



SUNLANDS PRIMARY SCHOOL

P O BOX 36037, GLOSDERRY, 7702

PHONE: 021-7978010 FAX: 021-7622697

EMAIL ADDRESS: cris@sunlands.co.za

WEBSITE: www.sunlands.co.za

Dear Parents

Thank you for your enquiry about the enrolment of your child at Sunlands.

Parents must please return the Application forms together with the following documents.

INCOMPLETED APPLICATION FORMS WILL NOT BE CONSIDERED.

LEARNERS

1. **A certified copy of Birth Certificate**, with an **ID sized photo attached**. (No application form will be accepted without a certified Birth Certificate and the **original must be produced at the office** when dropping off the application form).
2. A certified copy of **clinic card**.
3. A certified copy of most **recent school report (applies to Gr.1 – Gr.7 learners)**.

PARENTS/GUARDIAN (PLEASE ENSURE THAT COPIES ARE CERTIFIED)

4. Certified copies of **parents ID documents**.
5. **Certified copy of proof of residence** (eg. A copy of either: rates, electricity or telephone account. Otherwise an affidavit from the police station).
6. **Completed CEMIS form for the Western Cape Education Department. ALL SECTIONS MUST BE COMPLETED.**
7. **A processing fee of R30.00.**

Please note that the submission of an application form does not guarantee a position at our school, as all our classes are full. We therefore urge you to also make application at other schools for your child.

Incomplete, unsigned, faxed or emailed application forms will not be accepted.

- **CLOSING DATE FOR GR.R AND GR.1 APPLICATIONS – 28 MARCH 2013.**
- **INTERVIEWS FOR GR.R AND GR.1 WILL TAKE PLACE BEGINNING 2ND TERM. (Please note admission procedure.)**

Yours faithfully

Mrs A van Heerden
Principal

2014

INFORMATION SHEET

APPLICATION AND ADMISSION

PROCEDURE

MISSION

At Sunlands we are proud to encourage the values of honesty, loyalty and respect for fellow human beings.

The professional and dedicated team of educators strives to promote an environment where personal fulfilment will ensure that the whole child's full potential is realised.

We value the unique qualities of each individual and seek to nurture their particular talents and to empower them to confidently overcome their weaknesses.

We aim to equip learners with the appropriate skills to think critically and work diligently both co-operatively and independently.

Our pupils are being exposed to a school environment where self-discipline and a positive self-image are encouraged.

The integration of academic excellence and life skill based curriculum promote the development of a well-balanced individual who will make a positive contribution to society.

With these ideals and maximum parent involvement, Sunlands Primary will be renowned as an example to others

GOVERNING BODY

This is a statutory body established in accordance with the South African Schools Act.

Governing Body elections take place every three years. The Body is made up of five parent representatives, two educator representatives, one non-educator representative and the Principal. The Governing Body normally meets once a month.

PARENT INVOLVEMENT

Sunlands parents are encouraged to become actively involved in the school and assist in a range of support activities. These include, Fundraising, First Aid at sports matches, helping with the school gardens, 'babysitting' classes when teachers are away on courses, catering for events etc. The ongoing high level of commitment, involvement and support of our body is a strong feature of our wider Sunlands Community.

ADMISSION

- Every effort will be made to ensure that the ratio of boys and girls in each grade remains approximately equal.
- Where selection becomes necessary because the number of applicants exceeds the number of available places, selection will be based on the following criteria:
 - * Preference will be given to siblings, except where this is not in the best interests of the child or the application is received late.
 - * Preference will be given to applicants to whom Sunlands is the nearest primary school, provided that application is submitted in time;
 - * The capacity of the school to provide an acceptable quality of education to the applicant (this provision applies particularly to applicants with special needs);
 - * The age of the pupil.

SCHOOL FEES - 2013

Sunlands Primary is a Section 21 School which requires payment of fees. School fees are a statutory debt.

The present compulsory 2013 school fees per annum are as follows:

Grade R

R1 050.00 X 11 months = R11 550.00 (no subsidy or reduction for Siblings)

Grade 1 - 7

One Child : R 550 x 11 months = R 6 050.00

Two Children : R 990 x 11 months = R 10 890.00

Three Children : R1 410 x 11 months = R 15 510.00

- The method of payment is by debit order or EFT. (NO CASH to be sent to school).
- The fees are reviewed annually.
- Parents purchase stationery for their children.
- Text books supplied by the Education Department must be returned.
- Families may apply for subsidy of fees where there is a genuine need, for which documentary evidence must be provided.
- Sunlands has an ongoing programme to maintain and further develop its capital assets.
- **A non-refundable levy of R150** towards the cost of on-going Capital Development Projects is payable on acceptance of a place at the school.

EXTRA CURRICULAR PROGRAMME

All Grade 3 to 7 pupils are expected to participate in the Extra Curricular Programme (Tuesdays and Thursday 15:00 to 16:00). We believe that participation in the Extra Curricular Programme benefits the child in many different ways.

Some of the activities include the following:

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|---|---|
| <ul style="list-style-type: none"> ▪ Athletics/Walking/Running Club ▪ Art Club ▪ Games Club ▪ Chess Club ▪ Choir/Singing ▪ Computer Research ▪ Cricket ▪ Enviro-Science Club ▪ Book Club ▪ Orff ▪ Swimming | <ul style="list-style-type: none"> ▪ Outreach ▪ Drama ▪ Soccer/Netball/Softball ▪ Photographic Club (Gr.7) ▪ General Knowledge Quiz Club (Gr.6 & Gr.7) ▪ Dance Club |
|---|---|

ACTIVITIES OFFERED BY OUTSIDE ORGANISATIONS

The following activity is offered at an extra cost at Sunlands.

Please contact the following for any further information

Karate – Mondays and Wednesdays after school
Drama - Helen O'Grady

Trevor Rustin
Duncan Rice

083 454 1945
021 674 7478



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LEARNER CEMIS NO. (office use only)

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Year required	2014	TAKE NOTE: Children are accepted in Grade R the year they turn 6, Grade 1 the year they turn 7.
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Grade required	GR.R	GR.1	GR.2	GR.3	GR.4	GR.5	GR.6	GR.7
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PLEASE PRINT CLEARLY WHEN COMPLETING THE FORM

INCOMPLETE FORMS WILL NOT BE ACCEPTED

PUPIL INFORMATION

Surname of Pupil (as stated on the Birth Certificate)		First Names	
Boy	Girl	Home Language	Nationality
Date of Birth:		ID Number <small>A certified copy of birth certificate must accompany this form</small>	
Position in Family	Only or first child	Second child	Third child
Fourth child or more			
Are there any other children (brothers or sisters) at Sunlands Primary. If yes, please state names and grade.			
Name	Grade		
Name	Grade		

PARENT INFORMATION

MARITAL STATUS					
Married	Common Law Marriage	Separated	Divorced	Divorced & Remarried	Single
					Deceased
					Father
					Mother

PARENTS' DETAILS – PLEASE PRINT CLEARLY

e.g. father, mother, step-parent, grandparent, etc.

All communication (school sms messages, phone calls, letters) will be directed to the First Care Giver

	FIRST CARE GIVER	SECOND CARE GIVER
Parental Role:		
Title & Surname:		
First Name:		
ID Number: <small>A certified copy of both ID documents must accompany this form</small>		
Physical Address: <small>Certified copy of proof of residency (rates, telephone account etc.) must accompany this form</small>		
Postal Address: <small>Please include postal code.</small>		
Home Telephone:		
Cell Number:		
Occupation:		
Employer/Company Name:		
Work Address:		
Work Telephone:		
E-mail Address:		

Emergency contact other than parents

Name and Relationship <small>(grandparent, aunt, friend, etc)</small>			
Contact Numbers:	Cell:	Work/Home:	

PREVIOUS SCHOLASTIC INFORMATION

Please list names of the schools the learner/student has attended and their CEMIS number.

A Transfer form from the previous school **MUST** be handed in at the office **on entry** to Sunlands Primary School

	Name of School	Country/Province	Contact Number	Reason for Leaving	LEARNER CEMIS NUMBER
Pre-Primary Grade R					
Foundation Phase Grade 1 - 3					
InterSen Phase Grade 4 - 7					

Please supply the LEARNER CEMIS number it may be obtained from their current school:

MEDICAL INFORMATION

	Condition	Medication
Allergies: (peanuts, bee stings, etc)		
Chronic Illnesses: (diabetes, epilepsy, etc)		
Medical Conditions: (pulmonary stenosis, muscular dystrophy, cerebral palsy, etc)		
Disabilities: (hard of hearing, partially sighted, autistic spectrum disorder, ADHD, etc)		
MEDICAL AID NAME & NUMBER		
DOCTORS NAME & NUMBER		

SCHOOL RULES AND REGULATIONS AND CODE OF CONDUCT

I undertake to abide by the rules and regulations applicable to Sunlands Primary School and will ensure that my child adheres to same. I undertake to ensure that my child follows the school Code of Conduct and Constitution while enrolled at the school.

PARENT FEE COMMITMENT

I agree and undertake to pay the Governing Body of Sunlands Primary School in full such school fees as are levied from time to time by the said Governing Body in respect of my child as and when same become due and payable. I understand that I will be liable for a full term's notice or a term's fees in lieu of notice should I decide to withdraw my child from the school.

Grade R only: I understand that my child may be de-registered should school fees fall into arrears.

PAYMENT WILL BE MADE:

Annual (minus 1 month discount if settled before 28 th February)	
Quarterly (February/April/July/October)	
Monthly (cheque/EFT over 11 months: January – November)	
Debit Order (11 months: January – November)	
Full/Partial Exemption: I would like to make an appointment to discuss a payment plan with the Bursar	
Child is a Ward of the State (supply supporting document)	

Monthly income (tick the suitable choice)

NB: Please note that the information needs to be supplied for **BOTH** parents, irrespective of their marital status.

	0 – R5 000	R5 000 – R10 000	R10 000 – R20 000	R20 000+
Mother				
Father				

DECLARATION OF PARENT/GUARDIAN

(Both parents' / care givers' signatures are required)

I, the undersigned, Parent/Guardian of(name of learner) hereby declare that the information furnished above is correct to the best of my knowledge. Further, I commit myself to be responsible for monies that are due at any time in accordance with the agreement as set out above.

SIGNED AT on thisday of (month) (year).

SIGNATURE OF 1st PARENT:..... NAME IN PRINT:.....

SIGNATURE OF 2nd PARENT:..... NAME IN PRINT:.....

ADMINISTRATION STAFF ONLY	DATE RECEIVED	Birth Certificate Certified	Clinic Card Certified	Latest Report Certified	Parents ID Certified	Proof of Residence Certified	Fee Commitment Signed	CEMIS FORM & Signatures

WESTERN CAPE EDUCATION DEPARTMENT

CEMIS: NEW REGISTRATION FORM



Please note that this form must be completed for all NEW learner registrations (learners that are NOT CURRENTLY registered in the CEMIS). The form must be signed by the parent/guardian and the principal. It is important to collect learner information in terms of gender, race and disability in order to track the extent to which **EQUITY** and **ACCESS** are being addressed.

Please observe the following strictly:

- The form must be completed by an official, parent or guardian, not the learner.
- Race, gender, social grant and disability detail should be collected with sensitivity from the parent/guardian.

1. Surname																											
2. First name																											
3. Second and third name																											
4. Learner's Identity Number		If the identity number is not available, apply to Home Affairs immediately.																									
** Is the learner an immigrant: 1=yes; 2=no		Year		Month		Day		6. Learner's race: 1=black/african; 2=coloured; 3=Indian/Asian; 4=white; 5=not applicable										Diacritics on name: 1=yes 2=no									
5. Date of birth																		7. Learner's gender: 1=male; 2=female									
8a. Street number or write Plot / Farm / Flat																											
8b. Name of street/ plot / farm / flat																											
8c. Suburb / Address line 2																											
8d. Town / Address line 3																											
8e. Postal code																											
		** Telephone code and number or cellular phone number																									
9. Learner's parents deceased: 1=only mother deceased; 2=only father deceased; 3=both parents deceased; 4=both parents alive; 5=unknown																											
10. Is it the first time the learner has registered at a school in the Western Cape Province? 1=yes; 2=no; 3= comes from independent/private school														11. In which province or country did the learner attend school LAST year?: 1=Western Cape; 2=Free State; 3=Gauteng; 4=KwaZulu-Natal; 5=Limpopo/Northern Province; 6=Mpumalanga; 7=Northern Cape; 8=North-West Province; 9=Eastern Cape; 10=Other country: specify below; 11= Not in school													
12. Learner's grade this year: 1=Pre-GrR; 2=GrR; 3=Gr1; 4=Gr2; 5=Gr3; 6=Gr4; 7=Gr5; 8=Gr6; 9=Gr7; 10=Gr8; 11=Gr9; 12=Gr10; 13=Gr11; 14=Gr12; 15=Special Grade 7; 16=Special Grade 8; 17=Special Grade 9; 18=Infant Phase; 19=Junior Phase; 20=Intermediate Phase; 21=Senior Phase; 22=Vocational phase; 23=ABET Level 1; 24=ABET Level 2; 25=ABET Level 3; 26=ABET Level 4; 27=N1; 28=N2; 29=N3; 30=N4; 31=N5; 32=N6; 33=NIC; 34=NSC; 35=LSEN Unit																											
13. If the learner is in a Pre-GrR or GrR class, is it a STATE or SGB/R3 funded class? 1= State; 2=SGB/R3;																											
14. In which class is the learner this year? E.g. 3c or 12a																											
15. Did the learner attend any school last year? 1=yes; 2=no														16. Is the learner a hostel boarder this year? 1=yes; 2=no													
17. Is the learner registered for a social grant? 1=yes; 2=no														18. Does the learner receive a social grant? 1=yes; 2=no													
19. Did the learner attend any formal or non-formal pre-primary programmes LAST year? (Only applies to Gr1 first time enrolments) 1=yes; 2=no														20. Does the learner benefit from the Primary School Nutrition Programme (PSNP)? 1=yes; 2=no													
21. Is the learner 1=mainstream; 2=LSEN in unit class; 3=LSEN in mainstream; 4=in a LSEN school?																											
22. Learner according to disability (leave blank if no disability) 2=deaf; 3=hard of hearing; 4=blind; 5=partially sighted; 7=cerebral palsy; 8=specific learning disabled; 9=behavioural disorder; 10=mild/moderate intellectually disabled; 11=severely intellectually disabled; 12=physically disabled; 13=autistic spectrum disorder; 14=epilepsy; 15=attention deficit disorder with hyperactivity; 16=none; 17=attention deficit disorder without hyperactivity																											
Primary disability		Secondary disabilities (This field is only to be completed if the learner has more than one disability)		Sec. Dis. 1		Sec. Dis. 2		Sec. Dis. 3		Sec. Dis. 4																	
23. Learner's home language: 1=Afrikaans; 2=English; 3=Xhosa; 4=Swati; 5=Ndebele; 6=Zulu; 7=Sotho; 8=Pedi; 9=Tswana; 10=Venda; 11=Tsonga; 12=Sign Language; 13=Other: specify below																											
24. Learner's language of teaching: 1=Afrikaans; 2=English; 3=Xhosa; 4=Swati; 5=Ndebele; 6=Zulu; 7=Sotho; 8=Pedi; 9=Tswana; 10=Venda; 11=Tsonga; 12=Sign Language; 13=Other: specify below																											
25. Learner's preferred language/Certificate language: 1=Afrikaans; 2=English; 3=Xhosa; 4=Swati; 5=Ndebele; 6=Zulu; 7=Sotho; 8=Pedi; 9=Tswana; 10=Venda; 11=Tsonga; 12=Sign Language; 13=Other: specify below																											

WCEDNEWREG-1

26. Languages in GET band (Grades 1 – 9)

Indicate the PRIMARY, ADDITIONAL and 2nd ADDITIONAL LANGUAGES of the learner.
(This question refers to the languages taught in the **LANGUAGE, LITERACY and COMMUNICATION** Learning Area.)

1=Afrikaans; 2=English; 3=Xhosa; 4=Swati; 5=Ndebele; 6=Zulu; 7=Sotho; 8=Pedi; 9=Tswana;
10=Venda; 11=Tsonga; 12=Sign Language; 13=Other: specify below

Complete only for learners who take a second primary language.

Primary language

Additional language

2nd Additional language2nd Primary language

Other Language

27. Examinable secondary subjects taken in the FET band (Grades 10 –12). Indicate the number of subjects taken.

Subject Name

? (Grades 10 and 11 use NCS FET subject names for 2007 with no subject grade distinction).
Minimum of **seven** subject required for fulltime learners.

? (Grades 12 for 2007 will be the last to use the old subject names with subject grade distinction). Minimum of **six** subjects required for fulltime learners.

Subject Category:

1=at the school as part of the subjects;
2=at another institution as part of the subjects;
3=extra subjects at the school;
4=extra subjects at another institution

Subject Grade

1=HG
2=SG
3=n/a

28. The six main **EXTRA-MURAL** activities in which the learner participates: 1=only at school; 2=private only, not at school; 3=both at school and private

1.Dance			5.Visual art			9.Hockey			13.Soccer			17.Watersport		
2.Drama			6.Athletics			10.Netball			14.Rugby			18. Debating society		
3.Music			7.Chess			11.Clay pigeon shooting			15.Tennis			19.Boxing		
4.Choir			8.Cricket			12.Softball			16.Volleyball			20.Karate		
Other: Specify with code (1,2 or 3)														

I, the principal, hereby declare that I have established that the above-mentioned learner is NOT currently registered at any school in the Western Cape Province and that the necessary documents, to the best of my knowledge, meet the requirements and are acceptable.

We, the undersigned, fully understand the provision made in the South African Schools Act, Act 84 of 1996 (Section 59(2)) regarding the duty of schools to provide information.

Signed:

Parent / Guardian

:
(Name in Print)

Signature

Date

Principal

:
(Name in Print)

Signature

Date

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