



Royal Private School
394 Surrey Avenue,
Ferndale, Randburg
2194
010 023 1767
063 286 2382

GDE REGISTRATION NUMBER: 700401173

info@royalprivateschool.com
www.royalprivateschool.com

ENROLMENT FORM - 2026

Note: This Application Must be completed in Full. All Changes to be initialed or signed by Parent/guardian. Completing the form does not necessarily mean that the learner has been accepted into school

Attention: This Application must be accompanied by Below requirements

- a) A Copy Of Learners Birth Certificate
- b) A Copy of Learner's Latest School report & Transfer Letter
- c) A Copy of Parents' Identity Documents or Passport
- d) 3 Months Payslip or Bank Statement
- f) Utility Bill or Proof of address not older than 3 Months
- e) Proof of study Permit or affidavit if not available that this is in progress.

FOR OFFICE USE ONLY

Waiting List	A	B
Number on List		
Admission NO		
Grade Alloc.		

Note:

- a). Learner May be subjected to an entry assessment/baseline test
- b). Interview with learner and/or parent/guardian may be required before acceptance
- c) Acceptance of this form by school doesn't automatically mean learner admission into school.
- d) Upon learner acceptance, this **application form will be used as a binding Contract** to be renewed/refilled annually

Date of Application:	DD / MM / YYYY	Highest Grade Passed:	
Grade Applied For:		Year Grade Was Passed:	
Year Applied For:	YYYY		

SECTION A

1. PERSONAL INFORMATION FOR LEARNER / APPLICANT

SURNAME:		DATE OF BIRTH:	YYYY / MM / DD
FIRST NAME:		NATIONALITY:	
OTHER NAMES:		ID/PASSPORT No:	
HOME LANGUAGE:		GENDER:	
HOME ADDRESS:		RACE:	
Previous School Name:		Grade:	
Previous School Address:		School Telephone:	
School Email:		Province:	
Reason For Transfer:		Years Attended:	
Has The learner Repeated Any Grade?		If Yes, Which Grades	

1.1 Has the learner ever been in trouble with the law? If yes, give details

1.2 Does the Learner have any learning difficulties, e.g. Numeracy/Literacy/ADHD? If yes, Give details

1.3 Has the learner ever been suspended, Expelled Before, If yes, give details

1.4 Has the learner ever used alcohol/drugs or intoxicants of any kind?, if yes give details

2. LEARNER MEDICAL INFORMATION			
Medical Aid Number:		Doctor's Address:	
Doctor Name		Doctor's Phone No:	
2.1 Does the learner have any Medical Conditions, If yes, give full details and medications			
2.2 Please confirm if the Learner is Left-handed or Right-Handed (Dexterity)			
3. PARENTS/GUARDIAN INFORMATION			
	Parent/Guardian 1	Parent/Guardian 2	
Title			
Relationship to the learner:			
Surname:			
First Name:			
ID/Passport No:			
Date of Birth	YYYY / MM / DD	YYYY / MM / DD	
Cell Number:			
Alternative Number:			
Email Address			
Home Address:			
City/Suburb & Code:			
Employer/Occupation:			
Stays with the learner?:			
Responsible for Fees?:			
3.1 If None of the persons above is responsible for fees payment, then Share details for person responsible			
Name & Surname		ID/Passport	
Relationship to learner		Phone Number	
Email Address		Alternative Number	
Home Address			
3.2 EMERGENCY CONTACT DETAILS (to be contacted if any of the above can't be reached)			
Name & Surname		Phone Number	
4.1 Enrolment Fees - To be Paid On Acceptance			
ITEMS	FEEs	TERMS	
Registration Fees	R2,000	None Refundable, for once off for new learners	
Reregistration Fees	R850	None Refundable, Paid annually as R850 for continuing Learners	
4.2 TUITION FEES			
GRADE	ANNUAL FEES	TERMLY	MONTHLY FEES
Grade 1,2 & 3	R30,000	R7,500	R2,500
Grade 4,5 & 6	R31,800	R7,950	R2,650
Grade 7, 8 & 9	R34,200	R8,550	R2,850
Grade 10 & 11	R37,200	R9,300	R3,100
Grade 12	R42,000	R10,500	R3,500
Aftercare	R8,400	R2,100	R700
5. UNIFORM PRICE LIST			
Uniform Packages (Grade 1 - 6)			
GIRLS		BOYS	
Item	Pricing	Item	Pricing
1 - Jersey 1 - Drimac Jacket 1 - Golf Shirt 1 - Tracksuit 1 - Tunic Dress	R1,880	1 - Jersey 1 - Drimac Jacket 1 - Golf Shirt 1 - Tracksuit 1 - Khaki Pants 1 - White School Shirt & Tie	R2,070

Navy Blue PE SHORTS, Needed for sports/Physical Education - NOT INCLUDED In Package		Navy Blue PE SHORTS, Needed for sports/Physical Education - NOT INCLUDED In Package	
Uniform Packages (Grade 7-12)			
GIRLS		BOYS	
Item	Pricing	Item	Pricing
1 - Jersey or Pullover 1 - Drimac Jacket 1 - Golf Shirt 1 - School Blazer 1 - School Tie 1 - White School Shirt 1 - Scotch Skirt	R2,360	1 - Jersey or Pullover 1 - Drimac Jacket 1 - Golf Shirt 1 - School Blazer 1 - School Tie 1 - White School Shirt	R2,060
Grey Pants (To Be bought Separately from Shops, NOT INCLUDED in Package		Grey Pants (To Be bought Separately from Shops, NOT INCLUDED in Package	
Navy Blue PE SHORTS, Needed for sports/Physical Education - NOT INCLUDED In Package		Navy Blue PE SHORTS, Needed for sports/Physical Education - NOT INCLUDED In Package	

5.1 Please NOTE

1. For New Learners, Uniforms are sold as full package.
2. Some Items listed above are not included in the package fee hence have to be bought separately from Shops
3. If Extra Item is required, extra charges will apply.

BANKING DETAILS	
BANK	First National Bank - (FNB)
ACCOUNT HOLDER	Royal Private School
ACCOUNT NUMBER	62908205504
BRANCH CODE	250 250
BRANCH	Carlton Center
PAYMENT REFERENCE	LEARNER NAME & SURNAME

5.2 Admissions Policy & Conditions

The Our School's Admissions Policy complies with the requirements of the Gauteng Department OF Education. The School gives preference to learners who reside within the Natural Catchment Area of the school, which is the area closes to the school by way of registered access/roads. Royal Private School does not discriminate on the basis of race, religion or sex. Admissions are solely on basis of availability of space & Merit

1. An Applicant must comply with the age compatibility of the grade for which he/she is applying
2. Applicant May be required to attend an interview/entry exam with the principal where it is deemed necessary.
3. Acceptance of Application form doesn't imply Acceptance into school
4. Learners & Parents/Guardians must feel comfortable with the school culture and basic ethics before registering
5. Registration and Work Book Fees are non-refundable and Only Paid if learner is accepted

SECTION B

6. ENROLLEMENT & FEES PAYMENT AGREEMENT

6.1 I/We the undersigned hereby agree to pay **Royal Private School** the determined fees as follows

ITEM	AMOUNT	AGREED PAYMENT DATE/PERIOD
Registration Fees		
Uniform Fees		
Aftercare		
Tuition Fees		Tuition Fees; if MONTHLY are due by the 1st day of the month, hence have to be settled by the 1st. Annual fees are due by 5th January.

"NOW, THEREFORE THE PARTIES AGREE AS FOLLOWS"

- 6.2 Royal Private School** is an independent, private institution with NO Government Subsidies. All running and/or operational costs are paid from Schools fees received hence parent understands that failure to make timely payments puts the school in jeopardy as it cannot meet its financial obligations.
- 6.3** The parent agrees that failure to pay the school fees by withing 5 days of the invoiced month will result in suspension of the learner from school until such a time all fees are cleared. Suspension will be effected on the 6th day should payments not be done.
- 6.4** The Parent Agrees to inform the Principal and/or Accounts Office in writing if unable to pay the fees so as to seek/forge a solution.
- 6.5** If the School institutes legal action for the recovery of any outstanding fees, the parent(s)/Guardian(s) agrees and undertakes to pay all legal costs incurred by the school on the scale as between an Attorney and his own client including interest or commission
- 6.6** The Parent(s) /Guardian(s) Hereby agree(s) that no extra tuition shall be expected of the school save for the additional support events that the school may implement as extracurricular activities
- 6.7** The Parent/Guardian shall give a **One Month Written Notice** of his/her intention to remove the learner from the school, in which event the school shall upon the learner's departure from school refund to the parent any tuition fees paid in advance for the portion of the year Not utilized. Monies Paid for other effects such as workbook, uniform and stationery fees are **Non-refundable** (November & December are not Notice months).
- 6.8** If a Learner is removed from school and NO 30 Days notice is given by the parent/guardian, fees paid in advance shall be FORFEITED and accrued fees may still be expected and payable by the legal parent/guardian. There will be NO expectations from the parent/guardian to be reminded that fees have to be paid, the school shall have the right to hand over any outstanding accounts for legal action without further notice

6.9 <i>I, The Parent/Guardian, also willingly opt-in to the following, (this doesn't influence acceptance)</i>	Tick Applicable
Images of my Child/ren may be taken for internal & External Purposes. These Could appear on newsletters, Websites and/or on various marketing/social media platforms	<input type="checkbox"/> Yes, I Accept <input type="checkbox"/> No, I Don't

I the undersigned parent/guardian accept responsibility for the payment of fees as stipulated above and I undertake to honour this agreement as set out above. I further understand that in all of the above, the School is operating in the best interests of each and every child at school.

Full Names of parent(s)/legal guardians here in referred to "the parent(s) / Legal guardian(s)

Father/Guardian: _____ **ID/PASSPORT NO:** _____
Date: _____

Mother/Guardian: _____ **ID/PASSPORT NO:** _____
Date: _____

In respect of the education of _____ **in Grade** _____

7. GENERAL

- 7.1** All registration, Work book, administration fees/or any other upfront deposits required are non-refundable.
- 7.2** The learner's failure to attend classes for whatsoever reason shall in no way entitle him/her to a reduction in fees nor will it absolve him/her or other signatories to this document from full liability for the payment of fees and other charges.
- 7.3** The School shall have the right to alter timetables, opening and closing dates of the school whenever necessary. The School shall NOT necessarily follow all GDE school calendars /dates.
- 7.4** No alteration, cancellation, variation or addition hereto, shall be of any force or effect unless reduced to writing and signed by the parties to this agreement, or their duly authorized representatives.
- 7.5** This document together with the Learner Code of Conduct and any other RULES AND REGULATIONS thereto contain the entire agreement between the parties, and neither party shall be bound by undertakings, representations or warranties not recorded therein.

7.6 Neither party may cede or assign their rights or delegate their obligations in terms of this agreement without the prior written approval of the other party, which shall not be unreasonably withheld.

7.7 The Parent(s) hereby choose(s) DOMICILIUM CITANDI ET EXECUTANDI for the purpose under this agreement at the address set forth below, and the Parent(s) shall be entitled by notice to the SCHOOL to change his or her/ their chosen DOMICILIUM provided that the changes shall only become effective 14 days (fourteen) after service of the notice in question

8. EXTRA CURRICULAR ACTIVITIES

Extracurricular activities at our school shall generally include all school activities conducted outside class for or by learners including but not limited to trips, study excursions, sports events and competitions. It is necessary for every child to participate in outside class activities for proper mental development. However, "NO LEARNER WILL PARTICIPATE IN ANY ACTIVITY UNLESS THIS SECTION OF THE FORM IS FULLY COMPLETED AND SIGNED BY THE PARENT/ GUARDIAN".

I/We _____ (Full name and surname) , the parent/guardian of _____ (Learner name) hereby give permission for him/her to participate in the schools' extracurricular activities.

I hereby indemnify and hold the school, its agents, representatives and educators harmless against any claim or demand arising from the death of or injury to my child or any loss of or damage to property, of whatsoever nature and howsoever sustained, including consequential loss, arising from or occasioned by my child's participation in school extracurricular activities.

I also agree that, if in the opinion of the Principal of the School or his delegated deputy an emergency has arisen and medical treatment be deemed necessary for my child, the Principal of the School or his delegated deputy shall have the authority (which is hereby delegated to the extent such delegation may be required) to consent to such medical treatment, including surgical intervention, on my behalf.

I further accept that all precautions will be taken to ensure the safety and welfare of my child and that I will be held responsible for the payment of medical and/or hospital accounts where applicable.

Mother/Guardian's) Signature _____

Date: _____

Father/Guardian's) Signature: _____

Date: _____

9 DISCIPLINARY MATTERS

All disciplinary matters pertaining to the education and training of the Learners shall vest in the PRINCIPAL of the SCHOOL, or a person authorized by the PRINCIPAL. Learners and parents shall also be expected to play a role as outlined below:

9.1 RESPONSIBILITIES OF PARENTS WITH RESPECT TO THE CODE OF CONDUCT FOR LEARNERS

9.1.1 - The ultimate responsibility for learners' behaviors rests with their parents or guardians. It is expected that parents will support the school, and require learners to observe all school rules and regulations and accept responsibility for any misbehavior on their part.

9.1.2 - Parents should take an active interest in their children homework's schoolwork and make it possible for the children to complete assigned

9.1.3 - Parents have the responsibility towards their children to display a positive attitude towards the school, educators and rules and to encourage their children to do the same.

9.1.4 Parents should attend meetings that the Governing Body (SMT) or educators convene for them.

9.1.5 - They should inform school authorities about any problem concerning their children or other children in the school.

9.1.6 - Parents have a responsibility to understand the school code of conduct and work hand in hand with the school to ensure that all the school rules and regulations are observed.

9.2 RESPONSIBILITIES OF LEARNERS WITH RESPECT TO THE CODE OF CONDUCT FOR LEARNERS

Among other school rules and regulations as stipulated in the student's code of conduct, learners shall be charged with the responsibility of observing the following school rules and regulations:

9.2.1 - Being prompt and on time for lessons and not leaving early

- 9.2.2 - Listen to Instructions/staff/educators as their guardians when at school.
- 9.2.3 - Respect own equipment as well as that of other people/learners.
- 9.2.4 - Not be disruptive, thereby preventing the other pupils from receiving quality education
- 9.2.5 - Complete all homework and class work assignments to the best of their (learner's) ability
- 9.2.6 - Be honest in all my work including tests and in all she/he will say or do.
- 9.2.7 - Avoid rough or dangerous games & not gamble or play any unlawful games
- 9.2.8 - Refrain from using unacceptable language
- 9.2.9 - Respect sports facilities and rules, Not smoke on the school premises grounds or while in school uniform
- 9.2.10 - Stay away from 'out of bounds' areas at all times & not climb over any school fence or walls
- 9.2.11 - Refrain from throwing any objects or littering
- 9.2.12 - Not deface any walls, doors, desks or vandalize school property; do not remove or tamper with anything from class rooms
- 9.2.13 - Refrain from any form of challenge of an educator's authority
- 9.2.14 - Never to tamper with safety equipment

9.2.15 - Not leave the school or classroom during school hours without the permission of the principal or educator.

9.2.16 - Not bring phones, electronic games, tablets, pets or toys or valuables or undesirable reading matter to school

9.2.17 - Obey the instructions of prefects or learner representatives

9.2.18 - Not be guilty of any form of rowdiness or loud behaviors

9.3 *As a Member of the School community; myself as the learner do undertake to; Respect the School Uniform/Dress code and maintain the following guidelines*

- a. **School Regulation on Blazer.** When a blazer is worn the collar of the shirt must lie on top of lapels of the blazer. All pins and badges must be worn on the left lapel unless otherwise stipulated. Boys standing on a platform or stage, in a public place, should always have one button of their blazer buttoned.
- b. **School Regulation on Tunics/Skirts.** Must not be shorter than 5cm above the knee, measured from the floor when kneeling. Skirts may not be rolled up at the waist.
- c. **School regulation Shirts only.** Shirts to be tucked in at all times, with exception; during sport. No T-shirt may be worn under the school shirt.
- d. **School regulation on ties.** Ties must be tied in a Windsor knot, neatly pulled up to the collar of the shirt. The bottom of the tie should just reach the belt.
- e. **School Regulation On Shoes.** For BOYS; Plain black lace-up shoes (Oxford type) have to be worn. Shoes should be polished. No loafers slip-ons or slippers may be worn. for GIRLS: Black school shoes (lace-up, buckle or baby doll) may be worn. Shoes should be polished.
- f. **School Regulation on SOCKS.** For BOYS; The standard grey "OUR SCHOOL" socks should be worn. No white or other coloured socks may be worn. for GIRLS: In summer only short white socks should be worn. These socks must be turned over to cover the ankles, not pulled half-way up the calf or rolled down to below the ankle.
- g. **School Regulation on Tracksuit.** Full tracksuit may be worn for sport only. A tracksuit top may not be worn instead of a school jersey and may not be worn during the school day. When the school tracksuit is worn, the zip is to be fastened.
- h. **School Regulation on Headgear:** Only the official SA-school headgear may be worn for religious purposes. In winter school "Beanies" are the only ones that may be worn and/or beanies with colours (Red or Royal Blue)
- i. **School Regulations on Jewelry.** Watches may be worn, but no other jewelry is permitted. Religious symbols may be worn provided that these are not visible and worn under a shirt. No bracelets (with the exception of the medic-alert bracelet) may be worn.
For **BOYS:** No earrings or piercings (this includes tongue rings and studs) may be worn to school. Tattoos **MUST** not be visible.
For **GIRLS:** Studs, bars or sleepers may be worn in the ears only, one per ear. No nose, eyebrow or tongue rings/studs are permitted. Tattoos **MUST** not be visible.

j. School Regulations On Hair:

For **BOYS**: Hair must be kept clean and tidy & **MUST** be kept even. Hair must not hang over their ears and/or over their collar. Hair cut into a step, undercut, "mullet" styled, butterfly-winged fringes, dyed or highlighted hair is unacceptable and "hedgehog" or "spiky" styles are not permitted. Outlandish or irregular hairstyles, detrimental to the image of the school, will not be permitted as well as Unseemly shaving and hair plaiting/braiding. Senior boys are required to shave frequently. Side-burns are not permitted. Hair shall not be coloured, dyed, plaited or cut into patterns or shapes. Failure to adhere to this will be viewed as misdemeanor

ETHNIC HAIR: Hair may not cover the collar. Hair may not be coloured or dyed. Gel may not be used. Hair may not be braided/plaited and/or cut into patterns or shapes e.g. Stars, Lines or "V" shapes etc.

For **GIRLS**: Hair must be kept clean and tidy and of natural-looking color. Long hair (touching the shoulder) or hair that falls over the collar must be tied back or plaited. **HAIR EXTENSIONS ARE NOT ACCEPTABLE**. Hair shall not be coloured, dyed, or cut into patterns or shapes. Extensions, winged fringes or highlighted hair, or weaves, gel, edges shall not be permitted. Outlandish or irregular hairstyles, detrimental to the image of the school, will not be permitted. Ribbons or hair bands may only be navy or black in colour. Two days grace will be allowed for hair to be cut or redressed after such instruction has been given. Failure to adhere to this instruction will be viewed as a serious misdemeanor. The School reserves the right to make amendments at its own discretion for the best interest of the learners, should need arise.

- k. School regulations on Nails**; No artificial nails are allowed. Nails are to be kept short and clean. Only clear nail polish is allowed. The nail may not exceed the top of the finger in length.

For Any special requests/deviations from above learner regulations, the parent/guardian is required to inform the school so as to seek approval from the principal on admission.

I _____ (Learner names) the undersigned, hereby confirm that I have received, read, understood the above guidelines. I further hereby agree to abide by all the School rules, conditions, regulations and terms of the School that are listed on here and other handbooks.

Parent/Guardian Signature in Consent to Guidelines

Learner Signature & Date (Grade 5 - 12)

10 UNDERTAKINGS

The Parent(s)/Guardian(s): _____ (names) do hereby:

10.1 - Indemnify the SCHOOL, the members of the GOVERNING BODY, the STAFF and OFFICIALS against any injury, harm or any other loss caused to any person by the conduct of the Learners.

10.2 - Consent to their children participating in School activities, including sport, outings and any other extracurricular activities. The GOVERNING BODY, the STAFF, OFFICIALS and PERSONS ASSISTING THEM are indemnified against ANY claim for INJURY or LOSS sustained by the LEARNERS and/ or the PARENT (s) while the Learner is engaged in such activities, unless the school, member of the governing body, the staff, officials or person assisting them acted without authorization or with malicious intent.

10.3 - Undertake(s) to comply with the terms and conditions of the SCHOOL RULES and the CODE OF CONDUCT as amended from time to time. A copy of such rules is issued to the learners and by request to the parent.

10.4 - d)Indemnify the school, its employees and officials from liabilities incurred on account of any injuries to, or illness of the Learners and agrees and consents that the school, or any of its educators may consent to any operation or medical treatment of an URGENT nature for the Learners should such consent be required for medical reasons and should it not be possible for the PARENT(s) to be approached immediately, all REASONABLE steps to do so having been taken.

10.5 - Accept (s) the Constitution, Rules, Dress Code and code of Conduct of the school and any amendments thereto from time to time.

10.6 - Agree(s) to comply with the regulations pertaining to medical inspections as contained in South African Schools Act and any provincial law that may apply.

10.7 - Agree(s) to have the Learners immunized against all normal infectious and/ or contagious disease and to provide proof upon request.

10.8 - Agree(s) that their children may lawfully be searched for weapons, drugs and may be tested where there is reasonable suspicion of drug use

- 10.9 - Agree(s) to notify the school immediately of any absence or pending absence of the Learners from the school.
- 10.10 - Agree(s) to ensure that the Learner is neatly attired in accordance with the SCHOOL UNIFORM REGULATIONS and conducts him/herself in accordance with the CODE OF CONDUCT of the school.
- 10.11 - Indemnify the school from any liability that may arise due to the learner's failure to register for department examinations. On receiving a school calendar, I will diarize all closing dates and ensure that my child is fully registered for the necessary examinations required

11 BREACH

- a) Should the PARENT(s) / Guardian(s) fail to pay any amount in terms of this Agreement on the due date, and in such event; Legal action shall be instituted against the parent if other means fail.
- b) Where a parent is not satisfied with the school's procedures, the school's enrolment terms, learners' code of conduct, school disciplinary policy, school refund policy, school uniform policy, school assessment policy, school attendance policy, other relevant policies and procedures shall be invoked as the first terms of reference to resolve the dissatisfaction. Should parent(s) still not feel satisfied, then the principal (SMT) will grant leave to the dis-satisfied parent to escalate the issue to the Department of Education's district or provincial office. Any attempt not to follow this procedure shall constitute breach of the enrolment terms for Royal Private School

Legal Addresses Where all official correspondences should be sent if different from above

Residential Address; _____

IMPORTANT

1

The Contact Information provided herein by the parent shall constitute the official and exclusive means of communication for all matters relating to this agreement. The parent bears the sole responsibility to provide written notice to the school of any changes to said contact information (Telephone, Mobile, Physical Address, Postal & Email)

2 IF DIVORCED, copies of the section of the DIVORCE AGREEMENT pertaining to schooling must be attached

3 IF MARRIED, BOTH PARENTS MUST SIGN THIS AGREEMENT.

THUS, DONE and SIGNED by the PARENT(s) & LEARNER at _____ On This ____ Day of ____ Of 20__

Signature: _____

Father & Mother / Legal Guardians

Signature; _____

Learner

In the Presence of Undersigned Witness

School Official (Representative)

Witness Name & Signature

Name & Signature Once Accepted/Enrolled