



Durban-Noord Kollege - Durban North College

Privaatsak X02 Private Bag Hyper by the Sea 4053
 T 031 564-1347/8 F 031 564 1359
 admin@durbannorthcollege.co.za

APPLICATION FOR ADMISSION – INTRODUCTION

Thank you for your enquiry regarding the admission of your child to Durban North College. Attached please find an application form, which is to be completed and returned to the school, together with a certified copy of:-

An unabridged Birth Certificate	
'I.D documetns of both parent/legal guardian	
Certified copy of latest utility bill / Signed lease contract	
Proof of income: Salary slip of both parents	
Latest School Report	
Latest School Fee Statement	
Immunization Card	
Recent photograph of learner (passport size)	

Late applications will only be considered if space is available. In addition, applications containing false/fraudulent statements/information will not be considered when placements are finalised.

If a parent/guardian gains admission for his/her child to this school by making any false statements, either to the school or in this application form (including his/her place of residence), the school is entitled to revoke the agreement of allowing the pupil concerned admission to this school. Similarly, the school reserves the right to exclude any application when false information has been submitted or detected.

The higher standard of education at Durban North College incorporates the employment of additional staff and thus appropriate class sizes, the maintenance and upkeep of magnificent facilities as well as an extensive sports and cultural programme. Upholding these standards is dependent on compulsory school fees being paid by parents/guardians. The school fees for 2017 are R 23 000 for Grades 1 to 7 and R26 500 for Grades 8 to 12. Fees for 2018 will be determined at the Annual Budget Meeting to be held in October/November 2017.

Application procedure – All forms to be obtained from the school

Page 1: Application for Admission 2016 - Introduction

Page 2: Letter to Parents/Guardians

Section A Application for Admission of a Pupil

Includes :

Page 3 : Important contact numbers

Page 4 : Pupil's Particulars – to be completed by Parents/Guardians

Page 5 - 6: Parents information – to be completed by Parents/Guardians

Section B Page 7 : **Undertaking to Pay Compulsory School Fees Agreement**
 To be completed and signed by Parents/Guardians

Section C Page 8 - 10: **General Information**

Very Important	All Applications to be completed in BLACK PEN
Parents/guardians are asked to initial each page in the bottom right hand corner (see allocated block)	
Submit completed forms to Durban North College	

Initial here



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Letter to Parents / Guardians from the Principal

Dear Parents / Guardians,

Thank you for your interest in seeking admission for your child at Durban North College. We attach hereto the application form for completion. The completed application form and all relevant documentation should be hand delivered to the school as soon as possible.

The Management, Teachers, Administrative Staff and Members of the Governing Body work tirelessly to uphold the name of the school and build on the high standard of education, discipline and creating opportunities for each child to help find their purpose and grow.

It is important to note that the school receives substantially more applications than the number of pupils which can ultimately be accommodated. Whilst each application will be considered individually it is important to note the following:

- Completion of the application form does not constitute reserving a position for your child;
- Every effort will be made to expedite the admission process, however the school reserves the right to forward a written notification of the status of the application to parents by no later than the end of the third term;
- You and your child could be required to attend an interview at the school;
- If your child attends a pre-primary school in the Durban North area, this does not automatically guarantee entrance into Durban North College;
- If you have a child currently at Durban North College, this does not automatically guarantee entrance for a sibling to attend the school;

If Durban North College is not the nearest state school to your place of residence, we strongly advise that you make application to your nearest state school (in addition to this application), in order to ensure securing a position for your child in 2016. Please note that children cannot move into the area to live with unrelated people, in order to seek admission to Durban North College.

We look forward to processing your child's application and thank you for the interest shown in Durban North College.

Yours faithfully,

MRS M. HÖBEL
PRINCIPAL

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Datum ontvang Date received

Foto van leerder Photo of learner

AANSOEK OM TOELATING APPLICATION FOR ADMISSION

Moet voltooi word deur beide ouers/wettige voogde.
 To be completed by both parents/legal guardians.

LEERDER SE NAAM & VAN / LEARNERS NAME & SURNAME	Gr.	JAAR/YEAR
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Slegs vir kantoorgebruik For Office use only		
Datum van onderhoud/ Date of Interview		
Registrasie	Ja	Nee
I.D. dokumente	Ja	Nee
Oorplasingdokument	Ja	Nee
Rapport	Ja	Nee

Belangrike kontaknommers Important contact numbers	
Sel Nr. Vir SMS-boodskappe: Cell No. for SMS messages:	
E-mail adres vir Nuusbriewe: E-mail address for Newsletters:	
Tuis/Home	
Moeder/Mother (w)	
Sel/Cell	
Vader/Father (w)	
Sel/Cell	
Faks/Fax	

Vorige Provinsie (Leerder) / Previous Province (Learner)

KZN	GAUTENG	MPUMALANGA	LIMPOPO	VS/FS
NK / NC	OK/EC	WK/WC	OTHER	

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SECTION A

1. LEERLING BESONDERHEDE / PARTICULARS OF LEARNER

Van/Surname: _____

Volle name/Full names: _____

Voorletters/Initials: _____ Geslag/Sex: M: _____ V/F _____

Vorige skool bygewoon / Previous school attended: _____

Geboortedatum Date of birth: _____ Plek van geboorte: Place of birth: _____

I.D. Nr: _____ Geloof/Religion: _____

Moedertaal: Mother tongue: _____ Onderrigmedium Medium of instruction: _____

Immigrante: Datum van aankoms in SA.: Immigrants: Date of entry into SA.: _____ Race group/Rassegroep: _____
(Requested by Department for statistical purposes)
(Aangevra deur Departement vir statistiese opnames)

Was leerder van 'n vorige skool geskors/toegang geweier? (Indien wel, gee besonderhede afsonderlik)
 Has learner ever been expelled from/refused to any school? (If yes, give details separately) Ja/Yes: _____ Nee/No: _____

Broers/susters in die skool: _____ Gr: _____ (Skool/School): _____
 Siblings in this school: _____ Gr: _____ (Skool/School): _____
 _____ Gr: _____ (Skool/School): _____

Sport and Hobbies: _____

2. VAKKE / SUBJECTS

Vakke/Subjects

Van toepassing op Gr. 10-12 For Gr 10 -12 learners only	Eerste Taal / First Language	✓
	Addisionele Taal / Additional Language	✓
	Lewensoriëntering / Life Orientation	✓
	MATH <u>OF/OR</u> Math Lit/Wiskundegeletterdheid	

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3. SKOOLFONDSBESONDERHEDE / SCHOOL FEE ACCOUNT DATA

'n Skoolfondsrekening sal maandeliks aan onderstaande gestuur word:
A monthly school fee account will be rendered to person stated below:

Naam/Name: _____	I.D.Nr. _____
Posadres/Postal address: _____	
_____ Kode/Code: _____	
Tel. Nr: _____	Verwantskap/Relationship: _____
Bevestig (Geteken) Acknowledge (Signed) _____	Datum/Date: _____
Email: _____	

4. PERSOONLIKE BESONDERHEDE VAN OUIERS/ WETTIGE VOOGDE (Afskrifte van ID moet aangeheg wees) PERSONAL DETAILS OF PARENTS/ LEGAL (Copies of ID-documents must be attached)

MOEDER/ MOTHER				
Verwantskap/Relationship:	Biologiese Moeder Biological Mother	<input type="checkbox"/>	Wettige Voog Legal Guardian	<input type="checkbox"/>
Van/ Surname: _____			Titel/ Titel: _____	
Volle name/ Full names: _____			I.D.: _____	
Woonadres/ Residential address: _____				

Ek bevestig hierdie adres as my <i>domicilium citandi et executandi</i> hierin I confirm this address as my <i>domicilium citandi et executandi</i> herein				
Telefoon/ Telephone No.: _____				
Posadres/ Postal address: _____				

Beroep/ Occupation: _____				
Besigheidsnaam & adres: Name of Business & address: _____				

Telefoon/ Telephone No.: _____				
E-Pos/ E-Mail: _____				

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VADER/ FATHER
Verwantskap/ Relationship: **Biologiese Vader** **Wettige Voog**
Biological Father **Legal Guardian**

Van/ Surname: _____ Titel/ Titel: _____

Volle name/ Full names: _____ I.D.: _____

Woonadres/ Residential address: _____

Ek bevestig hierdie adres as my *domicilium citandi et executandi* hierin
I confirm this address as my *domicilium citandi et executandi* herein

Telefoon/ Telephone No.: _____

Posadres/ Postal address: _____

Beroep/ Occupation: _____

Besigheidsnaam & adres: _____
Name of Business & address _____

Telefoon/ Telephone No.: _____

E-pos / E-mail: _____

5. MEDIESE BESONDERHEDE VAN LEERDER (Heg asb. afskrif van Kliniekkaart aan)
MEDICAL DETAILS OF LEARNER (Please attach copy of Clinic Record)

Leerder is ingeënt teen (merk met X). Leamer has been immunised against (mark with X)										
Witseekeel Diphtheria		Masels Measels		Klem in die Kaak Tetanus		Tering Tuberculosis		Poliomyelitis		Hepatitis B
Dokter/ Doctor						Dr Tel. No:				
Naam van Mediese Fonds/ Name of Medical Aid:						Mediese Fonds Nr./ Medical Aid No.:				
Enige allergie/ Allergies:										
Na watter hospitaal indien nodig: To which hospital if necessary :										
Mediese toestand (indien enige/ op medikasie) / Medical condition (if any/ on medication):								Mag Panado toegedien word: May Panado be administered:		
								Ja / Yes		
								Nee / No		

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SECTION B

SCHOOL FEES

The annual school fees are determined by the School Governing Body and shall be payable by the parent/guardian to the School, in accordance with the South African Schools Act No. 84 of 1996. The school fee payment option agreement and addendum will be forwarded to you in January. Parents are reminded that the Payment Option Agreement and Addendum are compulsory and the acceptance of your child is **provisional** until this aspect has been concluded.

UNDERTAKING TO PAY COMPULSARY SCHOOL FEES AGREEMENT

1. In terms of Section 40 of the South African Schools Act no 84 of 1996, the Parents/Legal Guardians are liable for school fees, jointly and severally, the one paying the other to be absolved. No decree of divorce and/or settlement agreement absolves the Parents/Legal Guardians from their statutory obligation to pay school fees.
2. The parent/guardian acknowledges that the school fees is a statutory obligation, determined by the Governing Body at the school's Annual Budget Meeting to be held during or about October/November of each year.
3. The parent/guardian acknowledges further that the yearly school fees so determined is payable on/before 1 January of the year of enrolment.
4. The parent/guardian may, with the consent of the school, make arrangements to pay the yearly school fees in 10 equal instalments starting 1 January and ending 1 October of the enrolment year.

The parent/guardian acknowledges further that, should any one instalment not be paid as aforesaid, the entire amount in respect of the yearly school fees will immediately become due, owing and payable, and the school will be entitled to proceed with legal action immediately upon such breach.

5. In the event of the person signing this agreement not being the natural parents of the learner, then such person assumes the responsibility of a parent as defined in Section 1 of the South African Schools Act.
6. The Governing Body/Administration of the school may by process of law enforce the payment of school fees. In terms of the South African Schools Act, parents are entitled to apply for financial assistance, if their financial situation warrants it.
7. In the event that the Governing Body elects to institute action for the recovery of any amounts due in terms hereof, the Parents/Legal Guardians :-
 - a. accept liability for all legal costs incurred on the scale as between attorney and own client, inclusive of collection commission on any instalments and any tracing agent's fees;
 - b. hereby consent to the issue of an emoluments attachment order in the amount equivalent to the monthly fees payable;
 - c. consent to the jurisdiction of the Magistrate's Court.
8. The Parents/Legal Guardians agree that in the event of their defaulting in any payment due to the school, that the school may adversely list them with a registered credit bureau and use such credit bureau to obtain information about their credit status.
9. Notwithstanding my/our signature(s) to this commitment form, my/our obligation to pay school fees is statutory and not contractual.

In the event of any one instalment in terms hereof not being paid on due date, then and in that event the full outstanding amount of school fees and any other amounts not yet due, will immediately and without notification or demand become due and payable.

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NB:

10. Any notice to be given to me/us in terms of this document shall be in writing and shall be delivered or sent by prepaid registered post :

Which address shall be my/our *domicilium citandi et executandi*. (No Private Bag or PO Box address – **physical address required**)

11. I/We agree and acknowledge that any indulgence/forbearance or extension of time that may be granted to me/us shall not be deemed a waiver of any of the Governing Body of their rights.

Parent/Guardian signature: (1) _____ Date _____

Parent/Guardian signature: (2) _____ Date _____

SECTION C

GENERAL INFORMATION

1. **DURATION OF AGREEMENT**

- 1.1. This agreement shall commence on the date of signature and shall expire at the end of the last school day in December.

2. **REMOVAL OF PUPILS FROM SCHOOL**

- 2.1. The parent/guardian shall give **one calendar month's written notice** to the school before removing the pupil from the school and his/her obligation shall be applicable irrespective of the reasons for the removal of the pupil from the school.
- 2.2. In the event of the parent/guardian removing the pupil from the school in the month of November, the parent shall also be liable for any outstanding balances of school fees for that year.
- 2.3. In the event of the parent/guardian failing to give the required notice of removal mentioned in 2.1, the parent shall remain liable for the prescribed school fees.

3. **TUITION OF PUPILS**

- 3.1. The school shall provide tuition to the pupil in accordance with the curriculum and syllabi prescribed by the KwaZulu-Natal Department of Education.

4. **DISCIPLINARY MATTERS**

- 4.1. All disciplinary matters pertaining to the education of the pupil in all its facets shall be vested in the Principal of the school or a person authorised thereto in writing by the Principal.
- 4.2. Control, expulsion, suspension and discipline of the pupils shall be in accordance with the provisions of the South African Schools Act No. 84 of 1996, the regulations thereto and as set out in the "Constitution of the School", the Durban North College School Rules and Discipline Policy and the Durban North College Disciplinary Guidelines.

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1. **UNDERTAKING BY THE PARENT/GUARDIAN**

The Parent/Guardian:-

- 1.1. Indemnify the school, its employees, Board of Governors and officials against injury, harm to or other loss caused to any person other than the school on account of the conduct of the pupil.
- 1.2. Exempt the school, its employees, the Board of Governors and officials from liabilities incurred on account of any injuries of the child and agrees that the school or any of its teachers may consent to any operation or medical treatment of the pupil should such consent be required for medical reasons on an urgent basis and should it not be possible for the parent of the pupil to be contacted/communicated with immediately.
- 1.3. To comply with the regulations pertaining to medical inspections as contained in the South African Schools Act No. 84 of 1996.
- 1.4. To accept the Constitution and the School Rules and Policy Document, the Disciplinary Measures Guidelines and the Standing Orders of the school and any amendment hereto from time to time.
- 1.5. To have the pupil immunised against all normal infections and/or contagious diseases, and to submit proof of such immunisation.
- 1.6. To mark all clothing of the child clearly before she/he enters Durban North College.
- 1.7. Exempt the school, its employees, Board of Governors, and officials from any liability for loss or damage suffered due to the damage or loss of articles brought onto the school property.
- 1.8. To give consent for the child/ward to take part in any and all activities of the school whether conducted on the school premises or extra-murally, including but not limited to games, athletics and excursions of general vocational, educational, historical or scientific interest.
- 1.9. To provide the necessary transport for the pupil's timeous and regular attendance at the school and any further extra-mural sporting / cultural activities.
- 5.10 To notify the Principal immediately of any absence of the pupil from school and to provide reasons for such absence in writing.
- 5.11 We declare that we are aware of the Code of Conduct of the School and we undertake to ensure that our son/daughter subscribes to this should his/her application be successful. We hereby undertake:
 - a. to ensure that our son/daughter attends school regularly;
 - b. to allow our child/ward to participate in physical education classes, extra-mural activities and educational excursions;
 - c. to inform the school of any change of address or telephone particulars;
 - d. to inform the school of any case of infectious illness in the child's household;
- 5.12 Agree that the Principal or his designates may act in loco parents in the event of any injury or accident in which our child/ward may be involved.

2. **BREACH**

- 2.1. The parent/guardian shall be deemed to be in breach of this agreement in the event of failure by the parent to comply with the terms stated in this agreement and after the parent has failed to remedy such breach within seven (7) days after written notice of the breach dispatched by the school to the parent, at the parent's chosen domicile recorded herein.
- 2.2. A certificate signed by the School Bursar or Principal reflecting the particulars of the amount owing by the parent/guardian would be binding upon it and would constitute prima facie proof of the matters stated therein and of the fact that such amount is due and payable by the parent/guardian to the school. Such certificate shall be binding on the parties of this agreement and shall be regarded as a liquid documents in respect of any legal action instituted as a result hereof.

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3. **REMEDIES**

- 3.1. In the event of the parent/guardian breaching or being deemed to be in breach of this agreement, the school shall have the right, but not the obligation, to enforce its rights in terms of this agreement by way of appropriate legal action. The parent/guardian consents to the jurisdiction of the Magistrate's Court without derogating from the School's right to sue out of the High Court and shall bear costs as between attorney and client.
- 3.2. The School's remedies under this clause shall not be exhaustive and shall be in addition and without prejudice to any other remedies in law that the school may have.

4. **GENERAL**

- 4.1. No alterations, cancellation, variation of, or addition hereto shall be of any force or effect unless indication in writing and signed by the parties to the agreement or by their duly authorised representatives.
- 4.2. This document together with the School Constitution, the School Rules and Policy, the Value System Booklet, The Disciplinary Measures Guidelines and any other Standing Orders of the School, the Application for Admission of a pupil and the Undertaking to pay Compulsory School Fees contain the entire agreement between the parties and neither party shall be bound by undertakings, representations or warranties not recovered herein.
- 4.3. No indulgence, leniency or extension of time which either party ("the grantor") may grant to the other, shall in any way prejudice the grantor or preclude the grantor from exercising any of its rights in the future.
- 4.4. Neither party may cede or assign their rights or delegate their obligations in terms of this Agreement without prior approval of the other party, which shall not be unreasonably withheld.
- 4.5. The headings used in this agreement have been used for reference purposes only and shall not affect its interpretation. Words of the masculine gender include the feminine or neuter and the singular includes the plural unless the context indicates otherwise.
- 4.6. The parent/guardian hereby chooses *domicilium citandi et executandi* for all purposes under the Agreement at the address set forth, on page 8 and the parent shall be entitled by written notice to the school to change his domicilium provided that the change shall only become effective seven (7) days after service of the notice in question.
- 4.7. The parent/guardian acknowledges that in terms of the South African Schools Act No. 84 of 1996 and its related regulations, every pupil attending a public school shall be expected to participate in physical education and other organised school activities, unless the parent of the pupil has lodged with the Principal an objection in writing for his consideration and decision.
- 4.8. Should the pupil's admission application be successful, parents/guardians must forward her/his transfer card/statement from the previous school attended. Admission may be granted provisionally pending receipt of such a transfer card or statement.

I acknowledge that by my signature of this document I undertake to be bound by the terms of the Agreement of Tuition, The School Fee Payment Option Form, and the Undertaking to Pay Compulsory School Fees Agreement which form part of this document and upon signature hereof by the Principal in acceptance of the application for admission of the child as a pupil of this school, valid and binding agreements with regard to tuition, discipline and the payment of school fees shall thereupon be concluded between me and the school and the Governing Body thereof.

Initial here

I acknowledge further that the Principal is under no obligation to admit my child to the school. I am fully aware that I will be contacted by mail should my child be provisionally accepted. Thereafter a final acceptance letter, signed by the Principal, will confirm my child's admittance to Durban North College.

If a parent/guardian gained admission for his/her child to a school by making false/fraudulent statement/s regarding his/her residence, the school is entitled to revoke the agreement which allowed the learner concerned admission to such a school.

I declare that I have read and understood the contents hereof and that the particulars herein set out are to the best of my knowledge correct.

Signed at _____ on this _____ day of _____ 20____

PRINTED NAME OF PARENT/GUARDIAN 1

SIGNATURE OF PARENT/GUARDIAN 1

PRINTED NAME OF PARENT/GUARDIAN 2

SIGNATURE OF PARENT/GUARDIAN 2

WITNESS 1

WITNESS 2