

Dear Parents

ENROLMENT 2017 : GRADE 1 - 7

1. It is our pleasure to make the Application Package for admission to our school available to parents. Please click on the Application Package, print all of the relevant documents (Admission Form, Debit Order Form, Financial Undertaking, Visual Screening Form and Confidential Form Re: Child). Complete, sign and attach all of the necessary documentation. Hand all of the forms from the Application Package to the enrolment officer at the school. Enrolment will only be considered once all of the necessary documentation has been received.
2. For the first phase of enrolment, the completed Application Package must be handed to the enrolment officer at the school from 1 February 2016 and not later than 11 March 2016. You will receive written notification of your child's acceptance into Kenridge Primary School by 24 June 2016. All applications received after 11 March 2016, will be placed on a waiting list. Only available spaces will then be filled.
3. Due to the extent of the school's feeder community and developments within this area, the school can ONLY accommodate learners who permanently reside within the school's feeder community. Should you live outside any of these residential areas, your application will be placed on a waiting list. Enrolments in this instance are subject to vacancies in the respective classes. These areas are **Kenridge, Durbell, Durbanville Hills (as far as Tindale Road), De Bron, Doordekraal, Welgemoed North, Protea Valley, Kanonberg, Welgedacht, Van Riebeeckshof and Oude Westhof**. Children placed on the waiting list will be notified of acceptance by 30 September 2016.
4. **Financial Obligation:**
 - 4.1 **School Fees (School Account):** Kenridge Primary School is a fee paying school, with school fees as determined by the School Governing Body each year. At present (2016) the fees are R 16 580,00 per child per annum and are payable at the beginning of each year. A concession is granted by the School Governing Body which allows for these fees to be paid over a ten month period by means of a debit order (1 February – 1 November). Payment of school fees is further subject to the School Fee Collection Policy. School fees for 2017 will be determined at a budget meeting which will be held towards the end of this year.
 - 4.2 **Menu and Charge Form (Trust Account):** Detailed information regarding the Menu and Charge Form as well as levies and choice of extra-mural activities, will be available on Orientation Day. The levies for menu activities are revised at the end of every year. Parents are obliged to pay all levies in advance by means of the school's debit order system. Should a levy be amended, your debit order will automatically be adjusted. (In the event of such an adjustment, parents will be notified in writing).
5. Should your application be successful:
Orientation Day: Grade 1: Saturday, 22 October 2016
 Grades 2 – 7: Tuesday, 10 January 2017
Further information regarding your Orientation Day and preparation for the new year will be included in your acceptance letter. School will commence on Wednesday, 11 January 2017.

We trust that your child's stay at Kenridge will be a happy and educationally stimulating one. Please be assured of a friendly reception, should you wish to discuss any further matters with us.

Yours faithfully



S. R. Smith (Mrs)
Principal
Kenridge Primary School