

Clarendon Preparatory School

Cheltenham Road, Selborne, EAST LONDON

Tel: +27(0)43-722-4601

e-mail: office.prep@clarendonschools.co.za / admissions.prep@clarendonschools.co.za

APPLICATION FORM

OFFICE USE ONLY:

<ul style="list-style-type: none"> • ACCEPTED • TO BE INTERVIEWED • UNSUCCESSFUL 	NOTIFIED ON:		
	DEPOSIT RECEIPT NO.:		
	ADMIN NO:		
DOCUMENTATION REQUIRED:			
UNABRIDGED BIRTH CERTIFICATE	X	COPY OF IMMUNISATION CARD	X
COPY OF IDENTITY DOCUMENT (Both Parents / Guardians / Fee Payer)	X	SCHOOL REPORT (if applicable)	X
COPY OF PASSPORTS / WORK PERMITS / PUPILS STUDY PERMIT (foreign applicants)		PROOF OF ADDRESS (Both Parents / Guardian / Fee Payer)	X
COPY OF GUARDIANSHIP (if applicable)		PROOF OF EMPLOYMENT (Both Parents / Guardian / Fee Payer)	X

Name of Pupil:	
Grade Applying for:	
Year Applying for:	
Current School:	Tel:

Please
Attach
Photo
Here

PUPILS DETAILS:

SURNAME:		Initials:	
First names:			
Identity number:		Birth date:	
Home language:		Nationality:	
Residential address:			
		Postal code:	
Who does the pupil live with?	Biological Mother	Biological Father	Legal Guardian
Religion / Denomination:			
Race (for Education Department Statistics only):	Black African / Coloured / Indian / White / Asiatic / Other _____		
DETAILS OF BROTHERS AND SISTERS: (Name / Grade / Pre-School / School / Year matriculated)			
SCHOOL HOUSE OF FAMILY MEMBERS: GITTINS / HUNTER / KETCHEN (if applicable)			

Physical disabilities:		Left Handed / Right Handed
Medical conditions requiring special consideration (eg Heart, Diabetes, Epilepsy, Asthma, etc):		
Are you aware of any developmental, social, communication or learning differences that we should know about in order to support your daughter's needs?		
MEDICAL AID DETAILS:	MEDICAL AID NO.:	NAME OF MEDICAL AID:
	NAME OF MAIN MEMBER:	
	DR NAME:	TEL NO:

DETAILS OF BIOLOGICAL FATHER

SURNAME:			Title:	
FIRST NAMES:				
Identity no:				
Home Language			Race:	
Marital status:	Married:		Divorced:	
	Single:		Re-married:	
Home phone no:			Cell no:	
Personal e-mail:				
Residential address:				Postal code:
Postal address: (If different to above)				
Work phone number:			Occupation:	
Business e-mail:				
Name of Employer: (Business or School)				

DETAILS OF BIOLOGICAL MOTHER

SURNAME:			Title:	
FIRST NAMES:				
Identity no:				
Home Language:			Race:	
Marital status:	Married:		Divorced:	
	Single:		Re-married:	
Home phone no:			Cell no:	
Personal e-mail:				
Residential address:				Postal code:
Postal address: (If different to above)				
Work phone number:			Occupation:	
Business e-mail:				
Name of Employer: (Business or School)				

DETAILS OF LEGAL GUARDIAN (where applicable)						
SURNAME:				Title:		
FIRST NAMES:						
Identity no:						
Home Language:			Race:			
Marital status:	Married:		Divorced:		Widow:	
	Single:		Re-married:		Separated:	
Home phone no:			Cell no:			
Personal e-mail:						
Residential address:				Postal code:		
Postal address: (If different to above)						
Work phone number:			Occupation:			
Business e-mail:						
Name of Employer: (Business or School)						

OTHER INFORMATION REQUIRED:							
WHO WILL BE RESPONSIBLE FOR THE SCHOOL FEES?	Father:		Mother:		Guardian:		Other:
FURTHER DETAILS MAY BE REQUESTED ON ACCEPTANCE OF THIS APPLICATION							
DETAILS OF PAYER (if OTHER - not a biological parent or guardian)							
SURNAME:						Title:	
FIRST NAMES:							
Identity no:			Work:				
Home phone number:			Cell:				
e-mail:							
Residential address:				Postal code:			
Postal address: (If different to above)							
Occupation:							
Name of Employer: (Business or School)							

We as the parents / guardians accept that we have elected the above home and email addresses as our chosen *domicilium citandi et executandi* (chosen address) in respect of all notices, correspondence, court processes and other documents. We further acknowledge that it is our responsibility to inform the school should we elect to change our home and email addresses.

ADMISSION ACCEPTANCE:

- Completion of this application is **not** a guarantee that your child/ward will be accepted at Clarendon Preparatory School.
- You will be informed of the school's decision once all applications have been processed.
- A refundable deposit will be payable within 30 days after acceptance to Clarendon Preparatory School, to secure the position offered.
- The deposit is refunded, on request, when the pupil leaves the school, after all monies owing have been deducted.

DECLARATION BY PARENTS/GUARDIAN:

- We declare that all particulars furnished by us on this form are true and correct.
- We hereby certify that we have legal custody and / or guardianship in respect of the aforementioned learner.
- We hereby agree to:
 - accept the ethos of the school as contained in the **Mission Statement** and to adhere to the school rules and disciplinary code at this date or as may be amended from time to time;
 - acknowledge the authority of the Principal, the teachers and all staff;
 - pay the stipulated school fees as agreed by the parent body at the annual budget meeting;
 - pay any bank charges and interest on any outstanding fees;
 - notify the Principal, in writing, in the event of our child leaving the school at least one term in advance or pay two month's fees in lieu of such notice. In addition, we undertake to return all books and other property belonging to the school;
 - ensure that our daughter / ward attends school regularly and, should our daughter/ward be absent from school for any reason, inform the school of that in writing;
 - pay all costs incurred for damage to school property or losses caused by our daughter/ward.
- We are fully aware of the admission requirements of the Clarendon Preparatory School as contained herein.
- We will take responsibility for ensuring that our daughter/ward is adequately insured against personal injury or related risks. We will also ensure that her personal belongings are adequately insured against loss and we understand that the school cannot be held responsible for any losses or damage incurred.
- Whilst involved in school activities, we authorize the Principal (or appointed staff member) to act *in loco parentis*, including granting consent for medical treatment in the case of an emergency, once all reasonable efforts to contact the pupil's parents have been made.

SCHOOL FEE POLICY:

1. The payment of school fees at Clarendon Preparatory School is compulsory.
2. Clarendon Preparatory School is a Section 21 school and as such, has to fund the entire operation of the school out of school fees.
3. In terms of Section 39 of the South African Schools Act, the parties to this form are liable to pay compulsory school fees. In terms of 40 and 41 of the South African Schools Act, the school Governing Body is lawfully entitled to proceed against parents/guardians for the non-payment of fees.
4. Parents / guardians are jointly and severally responsible for the payment of fees in terms of the current legislation and this is irrespective of marital status. In the event of non-payment of school fees, the school shall have the right to sue both parents, irrespective of maintenance and court orders, which may exist between the parties.
5. School fees are payable as follows:
 - a. Annually: IN ADVANCE in full for the year by 31 January (5% Discount); or
 - b. Termly: IN ADVANCE in the first week of the term; or
 - c. Monthly: IN ADVANCE 10 equal monthly installments beginning 1 January and ending 1 October
6. Aftercare is available upon application. Aftercare fees are payable in advance in the first week of each term.
7. Should aftercare fees fall into arrears, the school reserves its right to remove the learner from aftercare after giving notice to the parents/guardians that it shall be doing so.
8. Unless suitable arrangements are made for arrear school fees, the parents/guardians shall be handed over to attorneys for collection. Legal fees associated with this shall be levied on an attorney/client basis.
9. Should parents/guardians elect to withdraw their daughter from the school, a full term's notice is required failing the parents/guardians shall be liable for a full terms fee.
10. School fees constitute a statutory debt and need to be paid before other debts.
11. **Financial assistance will only be considered if full declaration and application is made timeously.**
12. The school may conduct an enquiry and / or information search about the parents with a credit information bureau, persons acting as their agents and / or credit grantors.
13. If parents fail to meet their school fee obligations, the school may record the parent's non-performance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.

This commitment, in its entirety, will be valid from the day on which it is signed by the parent / guardian to the day on which the pupil officially leaves the school.

We, the undersigned, declare that we are the legal guardian of the child and am entitled to sign this document, and shall be bound hereto both as parent / legal guardian, and in our personal capacity.

Signed at _____ on this _____ day of _____

FATHER

MOTHER

LEGAL GUARDIAN

Parents are advised to also apply at other schools



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Preparatory • Primary • High School

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ACKNOWLEDGEMENT / DECLARATION BY PARENTS / GUARDIANS / FEE PAYER LIABLE FOR THE PAYMENT OF SCHOOL FEES IN RESPECT OF:

Daughter's Name: _____

Application for Grade: _____

Year: _____

1. We have read and understood the School Fee Payment Policy and accept the terms and conditions thereof, including the necessity for a full term's notice of withdrawal.
2. We acknowledge and accept that by a decision of the Parent Body (SGB), the payment of school fees at Clarendon Preparatory School is compulsory. We also acknowledge and accept that as parents / guardians we will be jointly and severally responsible for the payment of fees as prescribed by Clarendon Preparatory School in terms of the current legislation.
3. We warrant that we are in a financial position to pay the prescribed fees and agree to pay timeously and in full, when required to do so.
4. We acknowledge and accept the terms and conditions embodied in the application for admission to Clarendon Preparatory School will be utilized by the school for subsequent years.
5. We confirm that we have elected the home and email addresses embodied in the application for admission as our chosen *domicilium citandi et executandi* (chosen address) in respect of all notices, correspondence, court processes and other documents. We further confirm that it is our responsibility to inform the School, should we elect to change our home and email address.
6. We hereby consent to the jurisdiction of the Magistrates Court and agree to pay collection commission and costs as between attorney and client in the event of legal steps being taken against us for defaulting.
7. We consent that this document may be used for the aforesaid purposes and is valid for the duration of our child's schooling at Clarendon Preparatory School.

Father / Guardian

Surname: _____

First Name: _____

ID Number: _____

Signature: _____

Mother / Guardian

Surname: _____

First Name: _____

ID Number: _____

Signature: _____

Fee Payer

Surname: _____

First Name: _____

ID Number: _____

Signature: _____



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APPROVED FEES 2026

PAYMENT DETAILS

- **Annual:** IN ADVANCE in full for the year by 31 January 2026 (5% Discount)
- **Termly:** IN ADVANCE in the first week of the term
- **Monthly:** IN ADVANCE 10 equal monthly installments beginning 1 January and ending 1 October 2026 (School fees only)

ALL MONEY received by the school will first be allocated to school fees	Annual Fees	Per Term	Monthly (10 months)
<u>SCHOOL FEES</u>			
FAMILY OF 1 CHILD	R35 040	R8 760	R3 504
FAMILY OF 2 CHILDREN AT PREP (10% Discount applied)	R63 080	R15 770	R6 308
<u>EARLY PAYMENT DISCOUNT</u> (5% discount applied)			
ANNUAL SCHOOL FEES paid by 31 January 2026			
Family of 1 child (R1 752)	R33 288		
Family of 2 children (R3 154)	R59 926		
<u>AFTERCARE FEES</u>			
TERMLY ONLY			
– Full day	R12 320	R3 080	N/A
– Half day Gr RR and R ONLY	R8 160	R2 040	N/A

PLEASE NOTE: School and Aftercare Fees are increased annually, which is approved by the current parents at the Annual Budget Meeting

We acknowledge that we are aware that Clarendon Preparatory School is a public Fee-Paying School.

Father / Guardian

Surname: _____ First Name: _____

ID Number: _____ Signature: _____

Mother / Guardian

Surname: _____ First Name: _____

ID Number: _____ Signature: _____

Fee Payer

Surname: _____ First Name: _____

ID Number: _____ Signature: _____



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PERMISSION REGARDING PHOTOGRAPHS / VIDEOS

Our girls will be involved in school activities where they may be photographed. As we navigate the ever-changing landscape of social media and the internet, we want to proceed carefully with the way we use photography in our school.

Children love to see images of themselves and we want to share these photos/videos as symbols and reminders of who we are and what we've learnt. Photographs/videos of learners may be used in a variety of media to celebrate a success in a particular area or for educational purposes or to promote activities at the school. Photographs/videos of children are also used in newspapers, school brochures, newsletters, the school website, concert DVDs, special displays and other promotional material. We respect your daughter's right to privacy and for this reason we will ensure that your daughter's name is not published without your written permission.

Out of respect for others, we request that NO parent or any other adult share or publish photos/videos of other children on our premises for personal or social media use without consent from us. All photos taken and made available will be done through the discretion and approval of the school. Any photos on our Facebook page must also go through the school. Controlling content in this way ensures photographs/videos present our school in the best way and that we are honouring the wishes of parents and learners who do not want to have their photo/video used.

Parental permission is required to publish children's photographs. Accordingly, we request that you complete the form below. No child's photograph will knowingly be published without parent permission.

Please note, this permission form is valid for the duration of your child's schooling at Clarendon Preparatory School; however, permission may be withdrawn at any time upon written notification.

We hereby acknowledge that we have read the above notice:

We give Clarendon Preparatory School permission to use photographs / videos of our child, which can be published (without a name). This may include, but will not be limited to the newspapers, school brochures, newsletters, the school website, concert DVDs, special displays and other promotional material.

We acknowledge that ownership of such material is retained by the school. We also acknowledge that this permission form is valid for the duration of our child's schooling at Clarendon Preparatory School.

Daughter's Name: _____

Date: _____

Application for Grade: _____

Year: _____

Father / Guardian

Surname: _____

First Name: _____

ID Number: _____

Signature: _____

Mother / Guardian

Surname: _____

First Name: _____

ID Number: _____

Signature: _____



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“POPIA” INFORMATION REQUIREMENTS

The Protection of Personal Information Act 4 of 2013 (POPIA) protects personal information of individuals and corporate entities. In terms of the Act, the owner of the information is the data subject, and all other relevant parties are deemed to be processors of personal information. POPIA requires data subjects (individuals and corporate entities) to instruct processors (our School) on the collection, use, purpose and destruction of personal information.

When you became a parent or guardian at our School, we added you to our mailing lists, SMS and “WhatsApp” groups which we use to send out essential information about our School and its many activities. This information and systems form a vital link in our partnering with you, to educate your ward and/ or daughter. In keeping with the requirements of the POPIA we seek your consent to continue to utilize your personal information.

PARENT / GUARDIAN CONSENT:

I / We the undersigned, as a Parent / Guardian, hereby agree to provide my / our personal information and that my daughter / ward to Clarendon Preparatory School on the understanding that:

1. The signature constitutes my / our consent as required under Section 11(1)(a) of the Protection of Personal Information Act 4 of 2013.
2. The information is supplied voluntarily, without undue influence from any party and not under any duress.
3. The School Governing Body, Educators and Administrative Staff will have access to the information for the purposes of admissions, academic, cultural and sporting development, safety and security of the learners.
4. Clarendon Preparatory School is by virtue hereof authorised to release personal information to its Attorneys and Debt Recovery Agents, in the event of non-payment of, or arrears in, school and / or aftercare fees.
5. The Principal of the school is the Information Officer and the Department Head (DH) is the Deputy Information Officer and both have been registered with the Information Regulator (South Africa).
6. Clarendon Preparatory School is the responsible party and has agreed to ensure that the processing of information is done in compliance with the POPI Act and that a safety and risk assessment is done to ensure personal information is kept secure against the risk of loss, unlawful access, interference, modification, disclosure and unauthorised destruction. Each year, information is and will be validated using the SASAMS system and parents / guardians are required to verify the accuracy of such information and inform the school office of any changes during the year.
7. Clarendon Preparatory School has a number of WhatsApp groups for communication purposes. You may remove yourself from these groups at any time. Should you elect to remain in the group, it will be accepted that you have consented to being a part of this group and to your personal information being visible to any person in this group. **Please note, if you remove yourself from the group, you will not receive all the relevant information from the school and class teacher.** In this regard, we request that all members of these groups, in good faith, do not make use of personal information pertaining to other members, for whatsoever reason, without obtaining the consent of the relevant person.
8. Clarendon Preparatory School may publish photographs or live-stream events on their official webpage, Facebook page or on other media sources, which may contain images of your child / children / ward. Should you not wish for this to occur, please contact the school via office.prep@clarendonschools.co.za for our record purposes.

I / We the undersigned do hereby give our express consent to items 1 to 8 set out above.

Daughter's Name: _____

Date: _____

Father / Guardian

Surname: _____

First Name: _____

ID Number: _____

Signature: _____

Mother / Guardian

Surname: _____

First Name: _____

ID Number: _____

Signature: _____

Advised parents to also apply at other schools / Application Closing Date: _____