



APPLICATION FOR ADMISSION TO EXCELSIOR PRIMARY

GRADE		YEAR		CEMIS NUMBER	
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Surname of Learner	
Full Names of Learner	
Male / Female	
SA ID number In case of no SA ID number - Date of Birth & Passport number	
Home Language	

Application Information and Requirements:

1. Kindly note: Excelsior Primary is a **fee paying** Public School.
2. Please register as a user on the **WCED's online service**: (<https://admissions.westerncape.gov.za>)
3. **Please read through the entire form before completing the application.**
4. Please print in capitals and complete **ALL** sections, even if there is repetition. The supplying of false information or the non-disclosure of material and / or important information will invalidate this application.
5. The submission of this application form, does not guarantee your child's acceptance at the school.

6. **The application must be accompanied by:**

Certified copy of learner's unabridged birth certificate

Certified copies of both parents/guardians/sponsors' ID documents

Copy of Immunization certificate

Proof of permanent residential address: Certified copy of recent municipal account or
 Certified copy of legal rental agreement

The most **recent** school report (not crèche reports)

DETAILS OF LEARNER										
Physical address:										
								Postal code:		
Learner resides with:		Father	Mother	Guardian	Grandparent	Sponsor		Other		
SA Citizenship:		Yes	No	Nationality:			Date of arrival in SA: if applicable			
Name of current school:										
Reason for leaving:								Interhouse group		
Siblings CURRENTLY in Excelsior Primary	Name:				Class:			G	K	I
	Name:				Class:			G	K	I
	Name:				Class:			G	K	I
	Name:				Class:			G	K	I
MEDICAL DETAILS OF LEARNER										
Doctor's Name:										
Practice Phone no:					Contact no:					
MEDICAL AID DETAILS										
Member's Name:					Medical Aid: eg Fedhealth					
Membership no:					Specific Plan: eg Maxima					
EMERGENCY CONTACT (other than parents)										
Name:					Tel. no:					
Relationship to learner:					Cell no:					
MEDICAL HISTORY OF LEARNER										
Please indicate any appropriate information below. Failure to do so may result in your application being withdrawn										
Allergies:					Routine medicine:					
Recent injuries:					Previous operations:					
Existing Medical Problems:										
INFORMATION FOR DEPARTMENTAL USE										
Religion:	African	Bahai	Buddhist	Christian	Hindoe	Jewish	Islam	Other:		
Disability (if any):										
Type of social grant (e.g. Foster care, care dependency grant, etc.)										

DETAILS OF FATHER														
SURNAME:											Title:			
FIRST NAMES:														
Identity no:												e-mail:		
Home phone no:											Cell no:			
Physical address:														
											Postal code:			
Name of Employer:														
Occupation:														
Business address & contact number														
Marital status:	Married			Divorced			Single parent			Re-married			Widower	
<i>If re-married, complete stepmother's details on page 4</i>														
STATUS OF MARRIAGE?														
Ante-Nuptial Contract			Community of Property			Customary			Hindu / Muslim			Other		
DETAILS OF MOTHER														
SURNAME:											Title:			
FIRST NAMES:														
Identity no:												e-mail:		
Home phone no:											Cell no:			
Physical address:														
											Postal code:			
Name of Employer:														
Occupation:														
Business address & contact number														
Marital status:	Married			Divorced			Single parent			Re-married			Widow	
<i>If re-married, complete stepfather's details on page 4</i>														
STATUS OF MARRIAGE?														
Ante-Nuptial Contract			Community of Property			Customary			Hindu / Muslim			Other		

DETAILS OF STEPFATHER															
SURNAME:											Title:				
FIRST NAMES:															
Identity no:													e-mail:		
Home phone no:											Cell no:				
Physical address:													Postal code:		
Name of Employer:															
Occupation:															
Business address & contact no:															
DETAILS OF STEPMOTHER															
SURNAME:											Title:				
FIRST NAMES:															
Identity no:													e-mail:		
Home phone no:											Cell no:				
Physical address:													Postal code:		
Name of Employer:															
Occupation:															
Business address & contact no:															
ONLY IF APPLICABLE: DETAILS OF GUARDIAN / GRANDPARENT / FOSTER PARENT															
RELATIONSHIP TO LEARNER:															
Guardian			Grandparent				Foster Parent				Other:				
SURNAME:											Title:				
FIRST NAMES:															
Identity no:													e-mail:		
Marital status:	Married			Divorced			Single parent			Re-married			Widow/er		
Home phone no:											Cell no:				
Physical address:													Postal code:		
Name of Employer:															
Occupation:															
Business address & contact no:															

ONLY IF APPLICABLE: DETAILS OF GUARDIAN / GRANDPARENT / FOSTER PARENT															
RELATIONSHIP TO LEARNER:															
Guardian			Grandparent				Foster Parent				Other:				
SURNAME:										Title:					
FIRST NAMES:															
Identity no:													e-mail:		
Home phone no:										Cell no:					
Physical address:															
											Postal code:				
Postal address: If different to above											Postal code:				
Name of Employer:															
Occupation:															
Business address & contact no:															

EXCELSIOR PRIMARY IS A **FEE PAYING** PUBLIC SCHOOL

PERSON RESPONSIBLE FOR FEES															
RELATIONSHIP TO LEARNER:															
Parent		Guardian			Grandparent			Foster Parent			Other:				
SURNAME:										Title:					
FIRST NAMES:															
Identity no:													e-mail:		
Home phone no:										Cell no:					
Physical address:															
											Postal code:				
Postal address: If different to above											Postal code:				
Name of Employer:															
Occupation:															
Business address & contact no:															
<p>Signed on this day of</p> <p>.....</p> <p>NAME AND SURNAME</p>															
<p>.....</p> <p>SIGNATURE</p>															

UNDERTAKING: I/WE, AS PARENTS / GUARDIANS / SPONSORS

1. undertake to re-imburse the school for any damage to school property that may be caused by the LEARNER;
2. understand that whilst every reasonable effort will be made to prevent loss or damage to the LEARNER's clothing and equipment, the school cannot be held liable in any such event;
3. undertake to give written notice of any intention to remove the LEARNER from the school and furthermore to return any books and / or equipment belonging to the school, which the LEARNER may have in his / her possession;
4. undertake to ensure that the LEARNER is punctual at the beginning of each school day and is collected on time at the end of each school day;
5. accept responsibility for immunizing the LEARNER against contagious diseases and produce proof thereof, if required to do so;
6. undertake to inform the educator of the LEARNER'S absence from school and produce a doctor's certificate when required to do so;
7. undertake to support the school's constitution and policy of admission, as defined and implemented by the Governing Body of the school;
8. understand that the LEARNER shall at all times be subject to the Code of Conduct of the school. A copy of the Code of Conduct is available at www.exprim.co.za;
9. understand that the school reserves the right in its sole discretion to amend and / or alter any of the provisions of the Code of Conduct;
10. understand that the school (this includes the principal, teachers and all those authorized to act on behalf of the school – hereinafter referred to as "the person"), is authorized and empowered to perform any act in *loco parentis* (this essentially means acting in the place of the parent or guardian) when my specific authority cannot reasonably be sought or obtained in time. Without restricting the generality of the authority:
 - I hereby authorise the person in charge of the outing or event to make arrangements within his / her discretion for the welfare of my son / daughter (including medical or surgical treatment, and transport) **in case of an emergency, including when the person deems such arrangements to be in the interest of my child;**
 - I consent that the person in charge will have the discretion, **should circumstances within his / her discretion require**, to determine that my child be transported by bus or private car / vehicle, driven by a teacher, parent or another person, on request by the school, as the case may be, to and from his / her school;
11. Unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to include photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your Child's activities, achievements or successes;
12. Unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to 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 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; and
13. The signatory hereto hereby chooses domicillium citandi et executandi as indicated below. In the event of a change of address, parents are to notify the school in writing. I/We further understand that my/our child's admission to the school is dependent on the fact that the address provided in this application is the **family's permanent address** and not a business address, or that of another family member or friend.

ADDRESS:

.....

14. The above is valid from the day on which it is signed by the parent / guardian to the day on which the learner officially leaves the school.

DECLARATION: PARENT / GUARDIAN / SPONSOR 1

Ihereby declare that the information which I have recorded in this form is true and correct and by my signature below, I 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. **I understand that should any of the information supplied by me is found to be false, the school reserves the right to lay a criminal charge of fraud against any of the parties involved with this application and further reserves the right to, in the event that the learner has been admitted on such falsity, have such admission reversed.**

Signed on this day of

.....
SIGNATURE

DECLARATION: PARENT / GUARDIAN / SPONSOR 2

Ihereby declare that the information which I have recorded in this form is true and correct and by my signature below, I 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. **I understand that should any of the information supplied by me is found to be false, the school reserves the right to lay a criminal charge of fraud against any of the parties involved with this application and further reserves the right to, in the event that the learner has been admitted on such falsity, have such admission reversed.**

Signed on this day of

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SIGNATURE