application at other schools must be made as we CANNOT guarantee admission.**

I, \_\_\_\_\_ (Name and Surname of Biological Parent / Legal Guardian) do hereby acknowledge that I understand and have read the above .

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SCHOOL FEE RESPONSIBILITY SOCIAL & MORAL ACKNOWLEDGEMENT

We believe that in order for our school to maintain the quality and excellent standard of education that we provide, it is the responsibility of every parent to pay school fees. It is a reminder that the parents, who qualify for financial assistance, are subsidised by the fee paying parents of the school, not by the Government.

In order for Bay Primary School to be sustainable and meet our budget, any further loss of fee income through financial assistance will result in the deterioration of our school grounds and buildings' maintenance budget, and will place a burden with the possibility of losing teaching staff.

Amendments to the Government legislation has put financial burden on the school, therefore as a small community school, it is the responsibility of the Board of Governors to assist our parents (those that reside within our catchment area) with some form of financial assistance. Those parents that do qualify for financial assistance are asked to contribute what they can afford.

All parents are to be aware of the financial implication should financial assistance be required. Collection of exemption/subsidy applications are to be made from our accounts department at the Junior Campus or our Secretary at the Senior Campus. The required supporting documentation must be submitted. Applications are handled and verified with complete confidence. Certain applications may require a meeting with our Finance Committee.

#### IILSE MARX

Chairperson: Board of Governors

**RATIFIED BY THE SCHOOL GOVERNING BODY**  
**4<sup>TH</sup> August 2016**

NAME OF LEARNER: \_\_\_\_\_

**I/ We have read and understand the contents of the Responsibility to School Fee Acknowledgement.**

Biological Father/Legal Guardian	Sign: _____	Date: _____
Biological Mother/Legal Guardian	Sign: _____	Date: _____
Sponsor (If applicable)	Sign: _____	Date: _____

To learn more about Bay Primary School, please visit our website: [www.bayprimary.co.za](http://www.bayprimary.co.za)