



Summerwood Primary / Laerskool

Please read this whole page and visit the website www.summerwoodpe.com

APPLICATION PROCEDURE AND REQUIREMENTS

Print your own copy of the form, fill in by hand. NOTE THAT ALL APPLICATIONS MUST BE EMAILED TO info@summerwoodpe.co.za BEFORE 3pm on:

THURSDAY, 25 MARCH 2021. (Late applications will be placed on the waiting list).

- **Preference is given to learners whose biological parents' permanent place of residence is in Summerstrand.**
- **Preference is NOT given to learners whose parents' workplace is in Summerstrand, nor learners who attend Beachwood, Little Eagles, Kids on the Way, Stoute Kabouter, Seemeeu, Oki Doki and Dolfyntjie pre-primaries.**
- Please **PRINT** in CAPITALS and complete **ALL** sections (even if there is a repetition).
- Summerwood is a **fee-paying school**, and the **languages** of instruction are **English and Afrikaans**.
- **The supply of false information will invalidate this application.**

This application form will ONLY be processed if **ALL** the documents, (as requested below), are valid, **certified** and have been attached. Retain your hard copies for later submission to school on request:

1. **Identity Documents** – Certified copies of **BOTH BIOLOGICAL** PARENTS – only children who reside with their parent/legal guardian will be considered. (if deceased, a death certificate must be supplied, the SGB does not accept applications which state "Father's identity/address unknown") (Copy of Identity Document of the **ACCOUNT PAYER**) – **Only if other than parent.**
2. **Legal Guardian** – please provide proof (court papers) if you are the legal guardian.
3. **Proof of permanent residence** – an original lease agreement or the most recent bond statement in the parent's or guardian's name **and** the most recent Municipal bill (**we will make copies**).
4. **Birth certificate** – Certified copy of child's **UNABRIDGED** birth certificate (reflects *both* parents' details)
5. **Clinic card** – Certified copy of child's immunization card (or valid proof of immunizations.)
6. **School report** – latest **certified copy** – (Grade 1 attach pre-primary report)
7. **Photograph of child** - one passport size photograph, attached in the space provided.
8. **Non-South African citizens** – Certified copy of passport with temporary residence permit and a valid study permit or an asylum seeker's permit.
9. **Medical Aid card** – Certified copy of medical aid card.
10. **Debit order form (compulsory)** – on page 6, to be signed and returned.

IF YOUR APPLICATION IS SUCCESSFUL:

Pay the school fee deposit (This amount is payable ONLY if your application is **successful**).

Return the relevant forms by the deadline date below. (note **different dates** for various Grades)

- A. **Grade 1:** You will receive an Acceptance Reply Form via e-mail, by/on **Friday, 23 April 2021**. Sign the *Acceptance Reply Form* and **return it** to the secretary's office **by 3 pm on Thursday, 29 April 2021**. **Non return** by this date, will erase your child's name from the waiting list.
- B. **Grade 2-7:** You will receive an Acceptance Reply Form via e-mail, by/on **Friday, 8 October 2021**. Sign the *Acceptance Reply Form* and **return it** to the secretary's office **by 3 pm on Thursday, 14 October 2021**. **Non return** by this date, will erase your child's name from the waiting list.

Queries ??? email to: info@summerwoodpe.co.za or phone Mrs Ronelle Lloyd at school 041- 5833 155 ☺

SCHOOL FEES: The *South African Schools' Act* permits *Summerwood* to charge **compulsory school fees** which are agreed upon by parents at the annual budget meeting in October. These fees increase at the end of each financial year.

SCHOOL FEES FOR **2021** (Current year only)

Please note: **Learner's name, surname AND grade** MUST appear on your deposit under **"REFERENCE"**.

	PER MONTH (10 equal) JAN - OCT
PER CHILD	R 2 333

	PER TERM IN ADVANCE
PER CHILD	R 5 832.50

LUMP-SUM ANNUAL PAYMENT for discount	
BEFORE 27 FEBRUARY 2021	PER CHILD R23 330,00
DISCOUNT (5%)	R 23 330 – R 1 166.50 = R 22 163.50 per child

Banking details:

NEDBANK - Greenacres

Savings account

Account number: 226 808 4280

Branch code: 12 68 17



SUMMERWOOD Primary School

APPLICATION for ADMISSION

PHOTO
of
CHILD

Completion of this application does not guarantee your child a place at the school. Parents are advised to apply at two other Port Elizabeth schools.

Office admin section:

1	2	3	4	5	6	7
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Grade applied for: _____
Language of Teaching: English Afrikaans

Circle your choice where applicable.

Year and month applied for: _____

CHILD'S DETAILS:

Surname: _____ First name: _____

Nick name: _____

Date of birth: day month year

Admin:

Gender: boy or girl Home language: _____

South African citizen: yes/no Passport Number (id number) _____

Ethnic group _____ (for Department of Education statistics)

Present GRADE at (school name and address) _____

State any previous Grade repeated and year: _____

Has any supportive intervention been recommended for your child in a previous grade? yes/no
(intervention means - full scholastic assessment, occupational therapy, speech therapy, etc.)

Name of therapist/professional and date: _____

The child lives with: both parents Biological father Biological mother Legal guardian other

Physical residential address of child: _____

List siblings (at a school or still to attend school) from same biological parents:

Name/age/grade/school _____

All Summerwood children must be supervised by an adult after school. (at sport, home or aftercare)

Who will be responsible for collecting your child PUNCTUALLY after the academic day and/or sport ?

Name and contact details: _____

If the biological mother or father is deceased, we respectfully require a copy of the death certificate.
The School Governing Body (SGB) will not process an application if either biological parent's details state "*unknown*"
The provision of **both** identity numbers is compulsory, regardless of marital status i.e. divorced.

DETAILS of:

PARENT 1 / Legal guardian

PARENT 2 / Legal guardian

Surname

First names

Identity number

Relationship to child:
e.g. father/mother

Physical
residential
address

Postal
address +
CODE

CELL phone

E-mail

HOME
number

Occupation

Employer

Business
name and
address +
phone

How will you show that you are committed to supporting the school?

It is *compulsory* for all children to be involved in the full school day each year– which includes **sport** and / or **extra-curricular** activities. Name the areas where your child will be involved.

Summerwood is a **fee paying school**.

(see fee structure for **current year** + South African Schools' Act: section 39-41)

Do you wish to apply for financial assistance while attending the school?

yes / no

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initials of BOTH parents

MEDICAL AID DETAILS

Name of Fund: _____ Number: _____

Principal (main) member's name : _____

Doctor's name: _____ Telephone: _____

Allergies of child: _____

Record ALL medical information the school should be aware of: _____

Do you **consent** to the school providing emergency first aid to your child?

Note: The terms I/we and parent/s /legal guardians at all times, imply both parties as do my/our child.

For ease of reading, the school shall refer to the parents as "we" even if singular.

We as parents / legal guardians herewith declare as follows:

We shall ensure that our child;

- .1 obeys the school's Code of Conduct and school rules (see www.summerwoodpe.com),
- .2 participates in school activities (as part of the "team") and loyally attends sports practices and matches noting that school activities take preference. (e.g. netball match before ballet exam)
- .3 arrives punctually each morning and is collected straight after school and/or sport in the afternoon.

CONSENT: We give our consent for our child to participate in extra-curricular activities run by the school or its business partners for the purposes of supplementing the school's resources. We consent to our child playing sport in winter (term 2 & 3) and summer (term 1 & 4) and taking part in school tours and excursions organised by the school, grade or class/ subject teacher.

SEARCH: We acknowledge the right of the Principal (or delegate -Section 8A of the South African Schools Act 84) to search at random, any learner (or property of such learner) on the school premises, for any dangerous object, illegal drug, or *suspected stolen property*, where a reasonable suspicion of the possession of such items has been established. We accept that such a search would be in the best interest and welfare of all learners at the school and give our consent for such a search to be conducted.

Compulsory payment of school fees.

The full annual school fees (as agreed upon at the AGM) are payable in advance (**before 28 January**) for every year that your child attends Summerwood Primary School.

Methods of payment are Debit Order or by arrangement in writing, with the school bursar – **Mrs Cathy Clapton in writing** at cathy@summerwoodpe.co.za 041 – 5833 155

Terms of payment:

- .1 for a 5% **discount**, payment in full before the 28th February – *full* means total annual fee.
- .2 **quarterly** payments (each term) – payable **in the first week** of each new term.
- .3 **monthly** payments (including January and October) – TEN equal payments before the last working day of each month.

The above mentioned school fee does **not** include, music tuition fees or additional money for tours, etc.

Failure to comply with the above payment terms by the last day of any given month constitutes a default on your part resulting in the **full outstanding amount (balance) of the annual fee becoming due and payable.**

Any indulgence granted by the School to the parent(s) / legal guardian(s) in the payment of school fees, shall not be construed as a waiver of any rights of the school which it may have or as an estoppel against the enforcement of any such. Any deviations / exemptions from the above shall be in writing.

If accounts are not settled within 7 days of the due date, the school reserves the right to **proceed with legal action** for the recovery of the full outstanding amount as per the South African Schools' Act and common Law.

It is agreed by the parent(s) / legal guardian(s) that a certificate issued specifying the amount owed by the parent(s) / legal guardian(s) to the school shall be prima facie proof of the amount and that the same is due, owing and payable for purposes of obtaining provisional sentence or summary judgement against the parent(s) / legal guardian(s).

The parent(s) / legal guardian(s) shall make all payment at the attorneys' offices in settlement of the default school fees handed over.

All payment made by parent(s) / legal guardian(s) in term s of the default amount **handed over** for collection shall be appropriated **firstly in satisfaction of all legal costs and interest** and secondly in reduction of the capital amount *due to the school* as arrears school fees.

In circumstances of genuine hardship from either changed employment circumstance and the like or in the case of new applications for admissions where Summerwood Primary School is the closest school to the parents' place of abode, the parents must complete the school's official school fee subsidies / exemptions application form **and motivate why alternative arrangement for the payment** of school fees need to be considered. **The application must be made prior to any default** and parents must be prepared for an exhaustive investigation, supported by documentary proof, into their financial circumstances and lifestyle.

Account payers (Commitment & Declaration).

Consent is hereby given to the school to **verify** any information supplied.

We are aware that the "current" school fees will increase by a *variable percent* for the following year.

We furthermore accept that as parent(s) / legal guardian(s), we are **liable (jointly and severally)** for the total amount of annual school fees. (In the event of parents being **divorced** or no longer residing together then, and in such event, the parent(s) / legal guardian(s) accepts herewith that they will remain **jointly and severally liable** for the outstanding school fees, notwithstanding any divorce settlement agreement or related document entered into.

Domicillium Citandi Et Executandi. (Physical address – NOT P.O Box, address for all legal communications.)

School: Summerwood Primary School, Skegness Road, Summerstrand, Port Elizabeth.

(parent fill in here)

Applicant _____

The choice of *domicilium* should not be taken lightly as, once it has been selected, letters and notices will be served on this address and you will be deemed to have received them, even if you did not in fact do so. The *domicilium* must be a **physical address**, not a P.O Box number. Any notice required to be given by the school to the parent(s) / legal guardian(s) in terms of this Application, shall be given in writing and delivered either personally or by pre-paid registered mail to the parent(s) / legal guardian(s) address set out above. The applicant will be entitled to nominate an alternative address as *domicilium citandi et executandi* by giving Thirty (30) days written notice to the school delivered by your hand.

DECLARATION:

I / We declare that the information supplied herein is correct and I / we accept the conditions and requirements set out herein and acknowledge by signing below that we are liable for the full annual school fees while our child attends Summerwood Primary School.

Signed at _____ on _____ 20 _____
(Port Elizabeth) (Date)

Signature:

Name and surname (Parent / Legal Guardian) **1**: _____

Signed at _____ on _____ 20 _____
(Port Elizabeth) (Date)

Signature:

Name and surname (Parent / Legal Guardian) **2**: _____

Note:

- **Preference is given to learners whose biological parents' permanent place of residence is in Summerstrand.**
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SUMMERWOOD Primary School

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Every parent must complete this document and return with the application form.

Name and Surname of Parent: _____

- Please complete the form, by ticking the appropriate block. Please return this form to school.

Tick **ONE** of the following

- I want to make **ONE PAYMENT** for the year of R... (to be confirmed in November of 2021) 5% to be given if paid by the end of February 2022.

- I want to make termly payments

- 10 equal monthly payments via Debit order

Please note that the school will in future adjust your monthly amount from the beginning of each year, as the fee structure is adjusted. The Debit Order System will operate for each year that your child remains at Summerwood Primary School.

Name of Account Holder: _____

1. Name of Financial Institution: _____

2. Branch where account is held: _____

3. Branch Code: _____

Account No: _____

4. Please indicate type of account:

Current

☐

Transmission

☐

Savings

☐

5. *Name of all child/ren at Summerwood, including the eldest child:

Name & Surname	Grade	10 Months
1.		
2.		R
3.		R
TOTAL		R

6. Email address for correspondence: _____

Tel: (W) _____

Tel: (H) _____

Conditions – I agree that the school may debit my account as follows.

1. The Debit order will operate from January to October – a total of 10 equal Payments.
2. Debits will be collected on the last working day of the month (or as otherwise advised).
3. If for any reason my debit does not go through, the school may automatically pass a double debit for the next month, including the penalty service fee.
4. The Debit Order will operate only off a Current, Transmission or Savings account.
If a Debit Order is returned 3 times consecutively, the full outstanding annual school fees, will be handed over to the school's legal team for collection.

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initials of BOTH parents