



# LAERSKOOL OUTENIQUA PRIMARY

Cathedral street  
PO box 1086  
George 6530

Tel: 044 873 2292  
Email: outeniquaprim@gmail.com  
www.outeniquaprim.co.za

## APPLICATION FOR ADMISSION TO SCHOOL

For office use:

Admission date	Admission no	Grade

### PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Important information regarding application:

- Applications must be signed.
- **All** documents must be attached. (You are responsible for the making of copies of the documents.)
- Please ensure the correct contact details are provided.
- Complete one form per child and attach copies of the following:

DOCUMENT	ATTACHED
Copy of birth certificate	
Copy of immunisation certificate	
Copy of learner's last report from previous school	
Copies of ID's of both parents	
Proof of physical address	
<b>Transfer form from previous school</b> must be handed in on the <b>first day</b> of attending Outeniqua Primary School.	

### Particulars regarding the learner:

Surname:	
Christian names:	
Gender:	
Date of birth	Day:                  Month:                  Year:
Current school:	
Name and address of current school	
Date of leaving the above mentioned school	
Current grade	Grade:                  Year:
Any other school(s) attended by the learner	

## REGISTRATION DETAILS

### Learner details

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Surname:</td><td></td></tr> <tr><td>Full name:</td><td></td></tr> <tr><td>Preferred name:</td><td></td></tr> <tr><td>Gender:</td><td></td></tr> <tr><td>Date of birth:</td><td></td></tr> <tr><td>ID:</td><td></td></tr> <tr><td>Grade:</td><td></td></tr> <tr><td>Religious Denomination:</td><td></td></tr> <tr><td>Home Language:</td><td></td></tr> <tr><td style="text-align: right;">Afr</td><td></td></tr> <tr><td style="text-align: right;">Eng</td><td></td></tr> <tr><td style="text-align: right;">IsiXhosa</td><td></td></tr> <tr><td style="text-align: right;">IsiZulu</td><td></td></tr> <tr><td style="text-align: right;">Other</td><td></td></tr> <tr><td>Race:</td><td></td></tr> <tr><td style="text-align: right;">African</td><td></td></tr> <tr><td style="text-align: right;">Coloured</td><td></td></tr> <tr><td style="text-align: right;">Indian/Asian</td><td></td></tr> <tr><td style="text-align: right;">White</td><td></td></tr> <tr><td style="text-align: right;">Other</td><td></td></tr> </table>	Surname:		Full name:		Preferred name:		Gender:		Date of birth:		ID:		Grade:		Religious Denomination:		Home Language:		Afr		Eng		IsiXhosa		IsiZulu		Other		Race:		African		Coloured		Indian/Asian		White		Other		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Previous school:</td><td></td></tr> <tr><td>Brothers and sisters in this school:</td><td></td></tr> <tr><td>Medical aid (name and number) :</td><td></td></tr> <tr><td>House doctor</td><td></td></tr> <tr><td>Doctor telephone:</td><td></td></tr> <tr><td>Allergies:</td><td></td></tr> </table> <p style="text-align: center; margin-top: 20px;">SA Citizen   <input type="checkbox"/>   Yes   <input type="checkbox"/>   No</p>	Previous school:		Brothers and sisters in this school:		Medical aid (name and number) :		House doctor		Doctor telephone:		Allergies:	
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### Parent/Guardian Information

	Parent / Guardian 1	Parent / Guardian 2
Relationship:		
Marital Status:		
Surname:		
Title:		
Name:		
ID:		
Occupation:		
Employer:		
Name of business (if self employed)		
Contact number 1		
Contact number 2		
Work telephone:		
Physical Address:		
Postal address:		
E-mail address:		
Person responsible for payment of school fees		

## Consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPI)

### Consent to use personal information<sup>1</sup>

- By agreeing to the terms of this information form, you,

\_\_\_\_\_ (Name of Parent), hereby voluntarily authorise **Outeniqua Primary School** to process your personal information as well as that of the learner

\_\_\_\_\_ (Name of learner) (including the names, physical address, telephone numbers and any other information you have provided to the school).

- Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain effective until one of the conditions stated under paragraph 8 of the Policy on the Protection of Personal Information has been met.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.
- In addition, you hereby take note that (SCHOOL) collects and processes personal information pertaining to the proper functioning, management and governance of the school, as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- The type of information will depend on the purpose for which it is collected, and will be processed for that purpose only.
- In terms of section 11 of POPI, personal information may only be processed in the following circumstances:
  - If the data subject, or a competent person where the data subject is a child, consents to the processing.
  - If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
  - If processing complies with an obligation imposed by law on the school.
  - If processing protects a legitimate interest of the data subject.
  - If processing is necessary for the performance of a public law duty.
  - If processing is necessary for pursuing the legitimate interests of the school.

### Your rights in terms of this consent

You have the following rights:

- *The right to know what information is being kept, how it is being used, and when the school will disclose it.* All of the aforesaid information is contained in our Policy on the Protection of Personal Information and our Privacy Policy, which are available and may be obtained from our offices or our website.
- *The right to correct your details.* The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- *The right to revoke consent.* You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect any past or existing use of your information.

### Consent to receive marketing information

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes, and understand that by consenting, you may receive marketing materials in the form of SMSs, e-mails and the like from the school.

Please tick the appropriate box below:

I agree

I do not agree

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

<sup>1</sup> This form must be read with the *Policy on the Protection of Personal Information*.

## RELEASE FORM IN RESPECT OF LEARNER PHOTOS/IMAGES/VIDEOS

Hereby, I, (please neatly print full name)

\_\_\_\_\_, grant permission to **(name of school)** to display photos/images/videos of the child(ren) indicated below as part of:

- a demonstration/project/activity in the course of classroom teaching;
- a sample project/activity on CD created by the school for use in educational workshops, classrooms, advertisements, etc.;
- the school's webpages and social media platforms (including Facebook and Twitter);
- samples given to programme publishers, or contest entries submitted to sponsors;
- video recordings to appear in a school-related programme broadcast on a television station; and/or
- any printed publication, including, though not limited to, newspapers, magazines, yearbooks, etc.

In granting this permission, I understand that the school may use photos/images/videos of the child(ren) for purposes such as celebrating achievements and publicising education events, as deemed appropriate by the school governing body and the principal, and that such use may include display in the school photo gallery.

I further understand that although the school associated with the photos/images/videos will be identified, and adults appearing in photos/images/videos may be named, the personally identifiable information of the child(ren), except for the name(s) of the child(ren), will not be used with any photo/image/video.

I am signing this release form in the knowledge that any photos/images/videos posted on the school's website can be downloaded and reproduced by various news organisations, including print, electronic and broadcast media, and I therefore release the school from any liability arising from the use of photos/images/videos of the child(ren) in school web postings.

Additionally, I understand that there are potential dangers associated with the posting of photos images and videos on a website, since global access to the internet does not allow for control over who accesses information.

I further understand that if I wish to rescind this agreement, I may do so at any time by sending a letter to the principal of the school.

**Name of learner:** \_\_\_\_\_

**Name of parent/guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal code:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Declaration by parent/guardian:

On behalf of my child and myself I agree to:

- \* Accept and honour the logo and mission of the school.
- \* Accept and honour the school rules and code of conduct as prescribed in the prospectus.
- \* Accept the authority of the principal, the teachers and the prefects.
- \* Pay the prescribed school fees determined annually by the Governing body. Alternatively, I shall inform the Governing Body of circumstances which may prevent this and make alternative arrangements for payment.
- \* Encourage and support my child's involvement in all school activities and extra-mural programmes.
- \* Inform the principal in the event of my child leaving the school and return all text books, modules, library books and other items obtained from the school on loan.

## Bible Education

Have you, the parent or guardian of the abovementioned learner, any conscientious objection to his/her being present when instruction in Bible Education is given:

YES

NO

## General indemnity/renouncement

I, the undersigned, parent/guardian of \_\_\_\_\_ (full names and surname of child) renounce any claim which I, any spouse or dependent of mine may have against Outeniqua Primary School, the Governing Body of Outeniqua Primary School or relevant Education Department for any damage or injury of whatever nature which I, my spouse or dependent may suffer resulting from any accident or happening which may occur during any educational excursion or as a result of my child participating in any sporting activity and such excursion or activity will be at the sole risk of me, my spouse or child. I grant the above Indemnity/Renouncement on the basis that all excursions and organised sporting activities will take place under the supervision of a teacher or other responsible person approved by Outeniqua Primary School and that such teacher or person will do everything reasonably possible to ensure the safety of my aforesaid son/daughter

THUS DONE AND SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE : \_\_\_\_\_  
(Father/Mother/Guardian)

DATE : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_