



**CHELSEA**  
PREPARATORY SCHOOL

SENIOR CAMPUS  
30 Chelsea Drive, Durban North  
Tel: 031 581 7660  
Fax: 031 564 9454

JUNIOR CAMPUS  
139 Kenneth Kaunda Road, Durban North  
Tel: 031 581 7686 / 031 581 7661  
Fax: 031 564 3870

www.chelseaprep.co.za • chelsea@chelseaprep.co.za • P O Box 20018, Durban North, 4016

Ref: Admissions

Dear Parent

### **2025 APPLICATION FOR ADMISSION - GRADE R AND GRADE 1**

Thank you for your enquiry regarding the application for admission of your child to Chelsea Preparatory School.

Attached please find an application form, which is to be completed in full and returned to the School, together with the following:

#### **Child's Documentation**

- Certified Unabridged Birth Certificate
- Immunization Card
- Latest School Report
- Passport Photograph

#### **Parent/Guardian's Documentation**

- Proof of Residence (Municipal Account / Lease Agreement) not older than 3 months
- Certified copies of Identity Documents for both parents
- Statement of school fees from previous school
- If self-employed, a Business Card and proof of company registration. Please staple the card to the application for admission form.
- Applications received from a foreigner must be accompanied by the appropriate documentation for entry into a South African School, including a Resident Permit and Study Visa.

**The application form must be completed in full, and all supporting documentation provided, before it will be received and processed.**

- It is important to please note the following with regards to the admissions process:
- The completion and submission of this form does not in any way imply acceptance of your child.
- The acceptance of siblings is not automatic.
- Preference is given to applicants living in close proximity to Chelsea Preparatory School.
- If a parent gained entrance for his/her child to this School by making a false statement regarding his/her place of residence, or any other information, the School is entitled to revoke the agreement, which allowed the learner concerned admission to this school.
- The high standard of education set at Chelsea Preparatory School is dependent on the compulsory school fees paid by parents. The 2024 fee is R45 200.00 per learner. This is expected to increase annually.

- Closing date for applications is 31 March 2024 for 2025 intake into Grade R and Grade 1, although admissions will continue until the School is deemed full.

### **GRADE R**

Prospective Grade R parents are requested to note that Grade R is not part of the compulsory schooling phase. The School, therefore, receives minimal state funding for Grade R which is financed largely via the fees paid by the pupils in this grade. Because of this, it has been resolved by the School's Governing Body that we cannot offer financial assistance to any parents who have children in Grade R. Our school is not bound by law to offer assistance in terms of the South African School's Act, and we cannot expect a small group of parents in this grade to subsidize other children. Parents are thus cautioned when applying for enrolment for Grade R, it is with the clear understanding that no assistance can be offered with the prescribed school fees.

Thank you for your interest shown in Chelsea Preparatory School. Please contact the School should you require any further information.

Yours sincerely



**G MAARTENS (Mr)**  
**PRINCIPAL**



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## **APPLICATION FOR ENROLMENT – GRADE R AND GRADE 1**

### **PARTICULARS OF LEARNER**

Surname			
First Names			
Preferred Name			
Date of Birth		Country of Birth	
Citizenship		Identity Number	
Home Language		Gender	
Ethnic Population Group <small>(Required by Department of Education)</small>		Religion	
Learner Resides With			
Previous School			
Non RSA Citizen Learners to complete the following:			
Passport Number		Country	
Study Permit Number		Expiry Date of Permit	

### **ENROLMENT INFORMATION**

Grade and Year of enrolment				
Siblings currently at Chelsea Preparatory School (full name/s and grade/s)				
Sport House sibling/s is/are in	Blake	Fulton	Twinn	Vaughan
Details of siblings also applying for enrolment (full name and grade)				

## LEARNER'S HEALTH

State of health / allergies / conditions			
Medication Prescribed			
Name of Medical Aid			
Medical Aid Number			
Name of Family Doctor			
Doctor's Contact Number			
Doctor's Room Address			
<b>Immunisation</b> Immunisation must be up to date before entering Grade R/1, and it is the responsibility of the parent to ensure that boosters are administered when required. A copy of the Immunisation Card must be attached to this application form.			
<b>Administration of Medication</b> (Tick relevant option) Do you grant the School authority to administer medication in the form of paracetamol / antiseptic ointment / antihistamine ointment should the occasion arise?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
<b>Declaration</b> (Tick relevant option) The learner is, to the best of my/our knowledge, in good health and physically capable of participating in the educational, social and sporting activities offered by the School.	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		

## EXTRAMURAL / RELIGIOUS ACTIVITIES (Tick relevant option)

<b>Extramural Activities</b> Do you give permission for your child to participate in extramural activities?	Yes	No			
If 'No', please provide the reasons					
<b>Religious Activities</b> Do you give permission for your child to participate in any religious activities?	Yes	No			
If 'No', please provide the reasons					
<b>Photography</b> Do you give permission for your child to be photographed by the School: 1. During the course of his/her school day at Chelsea Preparatory; bearing in mind that any such photograph may be displayed/published? 2. For your child's individual (portrait of your child) and group photos of the class (all children in the class and class teacher), Sport Team (i.e. U9B Cricket) and or Cultural Photo (i.e. Craft Club)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No	Yes	No
Yes	No				
Yes	No				

## PARTICULARS OF PARENT/GUARDIAN/SPONSOR 1

<b>Relationship to Learner</b> (Tick relevant option)						
Father/Mother	Guardian	Grandparent	Step-parent	Other (indicate)		
<b>Personal Details</b> (Tick relevant option)						
Mr	Mrs	Ms	Miss	Dr	Prof	Other (indicate)
Surname						
First Names						
Preferred Name						
Identity Number						
<b>Marital Status</b> (Tick relevant option)						
Married	Unmarried	Divorced	Widowed	Other (indicate)		
If married, please indicate how:						
Antenuptial Contract	Community of Property	Customary Marriage	Hindu / Muslim	Other (indicate)		
<b>Contact Details</b>						
Residential Address						
Postal Code						
Postal Address						
Postal Code						
Home Telephone Number						
Cellphone Number						
Email Address - Home						
<b>Employment Details</b>						
Occupation						
Name of Employer						
Employer's Physical Address						
Employer's Telephone Number						
Email Address - Work						

## PARTICULARS OF PARENT/GUARDIAN/SPONSOR 2

<b>Relationship to Learner</b> (Tick relevant option)						
Father/Mother	Guardian	Grandparent	Step-parent	Other (indicate)		
<b>Personal Details</b> (Tick relevant option)						
Mr	Mrs	Ms	Miss	Dr	Prof	Other (indicate)
Surname						
First Names						
Preferred Name						
Identity Number						
<b>Marital Status</b> (Tick relevant option)						
Married	Unmarried	Divorced	Widowed	Other (indicate)		
If married, please indicate how:						
Antenuptial Contract	Community of Property	Customary Marriage	Hindu / Muslim	Other (indicate)		
<b>Contact Details</b>						
Residential Address						
Postal Code						
Postal Address						
Postal Code						
Home Telephone Number						
Cellphone Number						
Email Address - Home						
<b>Employment Details</b>						
Occupation						
Name of Employer						
Employer's Physical Address						
Employer's Telephone Number						
Email Address - Work						

**PRIMARY CONTACT (i.e. first person to be contacted and to receive all communication, i.e. newsletters, circulars, correspondence, etc.)**

Full Name	
Relationship	
Cellphone Number	
Email Address	

**EMERGENCY CONTACT (Other than Parent/Guardian/Sponsor as listed on previous pages)**

Full Name	
Relationship	
Cellphone Number	
Email Address	

**CONTACT DETAILS OF PERSON LEARNER RESIDES WITH (if not given on previous pages)**

Full Name	
Relationship	
Cellphone Number	
Email Address	

**IF PARENTS ARE SEPARATED / DIVORCED, PLEASE COMPLETE THE FOLLOWING:**

Date of final order of divorce			
Name of parent who has primary custody			
Name of parent with whom the learner resides			
Name of parent who has legal guardianship			
Are there restrictions on the access of the non-custodian parent to the learner?	Yes	No	
If YES, please elaborate			

Please take note of point 7, and in particular point 7.6, in the UNDERTAKINGS BY PARENTS / GUARDIANS on page 7 of this application form.

## SCHOOL FEE PAYMENT

(NB: As per Section 39/40/41 of the South African Schools' Act, both parents are legally liable for the payment of school fees)

I/We, _____,  parent/guardian of _____ hereby commit myself/ourselves to the payment of annual school fees for the above learner at Chelsea Preparatory School. This agreement shall commence on the date of signature hereof by the Principal/Designate and shall expire on the child's last day at Chelsea Preparatory School or upon full and final payment of any/all outstanding fees.			
Signature - Parent 1		Date	
Signature - Parent 2		Date	
Witness		Date	
Witness		Date	

## PERSON TO WHOM SCHOOL FEE COMMUNICATION SHOULD BE SENT

Full Name	
Relationship	
Cellphone Number	
Email Address – Home	
Email Address – Work	

## DECLARATION BY PARENT/S

Address (the signatory hereto hereby chooses <i>domicillium citandi et executandi</i> (office))			
Email Address			
Signed		Date	



## UNDERTAKING BY PARENTS / GUARDIANS

1. I/We hereby apply to have the child whose name appears on this form as a learner at Chelsea Preparatory School and confirm that he/she complies with the basic criteria.
2. I/We hereby certify that I/we have legal custody and/or guardianship in respect of the above named learner.
3. I/We undertake to adhere to the school rules and disciplinary code and to the various alterations in the rules and disciplinary code that may be made from time to time.
4. I/We understand and confirm that the Principal or any person duly authorised, will act in *loco parentis* in any matter and at any time during which I/we have entrusted our child to the care of the School.
5. On the understanding that every reasonable precaution will be taken to ensure the safety and welfare of the learner, I/we absolve the School from any liability for injury, loss or damage to the person or property of the learner.
6. I/We undertake to reimburse the School for any damage to school property that may be caused by our child.
7. School fees in terms of Section 39/40/41 of the South African Schools' Act.
  - 7.1 School fees will be levied by the Governing Body of the School.
  - 7.2 The biological parents are jointly and severally liable for the payment of school fees, which are statutory in nature.
  - 7.3 Addendum A must be completed and returned with this application for enrolment form.
  - 7.4 Parents who are unable to pay the school fees in full are entitled to apply for a partial exemption. This application has to be accompanied by a full declaration of income and expenditure, and signed by a Commissioner of Oaths. Application forms are available at the Finance Office.
  - 7.5 In the event of non-payment, the School is entitled to take legal action against each parent, the cost of which is accountable to the parents. In addition, the School may record the non-payment with a credit information bureau, which is conveyed to other credit grantors.
  - 7.6 In the case of a divorce, as per the SA Schools Act, irrespective of the divorce agreement / court order, both parents will be held responsible for the fees and must, therefore, both sign the Application Form. Any divorce or maintenance order is binding between the divorced parents and does not affect the School. In terms of the law, the School, is entitled to proceed against both parents jointly and severally for outstanding school fees.
8. I/We undertake to give a term's notice in writing of any intention to remove my/our child from the School, and furthermore, to return any books and/or equipment belonging to the School, which our child may have, in good condition. I/We are aware that payment for school fees for that term remains payable in full.
9. I/We understand that the School reserves the right to verify all information supplied via this application. In the event of fraudulent documents submitted, the School reserves the right to exclude this application, and to lay a criminal charge of fraud against any of the parties to this application.
10. I/We undertake to inform the School of my/our child's/children's absence from school. Parents/guardians declare that they are prepared to produce a doctor's certificate if and when required, or if absent for more than three consecutive days at a time.
11. I/We undertake to support the School's constitution and policy of admission, as defined and implemented by the Governing Body of the School together with the School's Code of Conduct, which will be provided to me/us.
12. I/We undertake to inform the School of any change in address or contact details.
13. The parent/guardian declares that he/she is the legal guardian of the child and is entitled to sign this document and shall be bound hereto both as parent/guardian, and in his/her personal capacity.
14. I/We accept English as the language of learning and instruction.
15. I/We consent that the School collect, store and update personal information of me/us and the learner;
16. I/We consent that the School may provide the information to an authorised representative for lawful purpose only;
17. I/We give consent that the information provided be confirmed, and updated where necessary, by the School or the School's authorised representative.

**CHELSEA PREPARATORY SCHOOL**

**Regulations for the reduction / assistance (not applicable to Grade R) with regards to the payment of compulsory school fees, in terms of the South African Schools' Act 84 of 1996.**

**ADDENDUM A**

A. The questions, which follow, relate to the act and its subsequent amendments. The School is obliged to ask these questions and prospective parents/guardians are obliged to answer them. Please note that these apply to the undertaking by parents/guardians on page 7 of this document.

B. Check List: (Tick relevant option)

1.	Have you been informed about the amount of the current annual compulsory school fees to be paid?	Yes	No
2.	Have you been informed that you are liable to pay compulsory school fees unless you qualify for assistance in paying compulsory school fees?	Yes	No
3.	Have you been informed about your right to apply for exemption from paying compulsory school fees?	Yes	No
	3.1 Do you wish to apply for such assistance at this stage?	Yes	No
	3.2 Do you wish to be assisted in such an application?	Yes	No
	3.3 Have you been informed that the 'application for reduction/assistance' forms are available from the School?	Yes	No

\_\_\_\_\_  
Signature - Principal

\_\_\_\_\_  
Signature – Parent/Guardian 1

\_\_\_\_\_  
Signature – Parent/Guardian 2

\_\_\_\_\_  
Name and Surname

\_\_\_\_\_  
Name and Surname

\_\_\_\_\_  
Name and Surname

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

C. You may request a copy of this form signed by the Principal and yourselves.

## SUPPORTING DOCUMENTATION

Please note that the following documents must accompany this application for enrolment:

Learner's Documentation	Tick to indicate document attached
1. A certified copy of learner's Unabridged Birth Certificate	
2. Copy of Immunisation Card for the learner	
3. The learner's most recent school report	
4. One recent passport size photograph of the learner (attached to form)	
<b>Parent/Guardian's Documentation</b>	
1. A signed declaration regarding the parent's right to apply for school fee reduction (see <b>Addendum A</b> )	
2. Proof of residency (Municipal Bill / Lease Agreement) for <b>both</b> parents not older than 3 months	
3. Copies of Identity Documents for <b>both</b> parents/guardians	
4. Statement of school fees from previous School	
5. If self-employed, a Business Card and proof of company registration. Please staple the card to the application for admission form.	
6. Applications received from a foreigner must be accompanied by the appropriate documentation for entry into a South African school, including a Resident Permit and Study Visa	

The application for exemption form is to be collected from the finance office in person.

## ACCURACY OF INFORMATION

<p>I/We hereby declare that the information which I/we have recorded in this form is true and correct and by my/our signature/s below, I give the Chairman of the School Governing Body or his designate permission to check and confirm any of the details listed by me/us. I understand that should any of the information supplied be found to be <u>false</u>, my application will be disqualified.</p>			
Signature - Parent 1		Signature - Parent 2	
Name		Name	
Relationship		Relationship	