

LAERSKOOL FLEUR PRIMARY

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UMnyango WezeMfundo
Department of Education

Lefapha la Thuto
Departement van Onderwys



GUIDELINES ON HOW TO COMPLETE THE ADMISSION FORM

Dear prospective parents and learners

To complete the admission form you must:

1. Complete the form in **full** and ensure that all the information on the form is correct.
2. Submit **all** the required documentation:
 - **Transfer Card (Grade 2-7 application)**. *It is a parent's responsibility to get this document from the previous school, on your child's last day of attendance. An outstanding document will delay the admission process.*
 - **Final (last) Report (Grade 2-7 application)**
 - **Copy of both Parent's ID**
 - **Copy of learners birth certificate**
 - **Copy of learners immunization (clinic) card**
 - **Proof of residential address**

AN INCOMPLETE FORM WILL DELAY THE ADMISSION PROCESS.

3. Receive a number in writing when you hand in the form. This number will advise you of your position on:
 - Waiting list A if you live or work in the feeder zone.
 - Waiting list B if you live outside the feeder zone.
4. By the end of August 2012 you will be informed as to whether your child's application has been successful or not.
5. If you are unsuccessful, you will be given reasons in writing and the address of the MEC so that you may lodge an appeal if you wish to.
6. R500 deposit is due with this form which will be part of the first monthly installment of the school fees. You will receive a receipt for this payment. School fees are payable in advance in the beginning of each month.
7. You may be required to complete or sign another form, but these are not a condition for admission to the school.

Thank you for submitting an application form to our school. Should you have any further queries, please do not hesitate to contact the school, using the details supplied above.

NUMBER ON WAITING LIST A : _____

NUMBER ON WAITING LIST B : _____

DATE OF RECEIPT OF ADMISSION FORM : _____

SIGNATURE OF SCHOOL OFFICIAL : _____