



Generaal Alberts Primary

ADMISSIONS PROCESS & FORM FOR 2024 APPLICATIONS

Admissions for 2024 will open on **15 June 2023** at **8:00am** and close on **14 July 2023** for all grades. Grade 1 applications must be done online and documents submitted as per the GDE guidelines available on www.gdeadmissions.gov.za. To ensure a smooth submission, please see the list of documents below which is required and submit which is applicable to you. **ALL** documents must be **CERTIFIED**. All applications will be subjected to **verification** as per requirements of the GDE. Please ensure you apply to all the schools in your feeder area as limited spaces are available and we are considered a high-pressured school due to the volumes of applications we receive yearly.

What documents must I submit?

DOCUMENTS REQUIRED FOR ALL APPLICATIONS

- Birth Certificate of Learner
- ID – Biological Father & Mother / Legal Guardian
- Latest School Progress Report for **Grade 2 – 7 applications**
- Copy (Back and Front) of **Medical Aid Card – if applicable**
- Clinic Card showing Vaccinations.
- **Proof of Residence in parent's name:** *Please see below what documents are accepted/needed for verification.*
- **Proof of Employment:** *Please see below what documents are accepted/needed.*

PROOF OF EMPLOYMENT

- Pay slip / Letter of Employment indicating work address for both parents.
- Domestic Workers can submit UIF registration and contract of Employment.

LEGAL GUARDIAN

- COURT documents or Official documents from social worker if the child does not live with biological parents due to INCAPACITY or DEATH.

PROOF OF RESIDENCE

All documents applicable and required must **NOT BE OLDER THAN 3 MONTHS** and **CERTIFIED**.

HOMEOWNER:

- Municipal Account (Not older than 3 months)
- Levy Statement form Body Corporate (If property is in a complex)

SHOULD YOU LEASE FROM A FORMAL AGENCY: (Include all documents below)

- Official lease agreement from the Agency
- Statement from Agency

SHOULD YOU RENT FROM A PRIVATE INDIVIDUAL / LIVE WITH SOMEBODY: (Include all documents below)

- Certified ID of Owner / Landlord
- Municipal Account of Owner
- Valid rental agreement bearing full physical address and landlord's contact details and address.
- If property is in a complex, please attach levy statement from Body Corporate.
- Statement of any formal account in the name of the applicant bearing the full physical residential address.
- In the event, you live with your spouse, attach a marriage certificate.



Generaal Alberts Primary

FOREIGN STUDENTS: (Include all documents below)

- **Certified** copy of valid Passport for Parents and Learner.
- Certified and Valid Permanent /Temporary Residency / Refugee /Asylum permit papers for parents and learner. If the permit has expired, proof of application must be submitted. **(A consent form will be issued to parent to sign when submitting documents for confirmation of validity of permit with DHA).**
- Birth Certificate of Learner
- Valid Visa / Work permit of parent.

How do I submit my application?

- Grade R as well as Grade 2-7 applications can be submitted directly to the school or sent in per email to admissions@albies.co.za. If you email your application, please scan and email the forms with supporting documents as one PDF document. In the subject line, type in the learner's name and surname as well as the grade you are applying for example: "APPLICATION FOR GRADE 2 – NAME & SURNAME".
- Grade 1 Applications are done online on www.gdeadmissions.gov.za. Supporting documents can be uploaded directly on the website as well. Documents can also be submitted to the school or GDE walk in centres. The addresses of the walk in centres will be published on the GDE website, however, yearly there is a walk in centre at "Alberton Teaching Centre" in First Avenue, Alberton North.

PLACEMENTS

GRADE R

Placement of Grade R learners will commence from end of August 2023. An email will be sent to parents with an offer of placement. The parent will then have 5 days to accept / decline the offer.

GRADE 1

Placements of Grade 1 learners will be done by the Department of Education from 4th September 2023 until all learners are placed. An SMS will be sent to the number registered during the application process. Parents can also log in to their profile created on the GDE website to view the status of their application. NO manual Grade 1 applications will be accepted. All Grade 1 applications MUST be made online at www.gdeadmissions.gov.za

GRADE 2 – 7

Placements for Grade 2 – 7 are only done beginning of December. Placements can not be done before this time since capacity is based on the number of retentions and transfer requests. An email will be sent to parents with an offer of placement. The parent will then have 5 days to accept / decline the offer.

Should you have any questions, you are welcome to contact admissions on admissions@albies.co.za or 0119072001.

Regards
ADMISSIONS



LAERSKOOL GENERAAL ALBERTS PRIMARY

Application Form for Admission 2024
ADMISSIONS OPEN 15 June 2023 @ 8am & CLOSES 14 July 2023

Class to be placed in

Date of Application: (Gr.1 Online App Date)	D	D	M	M	Y	Y	Y	Y	Gender	Male	Female
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Name & Surname of Learner:											
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ID Number of Learner:																				
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Grade:	LSEN	1	2	3	4	5	6	7	Please select grade applying for		
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Email for Correspondence:											
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Cell for correspondence:											
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Alternative Email or Cel No:											
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Online Waiting List No. (Gr.1 ONLY):	W340273/1/										
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IF APPLYING FOR MORE THAN ONE CHILD AT LAERSKOOL GENERAAL ALBERTS PRIMARY FOR 2024 ADMISSIONS, PLEASE WRITE DOWN NAMES AND GRADES OF SIBLINGS APPLYING FOR BELOW

1.											
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2.											
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Has the learner you are applying for previously been retained? If yes, please indicate which grades.

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Please indicate the reason for changing schools:

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DOCUMENTS REQUIRED

Submit directly to school or email **ALL CERTIFIED** documents with your completed application
EMAIL application back to: admissions@albies.co.za **ONLY** from 15 June 2023 @ 8AM – 14 July 2023

1	Birth Certificate of Learner		6	Copy (Back and Front) of Medical Aid Card – <i>if applicable</i>	
2	ID – Biological Father & Mother / Legal Guardian		7	Proof of Employment	
3	Latest School Progress Report		8	Legal Guardianship documents (COURT documents/ Official document from social worker)	
4	Clinic Card showing Vaccinations		10	IMMIGRANTS: Parents Passport with Visa / Asylum / Refugee	
5	Proof of Residence in Parent's Name		11	IMMIGRANTS: LEARNER Passport / Asylum / Refugee	

COMMENTS

LAERSKOOL GENERAAL ALBERTS PRIMARY

Please complete using **BLOCK LETTERS**, black ink and initial each page.
Completing this form does not necessarily mean that the learner has been accepted into the school.

LEARNER INFORMATION										
GRADE APPLYING FOR: _____					YEAR WHEN GRADE WAS PASSED: _____					
SURNAME OF LEARNER:										
BIRTH NAMES: <i>(as shown on birth certificate)</i>										
PREFERRED NAME: <i>(No nicknames)</i>										
ID-NUMBER - LEARNER:										
PASSPORT NR - LEARNER:										
DATE OF BIRTH:		Dexterity of Learner <i>(Which hand does your child write with?)</i>					LEFT	RIGHT		
GENDER:		M	F	MODE OF TRANSPORT:						
School Currently Attending:							TEL.NR:			
Previous School:							TEL.NR:			
NATIONALITY:		Code: _____	A1: SOUTH AFRICAN A2: CHINESE A3: PORTUGUESE A4: KONGOLES A5: ANGOLESE A6: ZIMBABWEAN A7: ETHIOPIAN A8: OTHER							
POPULATION GROUP:		Code: _____	B1: BLACK B2: COLOURED B3: ASIAN B4: INDIAN B5: WHITE B6: OTHER							
ETHNIC GROUP:		Code: _____	F1: N. SOTHO F2: S. SOTHO F3: NDEBELE F4: SWAZI F5: TSONGA F6: VENDA F7: XHOSA F8: ZULU F9: TSWANA F10: OTHER							
STATUS OF FAMILY: CODE: _____ <i>(e.g., 1)</i>		1 MARRIED LIVE WITH BOTH PARENTS			2 STEPFATHER			3 STEPMOTHER		
		4 WIDOWER			5 WIDOW			6 GUARDIANS		
		7 DIVORCED LIVE WITH FATHER			8 DIVORCED LIVE WITH MOTHER			9 ESTRANGED LIVE WITH MOTHER		
		10 ESTRANGED LIVE WITH FATHER			11 LIVE TOGETHER			12 SINGLE PARENT (never married)		
		13 OWN MOTHER / STEPFATHER			14 OWN FATHER / STEPMOTHER			15 2 ND MARRIAGE		
		16 OTHER (specify): _____								
INDICATE WITH x WHO THE LEARNER RESIDES WITH AND PHYSICAL ADDRESS:		BOTH PARENTS			LEARNER'S PHYSICAL ADDRESS & PRIMARY CONTACT NUMBER					
		MOTHER								
		FATHER								
		OTHER (SPECIFY)								
NUMBER OF CHILDREN IN HOUSEHOLD AND AGES:			AGE:	AGE:	AGE:	AGE:	AGE:			
BIOLOGICAL BROTHERS / SISTERS ALREADY ATTENDING GENERAL ALBERTS PRIMARY:		NAME:				GRADE:				
		NAME:				GRADE:				
		NAME:				GRADE:				
RELIGION:										
HOME LANGUAGE:		PREFERRED LANGUAGE OF INSTRUCTION:								
COUNTRY OF ORIGIN:										

FAMILY INFORMATION

FATHER / PRIMARY GUARDIAN DETAILS:

SURNAME:			
INITIALS:		TITLE:	
FULL NAMES:			
DATE OF BIRTH:			
ID NUMBER / PASSPORT NUMBER:			
CITIZENSHIP:		COUNTRY:	
PHYSICAL ADDRESS:			
	POSTAL CODE:		
HOME TELEPHONE:			
CELL NUMBER:			
E-MAIL ADDRESS:	<small>(Please write legible in print)</small>		
OCCUPATION:			
EMPLOYER:			
WORK ADDRESS:			
WORK TELEPHONE:			
RELATIONSHIP TO LEARNER:		LEARNER RESIDES WITH THIS PARENT: Indicate with X	YES: <input type="checkbox"/> NO: <input type="checkbox"/>

MOTHER / SECONDARY GUARDIAN DETAILS:

SURNAME:			
INITIALS:		TITLE:	
FULL NAME:			
ID NUMBER / PASSPORT NUMBER:			
DATE OF BIRTH:			
CITIZENSHIP:		COUNTRY:	
PHYSICAL ADDRESS:			
	POSTAL CODE:		
HOME TELEPHONE:			
CELL NUMBER:			
E-MAIL:	<small>(Please write legible in print)</small>		
OCCUPATION:			
EMPLOYER:			
WORK ADDRESS:			
WORK TELEPHONE:			
RELATIONSHIP TO LEARNER:		LEARNER RESIDES WITH THIS PARENT: Indicate with X	YES: <input type="checkbox"/> NO: <input type="checkbox"/>

NEXT OF KIN - CONTACT IN CASE OF EMERGENCY IF PARENTS CAN NOT BE REACHED

NAME AND SURNAME:	1.	2.
RELATIONSHIP TO LEARNER:		
CONTACT NUMBER: (C)		
CONTACT NUMBER: (W)		
CONTACT NUMBER: (H)		

FAMILY DOCTOR AND MEDICAL AID DETAILS:

NAME OF DOCTOR:		TEL.NR:	
MEDICAL AID AND PLAN:		MEMBER NR:	

MEDICAL & PERSONAL HISTORY

Specify special educational needs / medical condition / disability or Allergy. Please attach any relevant documentation regarding any ailment, disease or disability which the school should know about.

SCHOOL FEES

Details of person responsible for school fees

ACCOUNT HOLDER:	Primary Guardian:	Secondary Guardian:	Other: (Specify)
SURNAME:			
INITIALS:			
TITLE:			
ID / PASSPORT NUMBER:			
POSTAL ADDRESS:			
	POSTAL CODE:		
PHYSICAL ADDRESS:			
	POSTAL CODE:		
HOME TELEPHONE:			
CELL NUMBER:			
OCCUPATION:			
EMPLOYER:			
WORK ADDRESS:			
	POSTAL CODE:		
WORK TELEPHONE:			
E-MAIL ADDRESS: (STATEMENT TO BE E-MAILED)	(Please write legible in print)		

**AGREEMENT WITH LAERSKOOOL GENERAL ALBERTS PRIMARY
GENERAL CONDITIONS**

The parent/guardian undertakes to:

1. Notify the Governing Body of Laerskool Genl. Alberts Primary within 14 days after change of address of his/her new address. The parent/guardian further confirms that any of the above addresses will serve as his/her domicile citandi et executandi address for the receiving of court process documents, should the parent/guardian fail to give notification of change of address.
2. Should the Governing Body deem it necessary to take any legal action with regards to the recovering of outstanding school fees, the parties agree to the jurisdiction of the Magistrate's court in the ALBERTON district, in accordance with the stipulations of article 45(1) of the Act on Magistrate courts, 32 of 1944.
3. Should the parent/guardian fail to pay school fees, interest will be charged at 15,5% per annum on outstanding accounts.
4. To apply for a subsidy in good time if parent/guardian experience financial problems.
5. In the case of legal action implemented at the discretion of the Governing Body of Laerskool Genl. Alberts Primary the parent/guardian agrees to the costs of the lawsuit between the parties as determined by the Magistrate's Court, on attorney and client scale, AS WELL AS recovering costs.
6. Parent/Guardian agrees irrevocably to the responsibility for the payment of tracing costs and expenditures that may be incurred in the future to trace the work- and/or home address, should it be necessary.
7. This is the full agreement between the Governing Body of Laerskool Genl. Alberts Primary and the parent/guardian of the mentioned learner, no changing of this agreement is valid unless changed in writing and signed by both parties.
8. Acceptance of the school rules / code of conduct unconditionally and undertake to see that our son/daughter subjects him/her to the rules/code of conduct of the school at all times.
9. Hereby acknowledge that I am fully liable for payment of school fees to Laerskool General Alberts Primary for the duration of my child's school admission as well as any outstanding amounts due to the school after the learner has transferred.
10. Agrees and consent that Laerskool General Alberts may forward school records and transcripts to forwarding schools when being transferred.
11. Agrees and consent that the learner may participate in all school activities, extra-mural activities, functions and events which takes part on the school premises.
12. Public school fees are a statutory duty in terms of the South African Schools Act No. 84 of 1996 (as amended), payable annually in advance at the beginning of each school year and such payment is compulsory, unless parents have been granted an exemption or partial exemption of school fees. Irrespective of marital status or divorce agreements, both parents are jointly and severally liable for the payment of school fees. Any divorce order is inter-parties binding on the parties thereto and does not affect the parents' liability to school fees.
13. I agree should any information provided in this application, which is found to be false or incorrect, will lead to the rescinding of the admission of this applicant. Admissions will be administered according to the school's Admission Policy.
14. Foreign learners / Immigrants herewith agree to keep their documentation up to date and to ensure that it is valid at all times and undertake to provide the school with updated permits / visas / documentation prior to expiry.
15. Parents / Guardians of foreign learners requiring a study permit acknowledge that they will apply for such as soon as a provisional acceptance letter is issued to a prospective learner. The school will need to be receive a copy of such permit or proof of application within 6 weeks.

CONSENT, INDEMNITY AND ACKNOWLEDGEMENT OF DEBT WITH RESPECT TO SCHOOL FEES

Consent and Indemnity

I hereby give my consent for my child to take part in extramural activities for the school, including educational excursions / tours, cultural and sports activities while attending this school. I fully understand and accept that my child's participation in all tours, excursions and sports activities shall be undertaken at indemnity, hold harmless and absolve the Governing Body, Principal and Staff against any of all claims whatsoever that may arise in connection with my aforesaid child during any such tour / excursion of cultural or sports activity. I agree that the school may contact me via e-mail / SMS / WhatsApp to improve communication between me and the school. I agree that the school and staff will not be held liable for the loss or damage to the learner's personal belongings.

Acknowledgment of debt

We agree that both parents, father, and mother and / or guardian are jointly and severally liable for the school fees as determined by statutory regulation annually and that fees will be paid in accordance with the requirements set out from time to time by the school for the duration of our / my child's school career at Laerskool General Alberts Primary. We also accept responsibility for any damage our child might cause to school property and will pay for such damage.

Mandate to gather personal information

We understand the school's right to seek confidential information regarding personal finances and income and agree to the above when application for financial relief is applied for.

Protection of Personal Information

1. I/we, being the parent/s or legal guardian/s of the learner, consent to:
 - a. My/our personal information being collected, processed and stored by the school in terms of the relevant provisions of the Protection of Personal Information Act 4 of 2013 (POPI) for purposes of the proper functioning, management and governance of the school, as prescribed in the South African Schools Act, 84 of 1996 and other relevant national and provincial educational legislation and policies;
 - b. The learner's personal information (including academic, attendance, behavioral and other school related records) being collected, processed, shared and stored by the school in terms of the relevant provisions of the Protection of Personal Information Act 4 of 2013 (POPI) for purposes of enrolment of the learner in the school, the proper functioning, management and governance of the school, as prescribed in the South African Schools Act, 84 of 1996 and other relevant national and provincial educational legislation and policies.
2. I/we confirm that I/we have been informed that the abovementioned personal information will be dealt with in line with the school's POPI policy. I also confirm that I am aware that my/our rights with regards to the protection of my personal information is also detailed in this policy.
3. I/we give consent to the discreet use of photos / videos of my child to be used at the school, website, newspaper and / or WhatsApp.

I/we confirm that I/we understand that it is my/our responsibility to inform the school as soon as any of the personal information I have provided herein changes and undertake to furnish the school with such amended information as soon as possible. I confirm that by applying to the school and by signing below that I give consent to that information provided by me may be verified. I acknowledge that I understand that if false information and documents are submitted with this application, that said application will be automatically withdrawn as well as reported.

I, _____ parent/legal guardian of _____ declare that all information provided on this form is correct and true and that I herewith understand and agree with the conditions and indemnity and herewith give consent.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20____.

SIGNATURE: (FATHER / Guardian)

Name and Surname (Please print)

ID Number: _____

SIGNATURE: (MOTHER / Guardian)

Name and Surname (Please print)

ID Number: _____