**RIVIERA PRIMARY**

6 Rose Street • Riviera • Pretoria • 0084

 Tel: 012 9453964

Email: info@rivieraprimary.org

Website: www.lsriviera.co.za



**APPLICATION FOR ADMISSION - 2026**

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| **DOCUMENTS REQUIRED WHEN APPLYING:**Parents and guardians must submit **certified** andvalid copies of one type of identification documents.**ALL** the other documents below must also be submitted:1. Childs Birth certificate or Passport/ Asylum Seeker Permit/Permanent Residence Permit/Study Permit.
2. SA Parent ID
3. Proof of Home Address (Not older than 3 months)
4. Proof of Work Address
5. Clinic Card/Immunisation Report
6. Latest Report card.

**Important information to know regarding documents:*** All documents must be certified and valid.
* All documents must be submitted within 7 days of applying.
* The information on the documents you uploaded or submited must match the information on the Online Admission System (**Grade 1**) when applying
* Submitting or uploading fraudulent documents will result in disqualifying of your application.
* Applications without a valid proof of home address will be considered as incomplete.
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| **THE PLACEMENT OF LEARNERS:**The criteria used for the placement of learners are as follows:1. Learners whose **home address** is in the school’s feeder zone. Learners are placed at the school closest to their home address within the feeder zone. 2. Learners who have a **sibling** enrolled at Riviera Primary School.3. Learners whose **parent/s work** in the school’s feeder zone.4. Learners whose home address is outside the school’s feeder zone but **within 30km** of the school.5. Learners whose home address is **more than 30km** from the school. |

**GRADE R, 2-7 APPLICATIONS: The outcome of all applications for Grade R, 2 to 7 will only be available at the end of the year. Please only make enquiries about the outcome of your application if you have not heard from the school by 1st December 2025.**

**The current school fees for 2025 are R11 400 (R950 x 12 months)**

**The fees for 2026 will be determined at the AGM in Nov 2025.**

**Important Information**:

After completion of the application, please check against the following list that all required documents are attached to the application form:

* Fully completed information form (incomplete forms cannot be accepted).
* Learner’s birth certificate.
* Both parents’ and/or **legal** guardians’ Identity Documents. If a parent is deceased, please include a copy of the death certificate.
* **Proof of residential address:**

**Homeowner:** Municipal account not older than 3 months in the name of the applicant parent bearing the full residential address and /or home loan statement.

**Tenants/ Renters**

* Latest **(not older than 3 months)** municipal account which **must** be in either the **mother’s** or **father’s** name. (Should the municipal account be in the name of a stepparent the marriage certificate of the parents must be provided as well as a copy of the Identity Document of the stepparent or the landlord’s name; certified ID copy to be provided)
* **Legal lease agreement** for the property signed by landlord and tenant; must be in either the **mother’s** or **father’s** name bearing the full residential address (If the lease agreement is in the name of a stepparent, the marriage certificate of the parent must be provided as well as the Identity Document of the stepparent)
* Certified Landlord’s ID when renting directly from the owner.
* Rental Payment slip with full physical residential address not older than 3 months
* A letter from the rental agent (e.g., Huurkor, Ithemba, Pretor etc.) confirming the occupants of the property, specifically including the name of the learner for which application is being made.
* If the application is based on a **parent working in the feeder zone**, a letter confirming employment of the parent/s **working** in the zoned area, on the Employer’s letterhead and signed by the HR Manager or Senior Manager.
* Immunization card (front page with baby’s details and the immunization records page only).
* Foreign nationals must provide **VALID** passports, permanent residence permits, study permits or Refugee and Asylum Seeker documents for both parents as well as the learner.

**A certified copy of any court order confirming guardianship or custody or any similar right of the person (“parent”) claiming such right.**

**GAUTENG DEPARTMENT OF EDUCATION**

**EMIS NO: 700230979**

 **RIVIERA PRIMARY SCHOOL**

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| **INFORMATION FORM FOR LEARNER APPLICATION 2026** |
| **Application for Grade** | **R** | **1** | **2** | **3** | **4** | **5** | **6** | **7** |

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| **LEARNER’S DETAILS**: |
| **Surname:** |  |
| **First name/s:** |  |
| **Name by which learner is known:** (This is the name we must call your child at school) |  |
| **Learner’s date of birth:** |  |  |  |  | **-** |  |  | **-** |  |  |
| **Learner’s ID or passport number:** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Nationality:** |  |
| **Boy: Girl:** | **Home language:** |  |
| **Preferred language of teaching:** |  |
| **Religion:** |  |
| **Foreign national:** | Yes | No | Other |
| **Refugee/Asylum seeker:** | Yes | No | Other |
| **Permit number:** |  |
| **Country of birth:** |  |
| **Ethnic group:****(Asian, African, Indian, Coloured, White, Other)** |  |
| **Who does the learner live with:** |  |
| **Dexterity:** | Left | Right | Both |
| **EMERGENCY CONTACT DETAILS**: (should the school not be able to reach the parents) |
| **Name and Surname:****Contact number:****Relation:** |  |
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| **Names of sibling/s and their grade/s at this school****(NOT cousins/relatives)** | 1. Grade
 |
| 1. Grade
 |
| 1. Grade
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| **TRANSPORT:** |
| **Method of Transport:** |  |
| **Registration number:** |  |
| **Name of driver:** |  |
| **Contact number:** |  |

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| **HEALTH INFORMATION:** |
| **Chronic diseases:** |  |
| **Allergies:** |  |
| **Medication:** |  |
| **Name of Medical Aid:** |  |
| **Medical Aid number:** |  |
| **Medical Aid main member:** |  |
| **Telephone number:** |  |
| **Family doctor information:** |  |
| **Telephone number:** |  |

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| **INFORMATION OF PREVIOUS SCHOOL/PLAY GROUP/NURSERY** |
| **Pre-school education attending:** | Formal | Informal | Other: |
| **First Registration in Gauteng** | Yes | No | Other: |
| **Learner Attended school last year** | Yes | No | Other: |
| **If yes, which Province/Country** |  |
| **Previous school:** |  |
| Address Icon Home Location Icon **Address**  |  |
|  |
|  |
| 95+ Thousand Old Phone Icon Vector Royalty-Free Images, Stock Photos &  Pictures | Shutterstock **Phone number** |  |
|  |
| 3,600+ E Mail Symbol Computer Icon Orange Stock Illustrations, Royalty-Free  Vector Graphics & Clip Art - iStock **Email of present school:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PARENT/S OR LEGAL GUARDIAN/S DETAILS**:Details of **BOTH** parents **MUST** be completed. Only if you are a **LEGAL guardian** you must complete this information as a guardian. **Guardians must provide court order documents**. |
| **Is either of the parents deceased? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **If the parents are divorced, who has custody of the learner?** |  |
| **Does the learner have contact with both parents?** |  |
| **PARENT 1**: | **INFORMATION REQUIRED**: | **PARENT 2:** |
|  | **Title:****(Dr, Prof, Mr, Mrs etc)** |  |
|  | **Surname:** |  |
|  | **First names:** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **ID number:****(SA citizen)** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Passport number:****(Foreign nationals)** |  |
|  | **Home language:** |  |
|  | **Ethnic group:****(Asian, African, Indian, Coloured, White, Other)** |  |
|  | **Marital status:** **(Single/Married/****Divorced/Widow/er)** |  |
|  | **Citizenship:** |  |
|  | **Personal email address:** |  |
|  | **Home address:** |  |
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|  | **Postal address and postal code:** |  |
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|  | **Home telephone number:** |  |
|  | **Cell number:** |  |
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|  | **Work:** |  |
|  | **Work address:** |  |
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|  | **Work telephone number:** |  |
|  | **Work email address:** |  |

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| **CONTRACT WITH SCHOOL WITH REGARDS TO PAYMENTS:** |
| Agreement between **Riviera Primary School** and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of parent/ guardian) with regards to the payment of school fees.1. **Riviera Primary School** is a Section 21 Public School and may raise school fees in terms of the South African School Act (Act No. 84 of 1996) and the National Educating Policy Act (Act No. 27 of 1996) - National norms and standards of School Funding.
2. As a parent/guardian you are liable to pay school fees determined in terms of Section 39 of the South African Schools Act, unless or to the extent that you have been exempted from payment in terms of the said Act.
3. Even though a court has determined that another person is liable to pay the prescribed school fees, as may be included in divorce settlements orders, and / or any other appropriate court order, it remains the responsibility of all persons who meet the definition of "parent" in the South African Schools Act, to pay school fees and all "parents" are jointly and severally liable for the payment of all school fees that are charged or will be charged by the school in respect of a particular learner.
4. Payment of school fees to Riviera Primary School will be made as follows:)

(Please tick the applicable block with a cross)Full payment (Once-off) on or before the last date as determined during the annual parent meeting.Payment over **13 months**.1. Should payments of school fees be in arrears, I shall be accountable for the payment of fees that may arise in the effort to collect the fees on an attorney and client scale.
2. I choose the following address as my domicilium citandi et executandi for delivery or serving notices or pleadings:

Residential address (Not a postal address):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.1. I / We the parents / guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ undertake to honour the agreement as set out above.

 Signature of Parent / Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PERMISSION/CONSENT TO TAKE PART IN ALL ORGANISED ACADEMIC, SPORT AND CULTURE ACTIVITIES** |
| 1. I, parent / guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby give permission that he/she may participate in all academic, sport and culture activities presented by the school in an organised manner. To participate in tests conducted by the school support team with the object of improvement in schoolwork and to identify other problems.
2. I grant permission that my child may be transported by a public bus company approved by the school management. If there is only a small group of learners that needs to be transported, parents / teachers with valid driver’s licenses may be asked to transport them.
3. I accept that all reasonable precautions will be taken for the safety and wellbeing of my child and that I will be held responsible for the payment of the medical and / or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the responsible personnel's coarse negligence.
4. I hereby delegate my powers as parent / guardian to the Principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I know, he/she is physically able to participate in any organised activities and resides in good health
5. I confirm that all medical information supplied in the Learner Information section of this form is accurate and complete. This information may be used in case of an emergency.
6. I undertake to inform the school if any of the above information may change.
7. I undertake to support my child to obey the Code of Conduct and the disciplinary system of Riviera Primary School as included in the Policy of the school.
8. I hereby confirm that the school is allowed to use photos of my child in any publication, in any format.

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

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| **IMPORTANT SCHOOL HOURS & ATTENDANCE INFORMATION** |
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| **Grade R, 1 & 2** | **Monday – Friday** | **7:25 – 13:00** |
| **Grade 3 - 7** | **Monday – Thursday** | **7:25 – 13:40** |
| **Grade 3 - 7** | **Friday** | **7:25 – 13:00** |

Please take note of the following important information:1. The school gates open at 6:15 in the morning. Terrain duty for educators commences at 7:00. 2. Learners who arrive after 7:25 need to enter at the admin office via Ms D de Jager, whereby their names  will be entered into a logbook. Learners who are late on a frequent basis will be referred to our social  worker, Ms S Sekhu for further intervention. 3. Administration period is from 7:25 – 7:35. Educators use this time to do the attendance register.  If your child is going to be late, please call the office OR inform the relevant teacher via WhatsApp.1. Parents are reminded that they are expected to ensure that the learner attends school daily, on time

 and for the whole school day unless there is a valid reason for absence.1. Learners that need to leave the school premises before the end of the school day must be signed out at

 the reception by a legal parent and/or guardian. 1. Learners will not be allowed to leave the school premises with i.e. relatives/friends without the written

 consent of the legal parent and/or guardian.1. Educators will only provide supervision, as indicated on previous communication to the remaining

 learners until 14:30. Learners must then either be actively involved in school activities, at home or in our  after-care facility. If your child is not enrolled at the after-care facility at the school you MUST pick up your  child before 14:30.1. We ask every parent/guardian to take responsibility for their child/children and ensure that the necessary

 transport arrangements have been made in the afternoon.1. Learners who are not collected by 16:00 will be escorted to Daddy Day Care Aftercare where they will be

 supervised (at a fee of R50 per half an hour) by Ms S Gerntholtz and the aftercare staff. Learners who enter the school premises outside the indicated time frame will do so at own risk and the SGB and staff will not be accountable for any injuries, death, kidnapping or any other form of damage (psychological or physical). **After School facility’s telephone number is:** Ms S Gerntholtz 082 696 2197.Signature of Parent / Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |