

## Application procedure for grade 1 enrolments

1. Forms are available at the school secretary's office or from the website all year round.
2. Local preschools are sent packages, consisting of application forms and the previous year's school yearbook, for all grade R pupils attending those schools, early in February.
3. Application forms are returned to the secretary's office, accompanied by:
  - 3.1 a certified copy of the child's ID or birth certificate
  - 3.2 certified copies of both parents' ID documents
  - 3.3 copy of lease agreement or municipal rates account
  - 3.4 a copy of the child's clinic card
  - 3.5 a copy of the latest preschool/school report if applicable
  - 3.6 Motivational / cover letter.
4. Interviews for parents are held by the Principal, or her Deputy, and the preschool child is brought to see the Foundation Phase Head of Department.
5. After the closing date, the applications are processed in accordance with our admission policy. Preference will also be given to those pupils who will turn 7 in the Grade 1 year.
6. Letters of acceptance are sent on the previously agreed date. A reply slip accompanies the letter and this needs to be returned with school fees in advance and stationery costs.

## Application procedure for grade 2-7 enrolments

1. Forms are available at the school secretary's office or from the website all year round.
2. Application forms are returned to the secretary's office, accompanied by:
  - 2.1 a certified copy of the child's ID or birth certificate
  - 2.2 certified copies of both parents' ID documents
  - 2.3 copy of lease agreement or municipal rates account
  - 2.4 a copy of the child's clinic card
  - 2.5 a copy of the latest school report.
3. These applications are only processed towards the end of term 3 or at the beginning of term 4. For those families moving into the area, applications are also dealt with on an ad hoc basis during the year.
4. On anticipation of a space the school could call children to meet with the relevant grade head for an interview, where their fit for the school will be assessed.
5. When a space becomes available a letter of acceptance, with a reply slip, is sent to the family. Once the school has received the reply slip, the child is deemed to be attending PNPS from the following year.
6. On admission, a transfer form from the previous school should be given to the school secretary.

*Updated January 2018*