

CONSTANTIA KLOOF PRIMARY SCHOOL

INFORMATION REGARDING APPLICATIONS FOR ADMISSION TO THE 2020 SCHOOL YEAR

The **applications process** for new enrolments to the **2020** school year, will take place as follows:

Gr 1 applications are to be made **ONLINE**, from **08:00 on 13 May to midnight on 15 July 2019** (www.gdeadmissions.gov.za).

Gr 2 – Gr 7 applications are to be made **at the School Office**, 08:00-13:00 every school day, from **20 May to 19 July 2019**.

Please note that having a child already attending CKPS, **DOES NOT AUTOMATICALLY GUARANTEE ADMISSION OF A SIBLING (BROTHER OR SISTER)**, neither does the fact that you “live/work around the corner from the school”. The criteria for placement, **in order of preference**, are as follows:

1. Closest school to **living** address (A **WA1** waiting list number will be allocated);
2. Having a **sibling** already enrolled at the school as of commencement of 2020 school year (A **WA2** waiting list number will be allocated);
3. Closest school to **work** address (A **WA3** waiting list number will be allocated);
4. Living within a 30 km radius of the school of your choice (A **WA4** waiting list number will be allocated);
5. Living outside a 30 km radius of the school of your choice (A **WB** waiting list number will be allocated).

Applications are to be made by the parent/legal guardian **in person** (in the case of a “legal guardian” **LEGAL** proof is required).

REQUIREMENTS FOR THE 2020 ADMISSIONS PROCESS

PLEASE NOTE - The **admissions process** continues up to **11 November 2019** (More info available on the Communicator under “2020 Admissions” in the Resources tab).

- **The supplying of fraudulent home and/or work address will affect your application and could lead to legal action being taken by the SGB**
- **Non-South African Citizens are to produce original Work and Study Permits**
- **We do not make photocopies. Therefore, kindly have copies made and certified, or produce copies with the original documentation**
- **In the case of Foster parents/Legal guardians, Legal documentation is required to support their status**

GRADE ONE

- 1 Child’s Birth Certificate.
- 2 Both Parents’/Legal Guardians’ ID documents.
- 3 Passport size colour photograph of the child.
- 4 4.1. Proof of current residential address (Utility Bill) proving ownership of property
OR
4.2. **Current**, original Lease Agreement, together with a copy thereof. Attached to the lease agreement we require:
a.) ID of the owner of the property
b.) Utility bill in the name of the owner of the property
Information supplied **WILL** be verified.
- 5 If applicable, proof of **permanent** employment on an original company letterhead. The school also requires a current payslip (salary concealed), to verify employment.
- 6 Upon admission you will be required to produce the child’s Immunization Card indicating the date on which the 6 year vaccination was administered. This card should be kept in a safe place until requested by the Grade 1 teacher.

GRADES TWO TO SEVEN

- 1 Child’s Birth Certificate.
- 2 Both parents’/Legal Guardians’ ID documents
- 3 Passport size colour photograph of the child
- 4 4.1. Proof of current residential address (Utility Bill) proving ownership of property
OR
4.2. **Current**, original Lease Agreement, together with a copy thereof. Attached to the lease agreement we require:
a.) ID of the owner of the property
b.) Utility bill in the name of the owner of the property
Information supplied **WILL** be verified.
- 5 If applicable, proof of **permanent** employment on an original company letterhead. The school also requires a current payslip (salary concealed), to verify employment.
- 6 Copy of the child’s **latest** report indicating details of the child’s current School

We thank you for your support of the admissions process.