



LEARNER APPLICATION FORM

Nursery School: nursery@sunrisesuperkids.co.za

Primary School: primary@sunrisesuperkids.co.za

High School: highschool@sunrisesuperkids.co.za

Application For Nursery: \_\_\_ Primary: \_\_\_ High School: \_\_\_

For Office Use Only:

Account Number:	Child's Grade:
Paid Registration:	SA SAMS Admission Number:
Date Applied:	

Details of the Child (Please complete):

Name & Surname:	Gender:
Emergency Contact Name:	Emergency Contact Cell Number:

The Following Must Accompany This Form:

Certified copy of the child's birth certificate:	Yes ___ No ___	Transfer letter & progress report from previous school:	Yes ___ No ___
Immunisation / Clinic / Medical Aid Card:	Yes ___ No ___	Copy of parent's ID / person responsible for payment:	Yes ___ No ___
2 x Passport size photos of the child:	Yes ___ No ___	Signed indemnity form:	Yes ___ No ___

Declaration by Parent / Legal Guardian (Please read carefully and sign):

I, \_\_\_\_\_ the Parent / Guardian of \_\_\_\_\_ hereby agree and bind myself to pay all school fees and other dues monthly as agreed, in advance on or before the 7th of each month.

I, the parent / guardian, will be responsible for 12 months' school fees and undertake to pay the school as above.

If school fees are in arrears for more than a month, the school reserves the right to take any necessary steps, including but not limited to legal action. I agree to the payment of all legal costs and mora interest as applicable.

I undertake to give the school one month's written notice if I decide to withdraw the learner from the school. If I take the child without giving notice, I undertake to pay one month's full fees in lieu of notice.

I will provide my child with the necessary textbooks, stationery, learning materials and school uniform as prescribed by the school.

I hereby acknowledge that I have been made aware of the school's learner- and parent code of conduct and policies and agree to adhere to same.

I hereby agree that my child will accept the full discipline and policies as set out in the school rules and regulations.

I understand that there is zero tolerance for misconduct. If my child / ward is found guilty of getting involved in or instigating any misconduct in class / at school, appropriate punishment shall be given as per the disciplinary policy of the school which may include suspension / expulsion depending on the severity of the matter.

If my child / ward negligently or wilfully damages / destroys any of the school property, he / she may be suspended until such a time that I get it repaired / replaced. Also I may be held responsible for the cost of repairs.

I hereby indemnify the school, its directors, employees and officials against any injury, harm or loss caused to any person by the behaviour of my child.

I also hereby indemnify the school, its directors, employees and officials against any injury, harm or loss that my child may acquire whilst under the supervision / care of Sunrise Superkids.

I give permission that the school may take my child to the doctor / hospital if needed and I will pay all costs incurred. I also give permission that the school may give my child prescribed medicine as I instruct the school.

I hereby confirm that I understand the purpose for the collection and / or distribution of personal information of myself and my child / ward and I hereby give the school permission to use it where necessary for record-keeping and for communicating important school related information via written or electronic means.

I hereby confirm that I am aware that the school uses social media and other advertising for communication and promotion purposes and I give permission that the school may post pictures of my child in context of special achievement or at school trips / functions and sport or extra-curricular activities.

By signing below, I acknowledge that I have read, understood and accepted the Sunrise Superkids Terms and Conditions. I also acknowledge that the information provided herein is true, complete and correct.

Signature

Date



**Note:** This form 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 the school.

**Learner Details:**

Grade Applied For:	Highest Grade Passed:	Year when Grade Was Passed:	Accession No:
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Surname:				
First Name:				
Date of Birth:	YYYY		MM	DD
Race:				
Identification or Passport No:				

Initials		Nickname:	
Other Names:			
Gender:	Male:	Female:	
Citizenship:			

Physical Address:	Home Telephone:	
	Emergency No:	
	Learner Cell:	
	Learner Email Address:	
Town:	Code:	Mode of Transport:

Home Language:	Religion:
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Deceased Parent:	Mother	Father	Both
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**Previous School Information:**

Name of Previous School:
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Previous School Address:		
Postal Code:	Province:	Country:

**Learner Medical Information:**

Medical Aid Number:	Medical Aid Name:
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Medical Aid Main Member:	Doctor Name:
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Doctor's Address:	Doctor Telephone No:
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Medical Condition / Allergies:
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Special Problems Requiring Counselling:
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Dexterity of Learner:	Right Handed	Left Handed	Ambibextrous
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Reg. Social Grant:	Yes	No
Rec. Social Grant:	Yes	No

**Siblings:**

Number of Other Children at this School:	Position in Family (e.g. First)
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Please Supply Full Names Below:

Name:
Name:
Name:

Grade:
Grade:
Grade:

**Parent / Guardian Information: (Please complete a separate form for each parent living at a different address)**

Title: \_\_\_\_\_ Initials: \_\_\_\_\_ Surname: \_\_\_\_\_

First Names: \_\_\_\_\_ Gender: Male: \_\_\_\_\_ Female: \_\_\_\_\_

Home Language: \_\_\_\_\_ Race: \_\_\_\_\_

Identification or Passport No: \_\_\_\_\_

Physical Address:    Town: _____ Code: _____	Home Telephone: _____
	Work Telephone: _____
	Cellphone Number: _____
	Alternative Number: _____
Email Address: _____	

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Learner Resides with Parent/s: Yes \_\_\_\_\_ No \_\_\_\_\_ Account Payer: Yes \_\_\_\_\_ No \_\_\_\_\_

**Spouse / Alternative Caretaker Details:**

Title: \_\_\_\_\_ Initials: \_\_\_\_\_ Surname: \_\_\_\_\_

Identification or Passport No: \_\_\_\_\_

Home / Work Telephone: \_\_\_\_\_ Cellphone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Name of Parent / Guardian (Please Print): \_\_\_\_\_

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

Date: \_\_\_\_\_

**Office Use Only:**

1. Date:	2. Accepted:	3. Accession Number:
4. Rejected:	5. Reason for Rejection:	
6. Documentation Received:	6a. Innumisation Record:	6b. Birth Certificate:
6c. Progress Report from Previous School:		6d. Transfer Letter from Previous School:
6e. Copy of Parent's ID/ Person Responsible For Payment:		6f. 2 x Passport Size Photos of the Child:
6g. Sgned Terms & Conditions / POPI Agreement & Indemnity Form:		



## **PROTECTION OF PERSONAL INFORMATION (POPI) CONSENT AGREEMENT**

### **IMPORTANT NOTICE:**

By signing or initialling or otherwise entering into this Agreement you agree to the terms and conditions contained in this document as well as any terms and conditions contained in all the other Policies of the School, which form part of this Agreement. These Policies are available on request from the School or on the School's website. It is important that you read and understand these Policies as they have important legal consequences for you. If there is any provision in this Agreement that you do not fully understand, please ask for an explanation from the Information Officer before signing. Your attention is drawn to these clauses because they are important and should be carefully noted.

### **1. DEFINITIONS**

- 1.1. "Child" means the child or children (of any age) admitted by the School to be educated, whose details appear on the application forms or this agreement;
- 1.2. "Agreement" means this document, including all its annexures as well as any Policies;
- 1.3. "Parent" or "you" means each person who has signed this Agreement as the parent or legal guardian of a child or children
- 1.4. "Parties" means the Parent/s and the School;
- 1.5. "Policies" means the rules and principles adopted by the School, as published by the School from time to time, which are used to regulate the day to day running of the School. These Policies may include (but need not be limited to) the School Rules; Schedule of Fees; Terms and Conditions of the School, as well as the Code of Conduct and the School's Grievance Procedures for Parents, and COVID-19 Policy and are available on request free of charge, or on the School's website;
- 1.6. "School" or "we" means Sunrise Superkids Nursery School, Primary School or High School.

### **2. POLICIES OF THE SCHOOL**

- 2.1. You declare that you have read and understood the Policies of the School as adopted and published by the School from time to time and agree to abide by these Policies. The School undertakes to make electronic copies of all policies available on request and free of charge and can also be obtained on the School's website for your review.
- 2.2. You undertake to comply with all the rules and regulations of the School and acknowledge that it is your responsibility to make yourself familiar with the policies.

### **3. PROTECTION OF PERSONAL INFORMATION**

- 3.1. By entering into this Agreement, and unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:
  - 3.1.1. Collect, store and process information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees;
  - 3.1.2. Collect, store and process names, contact details and personal information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners.
  - 3.1.3. Include photographs and images, with or without name, of your Child in School publications, Social Media, Communication platforms or in Press releases to celebrate the School's or your Child's activities, achievements or successes;
  - 3.1.4. Supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or

report given by us; and The clause above limits and excludes obligations, liabilities and legal responsibilities which the School may have towards you or your Child.

3.1.5. Inform any other school or educational institution to which you propose to send your Child of any outstanding fees.

3.2. The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

#### 4. GENERAL

4.1. You confirm that all the particulars that you may furnish or that you have furnished to the School on this Agreement or otherwise from time to time are or will be, to the best of your knowledge and belief, full, true and accurate.

4.2. You undertake to advise the School in writing of any changes to the details included in this Agreement.

#### Details of Parent/ Guardian

I/we, the undersigned, do hereby declare that I/we have read and understood this Agreement, including the all the other Policies of the School. I/we, consent to my/our information being processed in terms of the Protection of Personal information (POPI) Act.

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_

Parent/ Guardian

Name and Surname:

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_

Parent/ Guardian

Name and Surname:

#### Details of the Child

Name and Surname:

Grade:

ID Number:

It is to be noted that for each child enrolled and admitted to the School, a new Agreement will be completed and signed by the Parties, with the same information for each such sibling. These will be Annexures A1, A2 and so on, and will be deemed to be annexures to the Agreement and application forms, with all the provisions of the Agreement applying to the siblings of a Child in terms of the Agreement.



**INDEMNITY FORM**

I/We, the undersigned,

Father \_\_\_\_\_ (Full names and surname)

Mother \_\_\_\_\_ (Full names and surname)

Guardian \_\_\_\_\_ (Full names and surname)

Of \_\_\_\_\_ (Child name and surname)

Hereby indemnify

Sunrise Superkids Nursery School, Primary School and High School, in respect of any emergency, injury, loss, accident or death of whatever nature and under whichever circumstances that your child may acquire whilst he/she is under the control and care of Sunrise Superkids.

In addition; as the case may arise, I authorise the employees of Sunrise Superkids, should they not be able to reach me, to take my child to the Doctor/Hospital should they deem it necessary, and give them full authority to give permission or authorisation for any medical treatment or procedures that may be required to be carried out in accordance with the recommendations of the hospital or doctor. I understand that I will be held solely liable for any costs incurred and agree to take full responsibility for the billing account.

SIGNED at \_\_\_\_\_ on this \_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_

Parent / Guardian

Name and Surname: