



# Application for Admission

Primary School | Grade 1 - Grade 7 | 2026

Dear prospective parents/guardians,

It is our pleasure to make this application package for admission to our school available to you.

## Application Steps

**Step 1:** Complete the application form in full, sign it and attach all required documentation. Submit the application package to the enrolment officer between 08:00 and 14:00, Monday to Friday. Parents must attach proof of online application on submission. Enrolment will only be considered once all necessary documentation has been received.

**Step 2:** Visit the school for a guided tour of the campus. Successful parents will be notified via email, telephone or verbal communication and invited to a compulsory meet and greet with the Principal. Unsuccessful applicants will also be notified.

## Financial Obligation

Rising Stars Academy is a fee-paying school. School fees are determined by the Board of Trustees each year and are payable on the 1st of every month for the month in advance. New enrolments are requested to pay the non-refundable deposit and first month's school fee upon acceptance of enrolment. Payment is subject to the school fee collection policy.

Parents' evenings take place within the first three to four weeks of the new term, where operational information and parent responsibilities are discussed.

We trust that your child's school career at Rising Stars Academy will be a happy and educationally stimulating one.

## Compulsory Documentation

Incomplete applications, or applications submitted without all required documents, may be declined.

Attached	Required document	Notes
<input type="checkbox"/>	Child's unabridged birth certificate	If unavailable, attach the abridged certificate with Home Affairs receipt confirming application for the unabridged certificate.
<input type="checkbox"/>	Clinic card	Required for Grade 1 learners; otherwise provide proof of immunisation or a doctor's letter.
<input type="checkbox"/>	Proof of address	Municipal account, signed lease, purchase contract or estate agent confirmation valid for at least one year.
<input type="checkbox"/>	Private residence / tenancy	Owner's certified proof of address, certified ID document and affidavit confirming tenancy.
<input type="checkbox"/>	Parents' ID documents	Both biological parents' ID documents or passports.
<input type="checkbox"/>	Latest school report / Grade 1 June report where applicable	Latest school report or full academic history where applicable.
<input type="checkbox"/>	Transfer document	Required if the learner comes from another school; hand in on or before the first school day.

## Additional Documentation

Non-SA citizens: valid study permit issued by the Department of Home Affairs.

- Foster parents: Section 159 documentation as stipulated in the Children's Act 38 of 2005 and letter from registered social worker.
- Guardianship: court documents and guardian ID documents.
- Completed application form.
- General consent form.
- Undertaking on admission.
- Statutory obligation notice.

**Deposit and Banking Details**

Non-refundable deposit payable on acceptance/submission: **R3 000,00**.

<b>Bank</b>	Capitec Business Banking
<b>Account holder</b>	Sharp Move Trading 70 Pty
<b>Account no.</b>	105 062 6966
<b>Branch code</b>	450 105
<b>Reference</b>	Your child/children's name and surname

Fees for each month are payable in advance by the 1st of every month.

School trading hours: Full day Monday to Friday 06:30 to 18:00. Half day Monday to Friday 06:30 to 14:30.

## Application Form

### For Office Use Only

Admitted	Date of admission	CEMIS number	Profile received	Requested grade
_____	_____	_____	_____	_____

### Section A: Learner Information

Complete sections A, B and C. Failure to complete all sections may result in the application being declined.

**Surname**

\_\_\_\_\_

**Full names**

\_\_\_\_\_

**Name by which learner is called**

\_\_\_\_\_

**Gender**

\_\_\_\_\_

**Date of birth**

\_\_\_\_\_

**ID / passport / permit number**

\_\_\_\_\_

**Current grade**

\_\_\_\_\_

**Home language**

\_\_\_\_\_

**Preferred language**

\_\_\_\_\_

**Certificate language**

\_\_\_\_\_

**Nationality**

\_\_\_\_\_

**CEMIS number**

\_\_\_\_\_

**Name of previous school**

\_\_\_\_\_

**Previous province**

\_\_\_\_\_

### Disability / Support Needs

Deaf

Blind

Hard of hearing

Partially sighted

None

Epilepsy

Psychiatric support

Specialised support

Other: \_\_\_\_\_

### Brothers and Sisters Currently at Rising Stars Academy

**Name and surname / grade**

\_\_\_\_\_

**Name and surname / grade**

\_\_\_\_\_

**Name and surname / grade**

\_\_\_\_\_

**Name and surname / grade**

\_\_\_\_\_

### Section B: Parent, Adoptive Parent or Guardian Information

The school liaises with the biological parent, step-parent, guardian or sponsor with whom the child resides. This parent is considered the main parent and will receive correspondence. As the Principal acts in loco parentis during school hours, partner details are also required where applicable.

	Father / Guardian	Mother / Guardian
<b>Title</b>	_____	_____
<b>Relationship to learner</b>	_____	_____
<b>Initials</b>	_____	_____
<b>Full names</b>	_____	_____
<b>Surname</b>	_____	_____
<b>ID / passport number</b>	_____	_____
<b>Residential address</b>	_____	_____
<b>Postal code</b>	_____	_____
<b>Occupation</b>	_____	_____
<b>Employer</b>	_____	_____
<b>Work telephone</b>	_____	_____
<b>Home telephone</b>	_____	_____
<b>Cellphone</b>	_____	_____
<b>Work email</b>	_____	_____
<b>Home email</b>	_____	_____
<b>Marital status</b>	_____	_____

Signature: Parent / Guardian \_\_\_\_\_

Signature: Parent / Guardian \_\_\_\_\_

Date \_\_\_\_\_

### Section C: Medical Information

Compulsory for parent/guardian to complete.

**Allergies**

\_\_\_\_\_

**Medication required**

\_\_\_\_\_

**Operations learner has had**

\_\_\_\_\_

**Doctor / clinic name**

\_\_\_\_\_

**Doctor / clinic telephone number**

\_\_\_\_\_

**Blood group**

\_\_\_\_\_

**Medical aid name**

\_\_\_\_\_

**Medical aid number**

\_\_\_\_\_

#### Illnesses the Learner Has Had

Measles

German measles

Whooping cough

Chicken-pox

Mumps

Other: \_\_\_\_\_

#### Immunisations

Tuberculosis (B.C.G.)

Diphtheria

Whooping cough

Tetanus

Measles

Poliomyelitis

All learners should be immunised against the above illnesses before school attendance. Immunisation against poliomyelitis and Tuberculosis (B.C.G.) is legally compulsory. Written evidence is required when a learner is admitted to a Western Cape Education Department school for the first time.

#### Emergency Contact

**Full name**

**Contact number**

**Relationship to learner**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Persons Authorised to Collect the Learner

**Surname / name / contact / relationship**

**Surname / name / contact / relationship**

\_\_\_\_\_

\_\_\_\_\_

**Surname / name / contact / relationship**

**Surname / name / contact / relationship**

\_\_\_\_\_

\_\_\_\_\_

#### Declaration

I, the undersigned, understand that the school reserves the right to verify all information supplied via this application. In the event of fraudulent documents, the school reserves the right to lay criminal charges of fraud against any parties to this application.

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

### Undertaking on Admission

I/We, the parent(s) or legal guardian(s) of \_\_\_\_\_ Grade \_\_\_\_\_ hereby confirm and undertake that he/she and I/we:

- Support the school as partner in the educational process and co-operate with the school, teacher and Principal for the duration of the learner's association with Rising Stars Academy and its Board of Trustees.
- Comply with, accept and acknowledge the school's code of conduct and school rules, admission policy, academic and homework policy, and attendance policy.
- Reimburse the school for any damage to school property caused by the learner.
- Understand that while reasonable effort is made to prevent loss or damage to clothing and equipment, the school cannot be held liable in such event.
- Give written notice of any intention to remove the learner from the school, return school books/equipment and ensure the school fee account is settled in full before leaving.
- Ensure the learner is punctual at the beginning of each day and collected on time at the end of the school day.
- Accept that the school may verify information supplied and may lay criminal charges in the event of fraudulent documents.
- Accept responsibility for immunising the learner against contagious diseases and producing proof if required.
- Inform the educator of the learner's absence from school and produce a doctor's certificate when required.
- Accept that Rising Stars Academy and its Board of Trustees may amend the Code of Conduct, School Rules, Discipline Policy, Homework Policy and Admission Policy.
- Understand that the Principal or authorised agent may act in loco parentis when specific authority cannot reasonably be sought or obtained in time.
- Inform the school in writing of any change of address, email address or cell phone number.
- Confirm that all forms have been completed accurately and that all information supplied is true.
- Accept responsibility for the school fee monthly account and ensure payment by the first (1st) of every month, for the month in advance.
- Agree that non-payment may result in further action by the school, including suspension of services or expulsion depending on the situation.
- Accept that this agreement, acknowledgement and commitment remains valid from signature until the learner officially leaves the school.

I, legal parent/guardian \_\_\_\_\_, hereby undertake, understand, comply with and fully agree to the above-mentioned understandings, acceptances and policies as set out by the Board of Trustees of Rising Stars Academy and the South African Schools Act.

Signature: Parent / Guardian \_\_\_\_\_

Date \_\_\_\_\_

### General Consent Form

It is widely recognised that attendance at school or any school activity, including participation in excursions, games, sporting or other activities at or through the school, and the use of transport arranged by the school, may entail risks for a learner. Such risks are part and parcel of life and education.

Acknowledging the foregoing, I, \_\_\_\_\_, parent and/or legal guardian of \_\_\_\_\_, hereby consent to my son/daughter participating in activities arranged, organised or offered by the school, and where relevant, being transported to and from activities by transport made available by the school.

I further agree that such participation or use shall be at the risk of the learner and parent/guardian. Insofar as every reasonable and practicable precaution is taken for safety and welfare, I hold blameless Rising Stars Academy and associated persons/organisations should loss, damage, illness or injury occur, unless caused by negligence, wilfulness or deliberate act of the school or its employees.

I appoint school staff accompanying or supervising an activity to act in loco parentis should the need arise and to take reasonable steps if the learner becomes ill, injured or requires medical attention.

### Relevant Medical Information

Does your son/daughter have any medical condition or allergy of which teachers need to be aware?

Yes

No

**Details**

**Medical aid society**

\_\_\_\_\_

\_\_\_\_\_

**Medical aid number**

**Principal member**

\_\_\_\_\_

\_\_\_\_\_

**Medical practitioner contact**

**Emergency contact telephone numbers**

\_\_\_\_\_

\_\_\_\_\_

Signature: Parent / Guardian

\_\_\_\_\_

Signature: Witness

\_\_\_\_\_

Date

\_\_\_\_\_

## Statutory Obligation Notice

Kindly note that all parents/guardians must complete this form in full and in print.

Father

Mother

Guardian

**Parent/guardian full name**

**Learner full name**

**Grade applied for**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Definitions

- "the Act" means the South African Schools Act 84 of 1996 and all regulations promulgated under it.
- "the parent" means the parent or guardian of a learner, the person legally entitled to custody of a learner, or the person who undertakes the obligations of a parent towards the learner's education at school.
- "School fees" means school fees contemplated in Section 39 and includes monetary contributions in relation to attendance or participation in any school programme.
- "the Capital sum" means the school fees in full per annum with any further costs or damages, including attorney/client fees and collection costs that may occur.
- "BOT" means a meeting of the School Board of Trustees in terms of the Act.

### Annual School Fees

- The annual school fee will be a compulsory sum for 2026 determined by the Board of Trustees and may escalate for every consecutive year.
- School fees are payable on the first (1st) of every month for the month in advance.
- Biological parents are jointly liable for payment of school fees irrespective of marital status.

### Notices and Contact Details

- The parent chooses a domicilium citandi et executandi for all notices and must update the school in writing when details change.
- Any notice or process delivered by hand is deemed received on the date of delivery; registered post is deemed received seven (7) days after posting.
- A notice actually received by the parent constitutes proper delivery even if not delivered in terms of the above.

### Domicilium / Contact Details

**Full name and surname**

**Physical address**

\_\_\_\_\_

\_\_\_\_\_

**Email address**

**Contact number**

\_\_\_\_\_

\_\_\_\_\_

## Statutory Obligation Notice Continued

### Non-payment and Recovery

- In the event of non-payment and on demand under the Act, the parent acknowledges being indebted to the school for the capital sum.
- The school may enforce payment of fees.
- The parent consents to confidential information being processed for administration, collection, tracing, research, updating and related school operations.
- The school may obtain from and disclose to a third party, including a credit bureau, relevant credit record, payment history and related information for affordability enquiry and record updates.
- If the parent fails to update required details, the school may instruct a tracing agent and the parent will be liable for tracing fees.
- Disputes on statements of account must be raised with the financial office in writing.
- This commitment does not fall under the National Credit Act. The school follows the legal framework applicable to statutory school fee debt.

### General Terms

- A reference to any gender includes the other genders; singular includes plural and vice versa; a natural person includes a juristic person and vice versa.
- I/We undertake to give one term's written notice of any intention to remove my/our child from the school and to return any books or equipment belonging to the school.
- In the event of fraudulent documents, the school reserves the right to lay a criminal charge of fraud against any parties to this application.
- This commitment remains valid from signature until the pupil officially leaves the school.
- No alteration, variation, amendment or cancellation shall be of force unless reduced to writing and signed by or on behalf of the parent and creditor.
- If any provision is unenforceable, void or voidable, it is severable and the remaining provisions remain in full force and effect.

### Declaration

I/We hereby declare that I/we are the only known parent(s) to the learner.

Signed at	Day	Month	Year 20__
_____	_____	_____	_____
Father: print name and surname	_____	_____	_____
Father: signature in full	_____	_____	_____
Father: ID number	_____	_____	_____
Relationship to learner	_____	_____	_____
Mother: print name and surname	_____	_____	_____
Mother: signature in full	_____	_____	_____
Mother: ID number	_____	_____	_____
Relationship to learner	_____	_____	_____
Witness: print name and surname	_____	_____	_____
Witness: signature	_____	_____	_____
Witness: contact telephone number	_____	_____	_____