

INFORMATION REGARDING APPLICATIONS FOR ADMISSION TO THE 2018 SCHOOL YEAR

The applications process for new enrolments to the **2018** school year, will take place as follows:

Gr 1 applications are to be made **ONLINE**, from **02 May to 12 June 2017**. If assistance is required, kindly visit the Johannesburg West District Office, ABSA Building, Goldman Street, Florida.

Gr 2 – Gr 7 applications are to be made **at the School Office**, 08:00-13:00 every school day, from **03 May to 13 June 2017**.

The admissions process, however, continues up to **20 October 2017** (Gr 1) and **23 October 2017** (Gr 2 - 7).

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. You are hereby advised to **make application as soon as possible**, on or after the opening date, to avoid disappointment and unnecessary frustration. The Principal and/or the admissions staff **will not** be held responsible for prospective Parents' procrastination (which may result in the non-placement of a learner) in the admissions process.

Applications are to be made by the parent/legal guardian **in person** (in the case of a legal guardian **LEGAL** proof is required). When **all** the required documents are received, applicants will be placed on the relevant waiting list. Enquiries regarding acceptance/non-acceptance may be made as per dates given upon submission of application.

REQUIREMENTS FOR THE 2018 ADMISSIONS PROCESS

- **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**
- **Applications that are incomplete or submitted without ALL the required documentation will not be allocated a waiting list number**
- **In the case of Foster parents/Legal guardians, Legal documentation is required to support their status**

GRADE ONE

- 1 Child's Unabridged Birth Certificate (indicating Mother, Father & Child). Upon application, the School will accept the abridged birth certificate **temporarily**.
- 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. 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 In June 2018 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 Unabridged Birth Certificate (indicating Mother, Father & Child).
- 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. 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 **latest** report indicating details of the child's current School

We thank you for your support of the admissions process.