

# **HALFWAY HOUSE PRIMARY**

## **ATTACHMENT TO ENROLMENT FORM FOR 2017**

### **PLEASE READ CAREFULLY**

PLEASE ENSURE THAT THE DOCUMENTS REQUIRED ARE PHOTOCOPIES –  
**WE WILL NOT MAKE PHOTOCOPIES**

APPLICATIONS MUST BE COMPLETED WITH ALL THE REQUIRED  
DOCUMENTS BEFORE HANDING THEM IN

TO AVOID DISAPPOINTMENT...

**IF YOU DO NOT FALL UNDER THE SCHOOL'S "FEEDER AREAS" MAKE SURE YOU  
ENROL YOUR CHILD IN A SCHOOL CLOSER TO WHERE YOU RESIDE**

**PLEASE NOTE THAT THE SCHOOL'S "FEEDER AREAS" ARE:**

#### **GEOGRAPHICAL AREA:**

- CARLSWALD  
CROWTHORNE
- (UP TO – KYALAMI MAIN ROAD)
- GLEN AUSTEN PROPER  
(SOUTH OF NEW ROAD)
- HALFWAY GARDENS
- HALFWAY HOUSE PROPER
- JOHANNESBURG SIDE OF NEW ROAD,  
WALTON ROAD & KRUGER ROAD
- KYALAMI
- PRESIDENT PARK  
(UP TO KRUGER ROAD ONLY)
- PRETORIA SIDE OF KYALAMI (ALLANDALE ROAD)
- VORNA VALLEY

THANK YOU FOR YOUR CO-OPERATION

# ADMISSION 2017

Dear Parent / Guardian / Custodian

Parents of our community are invited to enroll their child/ren at our school for the year 2017 by completing the relevant admission forms.

**PLEASE READ CAREFULLY**

## ALL DOCUMENTS TO ACCOMPANY APPLICATION

**First preference for admission to Grade 1 will be given to learners who are six (6) turning seven (7) in the year of admission.** (The admission age of a learner to Grade 1 in a public school is age five (5) turning six (6) by 30 June in the next year of admission.)

**Please note that applications close on Tuesday 1 June 2016 at 13:30.**

**LATE APPLICATIONS WILL GO ON A SPECIAL WAITING LIST.**

### **COMPULSORY DOCUMENTS NECESSARY FOR ADMISSION: (Photocopies accepted except proof of residence which **MUST** be the original document.)**

Should any documents be outstanding on the submission date, note that a two week grace period may be granted for furnishing the school with required documentation.

Any parent applying for the registration and the admission of his or her child as a learner to our school must submit the following documents.

- **A certified copy** of the official birth certificate of the child.
- **A certified copy** of or proof that the child has been immunized against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. (Children must have had their 5 year booster inoculation).
- The most recent school reports of the child, if he or she is currently enrolled at another school.
- Two (2) colour passport photos of your child.
- Proof of residence i.e. **original** water & electricity account or lease agreement – **in your name.** (**NB** – The original document). **Note:** (Offer to purchase and affidavits are not regarded as bona fide proof of residence).
- Copies of parents' IDs.
- Proof of guardianship (if you are not the biological parents). Official letter from a social worker and court document is required.
- Proof of employment - not older than 2 months.
- If a child has attended a pre-primary school we need the most recent progress report for 2016.  
**NB.** In January 2017 you **MUST** hand in an end of year report for Grade 2 – 7 learners coming from other schools.
- Siblings - Copies of ID – Child (sibling) currently enrolled at our school.
- All documents not in within two weeks of submitting your application will not be considered.

### **GENERAL INFORMATION:**

Please keep in mind that it might not be possible to accommodate new Grade 2 – Grade 7 learners. Current learners are placed first through the re-registration process. Thereafter preference will be given to new learners on a **FIRST COME, FIRST SERVE BASIS.**

**NB:** Admission forms can be handed in from 19 April 2016, between 07:00 and 15:00, first come, first served. You are advised to apply to more than one school for enrolment of your child. Notification of the status of your application will be communicated via sms. If you do not receive a sms by the middle of term 3(July/August), please contact the school in this regard. Having a sibling at the school DOES NOT guarantee automatic admission. You have to make an application for each child.

### **SCHOOL UNIFORM:**

**Correct school uniform must be worn at all times.**

All clothes and personal belongings must be clearly marked.

Our school has a uniform shop and is the supplier of branded articles of our school uniform – see reverse for uniform guidelines.

### **BOOKS:**

The school supplies textbooks and exercise books. (Lost books must be paid for.) Learners leaving the school must hand in all text books and library / reading books.

### **SCHOOL FEES FOR 2017:**

- (a) As yet unknown.
- The amount of the annual school fees can only be determined at the beginning of November 2016 **AFTER** our Budget / Annual General Meeting (AGM) scheduled for 19 October 2016. An admission fee has to be paid. It is an all inclusive fee, including any other fees namely purchase of textbooks.
  - At present (2016) fees are R9 100.00 per annum, payable over 10 months as from January to October.
  - A Registration Fee of **R1 200** for all **new** Grade 2 to Grade 7 learners is payable on acceptance and is deductible from the annual fees. This initial small amount will enable the school to plan education for 2017. Remember additional educators must be appointed before school commences. Text books & educational material need to be obtained so that effective teaching excellence is obtainable from the very first day.
  - Discount will be given for fees paid up front – percentages still to be approved at the AGM on 19 October 2016.
  - The attached debit order is not compulsory but for your convenience to ensure punctual payment – please complete, sign & return this form.
  - The School operates a cheque account number 010-1788-3719 with Absa, Midrand (Code 632005) which account is both for School and After-care fees.
- (b) The ‘Resolution to charge school fees’ (Section 39) adopted at the AGM as contemplated in section 38 of the South African School Act, 84 of 1996, as amended. This was adopted at the AGM on 8 December 2015.
- (c) Parents are liable to pay the full school fees unless granted a partial of full exemption after application thereof.
- (d) If a parent is in arrears by one month or more, the School Governing Body reserves the right to act in terms of Sec 41(1) of the South African Schools Act, 1996, as amended.

### **AFTER-CARE FEES FOR 2017:**

- ❖ An enrolment / admission form needs to be completed and signed.
- ❖ At present (2016) R570 per month, payable over (11) eleven months, from January to November.
- ❖ The fees for 2017 can only be determined **after** our budget / AGM scheduled for 19 October 2016.
- ❖ The After-care Centre operates every day from after school until 17:30. A light lunch is provided and homework is supervised by educators.
- ❖ The School operates a cheque account number 010-1788-3719 with Absa, Midrand (Code 632005) which account is both for After-care and School fees.

### **OPEN DAY – FOR GRADE 1 LEARNERS:**

An Open Day for Grade 1 learners and parents will be held at the school on **Saturday 5 November 2016 at 09:00 sharp. It is imperative that Grade 1 learners and parents are present on that day.** Our new Grade 1 learners are required to have a stationery pack that is only available from the school. For this an additional R2 500 is payable on acceptance of your application at the School. The cost which will include the following:

- A stationery pack as aforementioned – everything needed for learning to take place is in the pack.
- An eye test.
- A hearing test.
- A blue shorts and a red golf shirt for the Human Movement Programme for new Grade 1 learners only.

**SCHOOL RULES:**

It is important that learners abide by the School Rules and Code of Conduct.

**School re-opens at 07:30 on 11 January 2017.**

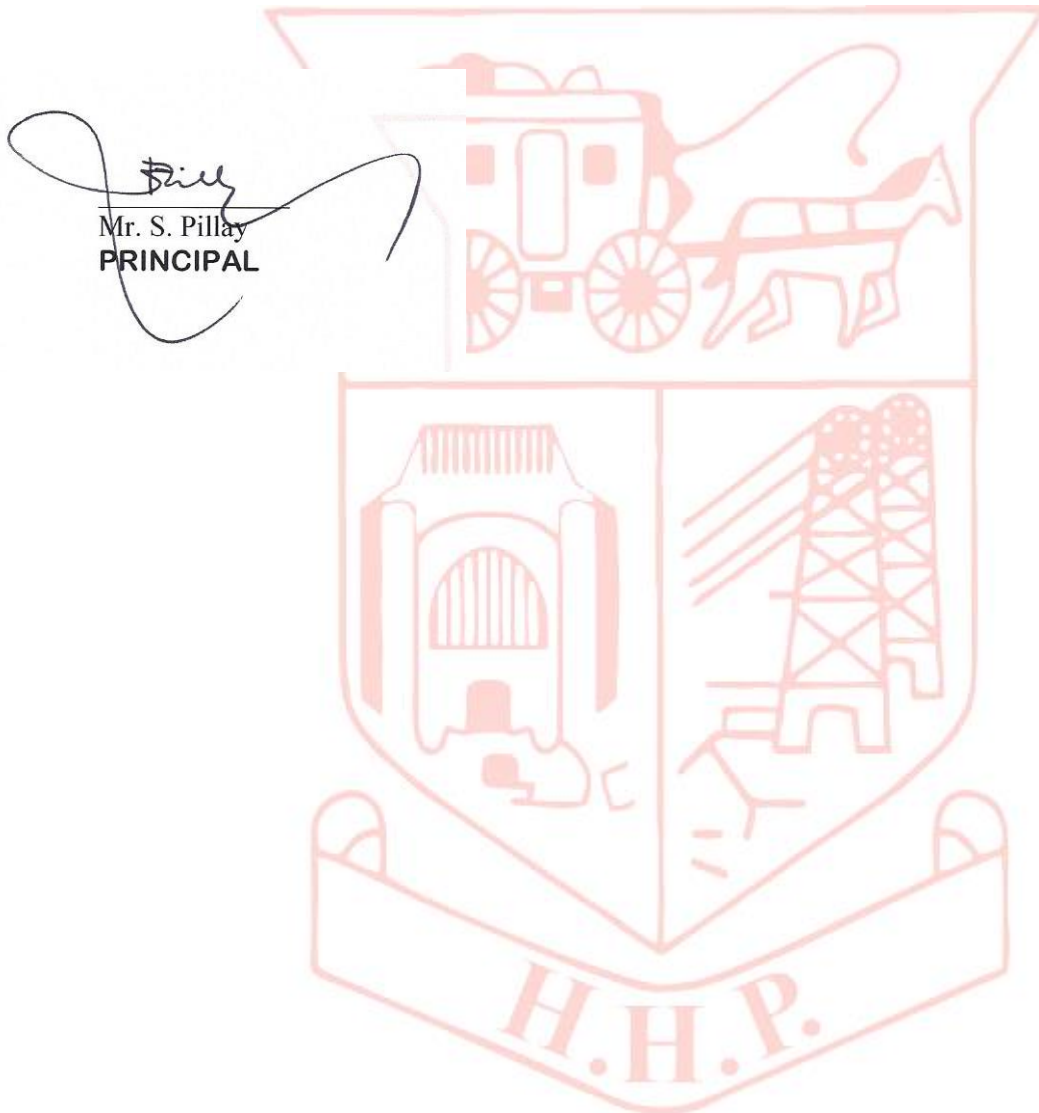
**IT IS IMPERATIVE THAT YOUR CHILD BE PUNCTUAL FOR SCHOOL EACH MORNING.** School closes for Grade 1 & 2 learners at 13:15 each day and for Grade 3 learners at 13:30; Grade 4 - 7 at 13:55

**OFFICE HOURS:**

07:00 – 14:30

Thank you for applying to our school.

Regards



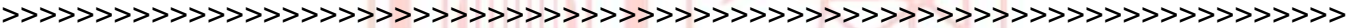
**SCHOOL UNIFORM FOR  
HALFWAY HOUSE PRIMARY**

**GRADE 1 TO GRADE 7 LEARNERS**

Please ensure that your child is properly dressed for school with:

- Grey long / short pants
- Grey skirt (girls)
- Blue cotton shirt (long sleeves in winter / short sleeves in summer)
- Black **Bata type** leather shoes
- Grey socks (long or short)
- Grey woollen stockings for girls in winter

All of these items are available at regular stockists such as PEP, JET, EDGARS, WOOLWORTHS, etc, depending on what you wish to spend and the quality thereof.



**ITEMS AVAILABLE FROM OUR UNIFORM SHOP**

The current tracksuit top, blue school jersey, royal blue drimac and padded jacket will remain as the outer garment as well as caps (red or blue); red scarves, red gloves & red beanies (winter only).

**DRESS FOR HUMAN MOVEMENT FOR GRADE 1, 2 & 3 LEARNERS ON FRIDAYS ONLY**

Red golf shirts and blue shorts in summer, and blue tracksuit pants for the winter. These will be worn with white / sport tackies on FRIDAYS only for the lessons and for the Foundation Phase Sports Day which takes place midyear.

These items (except the tackies) are available from our Uniform Shop.



GAUTENG DEPARTMENT OF EDUCATION

# HALFWAY HOUSE PRIMARY

PRINCIPAL: MR. S. PILLAY

TEL: 011 805-2828

291 VANHEERDEN ROAD  
HALFWAY GARDENS  
MIDRAND  
1685

P.O. BOX 224  
HALFWAY HOUSE  
1685  
Gauteng

Tel: 011 805-1919/21/26  
Fax: 011 315-0261  
Email: [admissions@hhpschool.co.za](mailto:admissions@hhpschool.co.za)  
Web: [www.hhpschool.co.za](http://www.hhpschool.co.za)



## APPLICATION FOR ADMISSION OF A LEARNER TO HALFWAY HOUSE PRIMARY FOR 2017

Our Language of instruction is English. First Additional Language Afrikaans or IsiZulu.

(The information requested in this form is essential for updating our computer records)

Account No : \_\_\_\_\_

Admission Date : \_\_\_\_\_

Admission No: \_\_\_\_\_

DETAILS OF LEARNER

<b>SURNAME OF LEARNER:</b>			
<b>NAME TO BE CALLED AT SCHOOL:</b>			
<b>FULL NAMES:</b>			
Applying for Grade _____ in 2017		Current Grade: 2016 (not for new Grade 1's)	
FAL Choice:	<input type="checkbox"/> Afr <input type="checkbox"/>	<input type="checkbox"/> IsiZulu <input type="checkbox"/>	Date of Birth: _____ / _____ / _____ (year) (month) (day)
Gender:	<input type="checkbox"/> Boy	<input type="checkbox"/> Girl	
I.D. No:	<input type="text"/>		
Citizenship:	Home Language:		
Medical Aid:	Number:	Main member's surname & initials:	
Previous school attended: (if applicable)			
Previous school's telephone number: (if applicable) (Code: _____)			

**OTHER LEARNERS (Siblings) IN THE SAME FAMILY AT HALFWAY HOUSE PRIMARY**  
(not cousins or nephews) Provide copies of ID of child currently enrolled / listed below.

Name	ID / PASSPORT	Current Educator	Grade
1.			
2.			

## FOR OFFICE USE ONLY – COMPUTER DETAILS

<i>Attach two colour photos of child</i>	Birth certificate	<input type="checkbox"/>
	Proof of residence	<input type="checkbox"/>
	Last school report	<input type="checkbox"/>
	5 year booster / Clinic card	<input type="checkbox"/>
	Copies – parent's ID	<input type="checkbox"/>
	Proof of employment	<input type="checkbox"/>
	Debit order	<input type="checkbox"/>

**FOR OFFICE USE ONLY** →

Waiting List A	- Living in feeder zone	<input type="checkbox"/>
Waiting List B	- Living <input type="checkbox"/> outside feeder zone	<input type="checkbox"/>

**PARENT/GUARDIAN DETAILS**



<b>Mother/Guardian:</b>	<b>Father/Guardian:</b>
<b>Surname:</b>	<b>Surname:</b>
<b>Full Names:</b>	<b>Full Names:</b>
<b>I.D. No:</b> <input type="text"/>	<b>I.D. No:</b> <input type="text"/>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Employer:</b> Salary category: (monthly) (mark with an X) <input type="checkbox"/> < R5 000 <input type="checkbox"/> 5 000-8 000 <input type="checkbox"/> 8 000- 12 000 <input type="checkbox"/> 12 000>	<b>Employer:</b> Salary category: (monthly) (mark with an X) <input type="checkbox"/> < R5 000 <input type="checkbox"/> 5 000-8 000 <input type="checkbox"/> 8 000- 12 000 <input type="checkbox"/> 12 000>
Do you have a bank account <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you have a bank account <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Tel. No: (work) (Code: _____)</b> _____	<b>Tel. No: (work) (Code: _____)</b> _____
<b><u>Work address</u> (street)</b> _____	<b><u>Work address</u> (street)</b> _____
<b>Marital Status: (mark with an X)</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/(er) <input type="checkbox"/> Re-married <input type="checkbox"/> Other <input type="checkbox"/> Traditional	<b>Marital Status: (mark with an X)</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/(er) <input type="checkbox"/> Re-married <input type="checkbox"/> Other <input type="checkbox"/> Traditional
<b><u>Home address</u> (street)</b> _____	<b><u>Home address</u> (street)</b> _____
<b>Tel no. (Home) (Code: _____)</b> _____	<b>Tel no. (Home) (Code: _____)</b> _____
<b>(Cell)</b> _____	<b>(Cell)</b> _____
<b>e-mail address:</b>	<b>e-mail address:</b>
Current residential address for <input type="text"/> years <input type="text"/> months	Current residential address for <input type="text"/> years <input type="text"/> months
Property status- owner <input type="checkbox"/> Yes <input type="checkbox"/> No	Property status- owner <input type="checkbox"/> Yes <input type="checkbox"/> No
At previous address for <input type="text"/> years <input type="text"/> months	At previous address for <input type="text"/> years <input type="text"/> months
<b>Postal Address:</b>	<b>Postal Address:</b>
_____	_____
_____	_____

**DECLARATION** (The provision of falsified information will lead to legal action being taken against the applicant and refusal to allow your child to continue his / her studies.)

I / We solemnly declare that all the information in this application is true and accurate. By signing this form, I / we give the SGB the right to do a house call to verify my physical address. I / We understand that all information will be treated as confidential. I / We undertake to inform the school immediately should any of the above details change at any time. I / We take cognisance of the fact that I / We, as parent(s) / guardian(s) of the child (ren) enrolled herewith, are responsible for payment of the school fees.

If applicable, I / we consent to the school carrying out a credit enquiry by accessing Trans Union ITC's data base and that any information may be accessed by other credit grantors and used in making risk management decisions.

\_\_\_\_\_  
SIGNATURE OF FATHER / GUARDIAN

\_\_\_\_\_  
NAME IN PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF MOTHER / GUARDIAN

\_\_\_\_\_  
NAME IN PRINT

\_\_\_\_\_  
DATE

# HALFWAY HOUSE PRIMARY

PRINCIPAL: MR. S. PILLAY    TEL: 011 805-2828    291 VANHEERDEN ROAD  
 P.O. BOX 224    Tel: 011 805-1919/21/26    HALFWAY GARDENS  
 HALFWAY HOUSE    Fax: 011 315-0261    MIDRAND  
 1685    Email: [admissions@hhpschool.co.za](mailto:admissions@hhpschool.co.za)    1685  
 Gauteng    Web: [www.hhpschool.co.za](http://www.hhpschool.co.za)



## ANNEXURE A APPLICATION FOR ADMISSION TO A PUBLIC SCHOOL

### 1. LEARNER DETAILS

A.

Surname	
First Name (s)	
Grade applied for	
Date of Birth	
ID/ Birth Certificate / Passport Number	

B. Certified birth and immunization certificates attached      Yes       No

C. Sibling (s) currently at the school

Surname	First Name (s)	Grade	Home Address

### 2. PARENT'S / GUARDIAN'S DETAILS

A. Are you a parent / guardian?      Specify:      Parent       Guardian

	Mother	Father
Surname (s)		
First Name (s)		
Title: Dr / Rev / Mr / Mrs / Miss / Ms		
ID Number		
Home Address		
Postal Address		
Postal Code		
Home Telephone Number		
Work Address		
Work Telephone Number		

### 3. NEXT OF KIN / FRIEND / RELATIVE'S DETAILS: (In case of emergency)

Surname	
First Name (s)	
Relationship to Learner	
Address	
Telephone Number	



4. LANGUAGE PREFERENCES OF LEARNER

Home Language	
Language of Communication	
Other Languages spoken	

5. PREVIOUS SCHOOL ATTENDED (if relevant)

Name of School	
Address of School	

6. SPECIAL NEEDS OF LEARNER (parent / guardian must specify any special educational needs e.g. epilepsy, allergies, use of wheelchair, etc.)

\_\_\_\_\_

\_\_\_\_\_

7. FAMILY DOCTOR'S DETAILS

Name	
Telephone Number	

Parent's / Guardian's Signature: \_\_\_\_\_ Date of submission: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Waiting list	A	B	Waiting list Number:
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Status of Admission:                      Approved                       Not approved

Reason(s) if not approved:

\_\_\_\_\_

\_\_\_\_\_

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

**AGREEMENT WITH  
HALFWAY HOUSE PRIMARY**

I, the undersigned,



(Full Names and Surname of Parent/Guardian)

(Identity Number)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

RESIDENTIAL ADDRESS:

(This physical address is my domicilium citandi et executandi.)

I request Halfway House Primary to enrol

Grade \_\_\_\_\_

(Full Names and Surname of Learner)

as from \_\_\_\_\_ 20\_\_\_\_\_

I hereby acknowledge myself to be truly and lawfully indebted to Halfway House Primary for the school fee amount as annually approved by parents of the school at the Annual General Meeting. In the event of default, the school, as creditor, shall be entitled to apply for default judgement against me.

THUS DONE AND SIGNED AT HALFWAY HOUSE on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**Definition of a parent:** "parent means"

- (a) the parent or guardian of a learner
- (b) the person legally entitled to custody of a learner, or
- (c) the person who undertakes to fulfil the obligations of a person referred to in (a) and (b) towards the learner's education at school.

SIGNATURE OF PARENT/GUARDIAN / LEGAL CUSTODIAN

**IMPORTANT**

1. ***This agreement is not a pre-condition for admission of a learner.***
2. ***The information is necessary to facilitate our administration process.***

Legislative Framework

Please note that admissions to public ordinary schools is framed by the following legislation:

- ◆ Constitution of the Republic of South Africa (Act No. 108 of 1996), as amended.
- ◆ National Policy Act (Act No. 27 of 1996), as amended.
- ◆ South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- ◆ Employment of Educators Act, 1998 (Act No.76 of 1998) as amended.
- ◆ Promotion of Administrative Justice Act (**PAJA**) (Act No. 3 of 2000).
- ◆ Refugees Act, 1998 (Act No. 130 of 1998).
- ◆ Aliens Control Act. 1991 (Act No. 96 of 1991).
- ◆ Gauteng School Education Act, 1995 (Act No. 6 of 1995).
- ◆ Education Policy Act, 1998 (Act No. 12 of 1998).
- ◆ Admission of Learners to Public Schools (General Notice 4138 of 2001).
- ◆ Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001).
- ◆ Education White Paper 5 as promulgated in 2004.
- ◆ Provincial Gazette Extraordinary No. 187 Transforming ECD in Gauteng.
- ◆ Provincial Gazette Extraordinary No. 127 dated 9/5/12.

**DEBIT ORDER FOR SCHOOL FEES**

The Principal  
Halfway House Primary  
P O Box 224  
HALFWAY HOUSE

ACC. NO. \_\_\_\_\_

Dear Sir

**PAYMENT OF SCHOOL ACCOUNT BY DEBIT ORDER:**

**A. PARTICULARS OF PARENT / LEARNER:**

Surname and Initials: \_\_\_\_\_

Child's / Children's name(s):  New \_\_\_\_\_

Existing learner (s) :  Existing \_\_\_\_\_

**B. PARTICULARS OF BANK ACCOUNT:**

Name of Account Holder: \_\_\_\_\_

Type of Account (mark appropriate block with an X)

CHEQUE

SAVINGS

TRANSMISSION

Name of bank \_\_\_\_\_

Branch Name: \_\_\_\_\_

Branch Code: : : : : : : : : : : : : : : : : :

Account Number: : : : : : : : : : : : : : : : : :

I, the undersigned, authorise Halfway House Primary (hereinafter referred to as the "School") to debit my account as specified above on the following dates being my child's / ren's prescribed school: (please choose your option by completing only one of the three options).

R \_\_\_\_\_ on the first (1<sup>st</sup>) business day of every month.

R \_\_\_\_\_ on the fifteenth (15<sup>th</sup>) business day of every month.

R \_\_\_\_\_ on the twenty fifth (25<sup>th</sup>) business day of every month.

Commencing . . . . .

Furthermore, I understand and accept the following conditions of this authorization:

1. All withdrawals hereby authorised will be processed by computer through a system known as ACB Magnetic Tape Service (Bureaufocus) and credited to the School's cheque account no. 010-1788-3719 with ABSA, Midrand-branch. It will be printed on my bank statement as "Halfway PS school fees".
2. The charge, if any, levied by my bank for debit order transactions will be for my account.
3. I authorise the School to adjust the above amount automatically in the event of:
  - 3.1 Non-payment for whatever reason of the debit order for a particular month.
  - 3.2 New enrolment of an additional child.
  - 3.3 My child leaving the school.
  - 3.4 Increase of school fees as determined by the Governing Body with prior notice by order of a notice in a newsletter of the School.
  - 3.5 Possible arrear amount on my school account.
4. The School may cancel the debit order should my Bank disallow a debit against my account on three consecutive occasions because of insufficient funds or for any other reason.
5. If, by the end of period, my account has been paid in full for the particular year, this debit order will be cancelled automatically unless the School is instructed to the contrary. It will come into force once again the following year if my child/children still attend(s) the school.
6. This authorization will be in force as long as my child/children attend(s) the school or until cancelled by myself either in writing or by verbal agreement.

Yours faithfully

SIGNATURE OF ACCOUNT HOLDER: \_\_\_\_\_ DATE: \_\_\_\_\_