



REQUIREMENTS FOR ADMISSIONS TO NORTHERN PARK PRIMARY SCHOOL 2026

School fees for 2025: R21 500.00

Thank you for applying to Northern Park Primary School and we trust that your application will meet with success. The following documents should be submitted together with your application form; regrettably no application will be processed if any of the following are not submitted. False information or fraudulent documents will declare this application null and void. Incomplete forms will not be accepted.

a.	A duly completed Application for Enrolment.
b.	A duly completed Enrolment Agreement.
c.	Transfer Card from previous school (if this is not the first school the learner is attending). *Must include all marks for tasks completed if learner started the school year at another school.
d.	Copy of Unabridged Birth Certificate
e.	Recent proof of address for fica. Letter from councillor will not be accepted as proof of residence.
f.	Proof of last Grade attained (latest Report)
g.	Copy of child's immunisation card
h.	Two identity photographs of child (passport size) only if invited to submit original application forms.
i.	Certified copies of Parent/s ID Document/s
j.	Financial clearance certificate.
k.	Salary slips for three consecutive months: Father and Mother
l.	Three Months bank statements for both parents.
m.	If self-employed 6 months bank statement. Audited financial statements from a registered accountant.
n.	Certified copy of applicant's tax returns submitted to SARS for the last two financial years.
o.	Foreign applicants: Study / residence permit.
p.	Grant documentation if receiving.
q.	Certified Copy of Death Certificate in the event of a parent/parent's being deceased.
r.	Certified Copy of Adoption/Foster Papers (if applicable)
s.	Affidavit if single parent / spouse where about unknown

The procedure for admission is as follows:

- Applications will be processed in the second or third term of the year preceding the child's admission to Northern Park Primary School.
- Parents may be invited to an interview regarding the admission criteria.
- Parents will be notified of acceptance by telephone and in writing after the interview.
- In the event of this application being successful, one month's school fees (non refundable) is payable in advance for the year preceding the child's admission. This serves as a commitment on the part of the applicant to uphold this application. Please email proof of payment to admissions@npps.co.za **PLEASE NOTE: No child will be accepted into the school if the required forms are not received. If this application is successful, you are kindly requested to have your child undergo an eye test and a hearing test, and to submit proof of such upon your child entering the school.**

APPLICATION FOR ADMISSION TO SCHOOL

NORTHERN PARK PRIMARY SCHOOL

25 Allan Hirst Drive
Pietermaritzburg
3201

Telephone: 033 - 3423222
E-mail: admissions@npps.co.za
Year: **2026**



Note: This form must be completed in full. All changes to be initialled or signed by parent / guardian. Completing the form does not necessarily mean that the learner has been accepted into the school.

Grade Applied for: _____ Highest Grade Passed: _____ Year When Grade was passed: _____ Accession No: _____

Surname: _____

First Name: _____

Date of Birth: YYYY _____ MM _____ DD _____

Race: _____

Country of Residence: _____

If SA, indicate province of residence: _____

Physical Address: _____ Home Telephone: _____

_____ Emergency Telephone: _____

City/Suburb: _____ Learner Cell: _____

Code: _____ Learner Email Address: _____

Home Language: _____ Preferred Language of Instruction: _____

Boarder: Yes _____ No _____

Deceased Parent: Mother _____ Father _____ Both _____ Mode of transport: _____

Is the family unit complete? (state whether parents are together / separated / divorced / widowed) _____

For Grade 1 only: Indicate pre-primary education:

Religion: _____ None _____ Non Formal _____ Formal _____

Previous School Information

Name of Previous School: _____

Previous School Address: _____

Code: _____ Province: _____ Country: _____

Learner Medical Information

Medical Aid Number: _____ Medical Aid Name: _____

Medical Aid Main Member: _____ Doctor Name: _____

Doctor's Address: _____ Doctor Telephone Number: _____

Medical Condition: _____

NB. In case of an emergency, when the family doctor of our choice is not available, we undertake to accept the school's choice.

Please initial here: _____

Special problem requiring counselling: _____

Dexterity of learner: Right Hand _____ Left Hand _____ Ambidextrous _____

Number of other Children (Siblings only) at NPPS currently: _____

Please supply full names below of all your children (brothers / sisters)

Name:	Grade:
_____	_____
_____	_____
_____	_____

School Sport's House of brothers / sisters / cousins at Northern Park Primary _____

Has your child ever been refused admission or been expelled from any school? Yes No

If so, give name(s) of the school(s): _____

Has your child any disability: Yes No If so, which: _____

Upon signature of this Application for Admission, I/We grant consent for the immunisation of My/Our aforementioned child against any disease/allergies for which immunisation is compulsory.

NB: Alternative Emergency name and telephone number in the event of parents/guardians being unavailable:

Name: _____ Tel Work: _____

Tel Home: _____ Cell No: _____

Relationship to learner: _____

I hereby declare that to the best of my/our knowledge, the information as supplied is accurate and correct.

Name of Father Parent/Guardian (Please Print):

Name of Mother Parent/Guardian (Please Print):

Date: _____ / _____ / _____
DD MM YYYY

This Application signed at _____ on _____ / _____ / _____
DD MM YYYY

FATHER / GUARDIAN

MOTHER / GUARDIAN

PARENT/GUARDIAN INFORMATION:

FATHER/GUARDIAN

Surname: _____

First Names: _____

I.D. Number: _____

Copy of picture page of ID book (to be attached)

Marital Status: _____

Married in or out of Community of Property IN OUT
Married by customary union? Yes No

Residential address (not postal): _____

_____ Code: _____

Tel no (H): _____

Cell no: _____

Postal Address (for all accounts/reports/letters)

_____ Code: _____

OCCUPATION DETAILS

Profession: _____

Name & Address of Employer: _____

Employee /Clock / Persal No: _____

If self-employed, name of business: _____

Nature of business: _____

Address (postal): _____

Address (physical): _____

Tel no: _____

E-mail: _____

MOTHER/GUARDIAN

Surname: _____

First Names: _____

I.D. Number: _____

Copy of picture page of ID book (to be attached)

Marital Status: _____

Married in or out of Community of Property IN OUT
Married by customary union? Yes No

Residential address (not postal): _____

_____ Code: _____

Tel no(H): _____

Cell no: _____

Postal Address (for all accounts/reports/letters)

_____ Code: _____

Profession: _____

Name & Address of Employer: _____

Employee / Clock /Persal/ No: _____

If self-employed, name of business: _____

Nature of business: _____

Address (postal): _____

Address (physical): _____

Tel no: _____

E-mail: _____

ADMISSION AGREEMENT

DECLARATION & UNDERTAKING BY PARENTS

I/We the undersigned:

Father/Guardian: _____

ID Number: _____

and

Mother/Guardian: _____

ID Number: _____

being the Parents/Guardians of: _____

ID Number: _____

Date of Birth: _____

hereby declare that I/We have read and fully understand the contents of this document and accept My/Our responsibilities as laid out herein. I/We confirm that all the particulars in this Application are true and correct. I / We acknowledge that Northern Park Primary School has not been declared as a “No fee School”.

I/We undertake to:

- Immediately inform the school in writing of any change to My/Our personal details.
- Immediately inform the school in writing of any cases of infectious disease/s or illness within My/Our household.
I acknowledge receipt of the Requirements and Quarantine periods for illnesses and childhood diseases.
- Ensure that My/Our child regularly attends School.
- Ensure that My/Our child fully complies with all current School Rules and Regulations, or as amended from time to time.
- I/We acknowledge receipt of a copy of the School's Code of Conduct for Learners and have acquainted Myself/Ourselves with its contents. I/We understand that in terms of the South African Schools' Act (No. 84 of 1996), I am/We are fully responsible for My/Our child's behaviour and conduct while he/she is at school, on route to or from school, or while on a School Excursion. I/We undertake to ensure that My/Our child has and wears all the prescribed school uniforms, and I/We undertake to ensure that My/Our child's School Uniforms are neat and well maintained at all times.
- I/We agree to co-operate fully with the School Authorities should it be brought to My/Our attention that My/Our child's behaviour/conduct is in conflict with the school Rules and/or Regulations.
- I/We acknowledge that in terms of the South African Schools Act (No.84 of 1996), the payment of the school's annual fees which are determined by the School's Governing Body and duly approved by the parents, is compulsory. (Unless an application for a partial/full exemption has been successful.)
- In accordance with the provisions of the South African Schools' Act (No. 84 of 1996), I/We undertake to pay the annual school fees as follows (please tick appropriate block):

A once-off instalment before 28 February;

Ten (10) equal instalments from before 31 January to before 31 October and before the end of each month in between:

• Quarterly instalments

• I/We undertake to make payment of My/Our child's school fees directly into the school's banking account, being.

Northern Park Primary School

Nedbank

Branch Code – Taj Centre – 198765

Account number – 1130582779

NB: Please ensure that you put your account code/s which will be supplied to you by the school on the deposit slip as a reference to your account.

I/We acknowledge that in the event of there being any outstanding school fees I/We undertake and/or hold Myself/Ourselves bound to:

- 1.1 the payment of all legal costs incurred by the school's attorneys, which shall be on the attorney and client scale, any value added tax (VAT) at the standard rate, together with any stamp or other duties payable under the circumstances.
- 1.2 the signing of an "Acknowledgement of Debt" form and/or a "Section 58 Consent to Judgment" form, should the school or its attorneys require this.
- 1.3 the payment of any costs incurred by My/Our child in respect to any damages, or to the loss of any property owned by, or in the custody of the school.

Furthermore:

2. I/We acknowledge that upon My/Our failure to pay any amount by a due date, the **full and total balance** due to the school becomes due and payable by the end of the month after I/We have defaulted.
3. I/We undertake to give the school a calendar months' notice (01st of the month to the end of the month) in writing, should it become necessary to withdraw My/Our child/children from the school, alternatively, one month's school fees shall be paid if notice is not given as stated.
4. I/We understand that I am/We are jointly and severally liable for the payment of all amounts owed to the school, or which may become due in respect of My/Our child's education and/or otherwise.
5. I/We choose My/Our residential address, alternatively, My/Our postal address, alternatively, My/Our business address to be the address where I/We shall accept the servicing of any notices, documents or correspondence which may need to be delivered/served on Me/Us.
6. I/We consent to My/Our child taking part in all school activities, whether conducted on the school premises or extramurally, including, but not limited to, games, athletics, tours and excursions of general, vocational, educational, historical and/or scientific interest. I/We understand and accept that all such activities shall be undertaken at My/Our child's own risk. On behalf of Myself/Ourselves, my spouse, My/Our executors and My/Our aforesaid child do hereby indemnify, hold harmless and absolve the KwaZulu-Natal Department of Education, the School Headmaster, Staff and any delegated authority against, or from any claims whatsoever, which may arise in connection with any loss or damage to the person or property of My/Our child in the course of such activities.
7. I/We hereby give consent for My/Our child to be transported in the school bus/es or any hired transport, or by any private transport as may be required by the school in order to facilitate the transportation of learners wherein My/Our child may be participating as a participant, a spectator or in whatever other capacity he/she may be required to participate. I/We fully understand and accept that any conveyance of My/Our child in terms hereof, shall be undertaken at My/Our child's own risk and on behalf of Myself/Ourselves, My/Our executors, my spouse and My/Our child, I/We indemnify and will keep indemnified, the KwaZulu-Natal Department of Education, the School Headmaster, its Staff and any other designated authority, against all actions, proceedings, claims, liabilities, damages, costs and/or expenses of whatsoever nature, that may arise in connection with, or the loss of, or the damage to property, or injury to My/Our child which may occur in the course of such transportation. I/We further understand that the vehicle used in the transportation of My/Our child shall be driven by a member of the School Staff, a parent or any other person delegated the duty, subject to him/her being lawfully authorized to drive the vehicle and this indemnity, therefore, extends to all such drivers of the vehicle.
8. I /We understand and accept that, in addition to the school's fees further charges may be incurred and that such charges may include the cost of aftercare, uniform, stationery, excursions, books, etc.
9. The school, Governing body and staff shall not be responsible at any time for the loss, theft or damage of any items belonging to the parent or child. It is the duty of the parent to adequately insure against – such loss.
10. I / We shall incur cost for damages done or losses caused by my / our child to the school or state property / equipment.
11. The Headmaster or his / her designate reserves the right to search learners' bags / desks should it be deemed necessary in the event of school security being compromised.
12. I/We agree that the School Headmaster and/or all staff attached to the school may act *in loco parentis* (as the child's parents in My/Our absence) in the event of any accident / injury involving My/Our child.
13. Notwithstanding My/Our signature hereto, the acceptance and admission of My/Our child to attend Northern Park Primary School is subject to the approval of this application, by the Headmaster.

14. I/We acknowledge that failure to fully complete this form, or alternatively, to return this form to the school fully completed within 14 days of receipt thereof, may lead to My/Our child not being admitted to the school.
15. We understand that this application for admission **WILL NOT** be processed unless all the documents listed below, together with a transfer card from the applicant learner's previous school, have been received by Northern Park Primary School.
16. In the event of this application being successful, one month's school fees (non-refundable) is payable in advance for the year preceding the child's admission. This serves as a commitment on the part of the applicant to uphold this application. Please email proof of payment to **admissions@npps.co.za**

a.	A duly completed Application for Enrolment.
b.	A duly completed Enrolment Agreement.
c.	Transfer Card from previous school (if this is not the first school the learner is attending). *Must include all marks for tasks completed if learner started the school year at another school.
d.	Copy of Unabridged Birth Certificate
e.	Recent proof of address for fica. Letter from councillor will not be accepted as proof of residence.
f.	Proof of last Grade attained (latest Report)
g.	Copy of child's immunisation card
h.	Two identity photographs of child (passport size) only if invited to submit original application forms.
i.	Certified copies of Parent/s ID Document/s
j.	Financial clearance certificate.
k.	Salary slips for three consecutive months: Father and Mother
l.	Three Months bank statements for both parents.
m.	If self-employed 6 months bank statement. Audited financial statements from a registered accountant.
n.	Certified copy of applicant's tax returns submitted to SARS for the last two financial years.
o.	Foreign applicants: Study / residence permit.
p.	Grant documentation if receiving.
q.	Certified Copy of Death Certificate in the event of a parent/parent's being deceased.
r.	Certified Copy of Adoption/Foster Papers (if applicable)
s.	Affidavit if single parent / spouse where about unknown

SIGNED at _____ on _____

Father/Guardian

Mother/Guardian

Witness

Witness

Office use only:

Date: _____ Accepted: _____ Accession No: _____

Rejected: _____

Reason for Rejection: _____

SIGNED at _____ on _____

HEADMASTER



APPLICATION FOR ENROLMENT OF LEARNER (TERMS AND CONDITIONS)

entered into between:

THE GOVERNING BODY: NORTHERN PARK PRIMARY SCHOOL

and

FULL NAMES OF FATHER/GUARDIAN

and

FULL NAMES OF MOTHER/GUARDIAN

RESIDENTIAL ADDRESS FATHER/GUARDIAN (*DOMICILIUM CITANDI ET EXECUTANDI*):

RESIDENTIAL ADDRESS MOTHER/GUARDIAN (*DOMICILIUM CITANDI ET EXECUTANDI*):

TELEPHONE NUMBERS:

FATHER/GUARDIAN: _____

MOTHER/GUARDIAN: _____

EMAIL ADDRESS:

FATHER/GUARDIAN: _____

MOTHER/GUARDIAN: _____

EMPLOYMENT ADDRESS (FATHER/GUARDIAN):

EMPLOYMENT ADDRESS (MOTHER/GUARDIAN):

NAME AND ADDRESS OF A FAMILY MEMBER WHO DOES NOT RESIDE WITH YOU: _____

NAMES OF LEARNER(S):

1. APPLICATION FOR ENROLMENT

- 1.1 This application for enrolment, on signed and accepted by the Governing Body of the School, will become an agreement dealing with the terms and conditions for enrolment to the school.
- 2.1 The terms and conditions set out herein is primarily intended to govern the financial obligations of the parents and do not limit or detract from any other rights of obligations the parties have between and towards each other.

2. SCHOOL FEES:

- 2.1 School fees are payable annually in advance on or before 28 February of each year.
- 2.2 Notwithstanding clause 2.1 above, Parents may sign an annual Agreement to pay School Fees that entitles them to pay school fees in monthly or quarterly instalments or such other terms of payment offered by the Governing Body, from time to time.
- 2.3 Should Parents elect to sign an annual Agreement to pay School Fees in terms of clause 2.2 above, each years' signed Agreement to pay School Fees must be returned to the school before 28 February of every year, or in the event of the admission of a learner after 28 February of any given year, within ten (10) days of admission, failing which the Parents will be obliged to settle the school fees in full on or before 28 February of every year or within ten (10) days admission, as the case may be.
- 2.4 Should an attorney be instructed to collect any amount due as a result of any breach of this Agreement or of the Agreement to pay School Fees, then the Parents will be jointly and severally liable for the payment of school fees and the school may recover its costs on the scale as between attorney and client, including collection commission and tracing fees.

2.5 I/We hereby authorise the Governing Body of the School, or its duly authorised representative, to conduct a full credit investigation in and to my/our affairs and to report me/us to any Credit Bureau upon non-payment or late payment of any amount due and payable.

3. APPLICATION FOR EXEMPTION

3.1 Parents who wish to apply for Exemption from payment of School Fees must do so annually, using the prescribed form to be obtained from the Finance Office of the School.

3.2 Parents who successfully apply for Exemption from payment of School Fees will receive either a full exemption, partial exemption or a conditional full or partial exemption on terms approved by the Governing Body.

3.2 Should no application for exemption from or reduced in school fees on the prescribed form be received before 28 February of every year, I/we will be *ipso facto* barred from applying for an exemption from or reduction in school fees, and the school fees determined at the annual meeting contemplated in terms of Section 38 and 39 of the South African Schools Act 84 of 1996, as amended, will be due and payable, regardless of whether I/we would otherwise have quailed for an exemption from or reduced in school fees.

3.2 A single Parent/Custodian parent may apply for exemption from or reduction in school fees, without the consent of the other biological Parent/Non-custodian parent, subject to the following conditions:

3.2.1 That the single Parent/Custodian so applying, must complete and sign the prescribed affidavit setting out the grounds why application is made without the consent of the other biological Parent/Non-custodian parent.

3.2.2 The full contact details of the other biological Parent/Non-custodian parent must be provided in the prescribed affidavit and a copy of the child/children's unabridged birth certificate(s) must be submitted with the prescribed affidavit.

3.2.3 That the duly completed and signed prescribed affidavit must be submitted to the School Fee Secretary/Bursar before an application for exemption from or reduction in school fees may be submitted.

3.2.4 That a single Parent/Custodian parent may not apply for exemption from or reduction in school fees until the prescribed affidavit has been submitted to the school; and

3.2.5 That both the prescribed affidavit and applications for Exemption from or reduction in School Fees must be submitted to the School Fee Secretary/Bursar of the School on or before 28 February each year, or within 60 days of change of circumstances.

- 3.3 Interviews may be conducted to verify information given by a Parent(s) in respect of any aspect of the application for exemption from or reduction in school fees and the prescribed affidavit before an exemption is granted.
- 3.4 A Parent(s) may appeal to the Head of Department of the Department of Education against the decision of the Governing Body of the School regarding exemption from or reduction in school fees.
- 3.5 Subject to paragraph 3.2 above, the Governing Body of the School will consider the combined gross income of the Parents as defined in the Regulations for Exemption of Parents from Payment of School Fees (as per Government Gazette R1052 published on 18 October 2006), when processing all application for Exemption from or reduction in School Fees.
- 3.6 The Governing Body may delegate the handling of all applications for Exemption from or reduction in School Fees to the School Fee Secretary/Bursar.
- 3.7 Should no application for exemption from and reduction in school fees on the prescribed form be received on or before 28 February each year, or within 60 days of change of circumstances, a Parent(s) shall be *ipso facto* barred from them later applying for an Exemption from or reduction in School Fees.

4. PROTECTION OF PERSONAL INFORMATION ACT (“POPIA”)

- 4.1 I/We are hereby informed and accordingly consent to the processing of our personal information as set out in this agreement and any other agreement, form, document or application we complete and give to the School and the Governing Body for the duration of the enrolment of our child/ward at the school. The extent of the personal information relates to the personal, identifying, contact, residential, financial, correspondence, educational and behavioural information, as well as any assessments, evaluations and interpretations in respect of any of the aforesaid [hereinafter referred to as “Personal Information” as read with and otherwise contemplated in terms of the Protection of Personal Information Act 4 of 2013 (“POPIA”)] and which Personal Information, subject to clause 4.5 the school and the Governing Body may collect, store, delete, outsource, transfer or otherwise process, as the context and circumstances may require from time to time, as contemplated in terms of POPIA.
- 4.2 I/We are hereby further informed and accordingly consent(s) that Personal Information shall be collected for purposes relating to the relationship that will be formed between the School, the Governing Body and I/us upon the enrolment of the learner(s) at the School, and that will continue to exist for as long as the learner(s) is enrolled at the School (“relationship”) and all Personal Information required for processing incidental to the formation and continuation of this relationship. Such Personal Information shall only be processed by the School and the Governing Body or an authorised third-party operator for purposes relating to the aforesaid relationship, or any other third party where required in terms of applicable law, or where any additional information not incidental to the aforesaid relationship (if applicable) is processed by the School and the Governing Body in accordance with the circumstances, upon receiving prior consent from me/us.

- 4.3 I/We hereby acknowledge and accordingly consent that the School and Governing Body may outsource the processing of my/our Personal Information to third party operators from time to time as the relevant circumstances incidental to the relationship may require, in accordance with the relevant provisions of POPIA.
- 4.4 I/We undertake to inform the School and Governing Body of any change in my/our Personal Information during the duration of the relationship.
- 4.5 I/We shall be entitled to request reasonable access to the Personal Information held by the School and Governing Body, in accordance with sections 23 and 24 of POPIA, as well as the correction, reduction or deletion thereof, as the relevant circumstances may require.

5. DURATION

- 5.1 The liability of the signatories to pay annual school fees arises upon the admission of the learner to Northern Park Primary School and the terms and conditions set out in this agreement will apply to the signatories hereto for the duration of the learner's admission at Northern Park Primary School.
- 5.2 Each signatory to this agreement is deemed to be a "parent" as defined by the South African Schools Act 84 of 1996, as amended.

DATED at _____ on this _____ day of _____ 20_____

FATHER/GUARDIAN

HEADMASTER/SGB

MOTHER/GUARDIAN



**Choice of First Additional Language
Consent Form
Grade 1 to 7**

Name of Child: _____

Surname of child: _____

First Additional Language Choice (please circle your choice):

Afrikaans / isiZulu

Consenting parent/guardian's name: _____

Relationship to child: _____

Signature: _____

Date: _____

RE: PHOTOGRAPH AND FINGERPRINT CONSENT FORM

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications. We will also use them on our school website. If we use photographs of individual learners, we may use the name of that learner in the accompanying text or photo caption.

Records of Achievement are used to celebrate your child's progress throughout school. Photographs of individuals, groups or classes of children may appear in these records.

To comply with the POPI Act, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date.

Name and Surname of child: _____

Grade and Class: _____

Please tick the box next to your selection:

I give permission

I do not give permission

- For my child's photograph to be used within the school for display purposes
- For my child's image to be used in Records of Achievements belonging to other children
- For my child's photograph to be used in other printed publications
- For my child's image to be used on the school's website
- For my child to appear on the school's social media
- For my child to have a school photograph taken
- For my child fingerprints to be taken for biometric system used at Aftercare

Name and Surname of Parent/Guardian: _____

Signature: _____

Date: _____

NORTHERN PARK PRIMARY

25 Allan Hirst Drive
Chase Valley, Pietermaritzburg 3201
Telephone 033 342 3222 Website: www.npps.co.za
Email: admissions@npps.co.za



FINANCIAL CLEARANCE CERTIFICATE

TO BE SUBMITTED BY THE COMPLETING SCHOOL

Name of learner:	
Grade of learner:	
Lurits Number:	
Name of School:	
Name of Parent:	
ID Number of Parent:	
Physical Address of School:	

Annual School Fees: R _____

Fees paid to date: R _____

Fees in arrears: R _____

Have the parents met their school fee obligation? YES NO

If no, please give brief details:

This is to certify that the above parent has paid school fees as indicated.

Signature of Headmaster / Bursar

Date

SCHOOL STAMP

**Please return to the Admission's
Officer of Northern Park
Primary School at
admissions@npps.co.za**