



School Application for Admission for 2026

Viva Primary School offers the following to our learners and parents.

- The school is registered with the Department of Education and offers Grade R to Grade 7.
- We offer a friendly, safe, clean and caring learning environment.
- We have experienced, dedicated, friendly and caring educators.
- We maintain manageable class numbers to support effective teaching and learner attention.
- Teaching and learning are CAPS based.
- Homework, classwork and support activities are used to strengthen learning.
- Teachers provide additional academic support where learners experience difficulties, as far as reasonably possible within the school programme.
- Parents are invited to school once every term to meet with the class teacher and discuss learner progress.
- The school communicates with parents through appropriate official channels, including WhatsApp, SMS and email.
- School trips, outings and camps may be arranged during the year for educational and enrichment purposes.
- A professional photographer may be used for school portraits, graduations, prize giving and concerts, subject to the school photo/video consent section.
- Sporting competitions and activities such as athletics, soccer and netball may be arranged against other schools.
- Playground activities and supervised school activities form part of the school experience.
- Grade 7 learners may receive a Christian-values based motivational gift at the end of the year.
- Learners may be rewarded for good behaviour, academic progress and positive participation during the year.

Vision

Viva Primary School envisions a nurturing, safe and innovative learning community where every learner is encouraged to flourish academically, emotionally, socially and morally. We strive to be a school of excellence where each child is inspired to reach his or her full potential, develop confidence and character, and become a lifelong learner who can make a positive contribution to society.

Mission

Viva Primary School's mission is to provide a complete, enriching and child-centred educational experience that promotes intellectual curiosity, critical thinking, creativity, discipline, respect and a love for learning. We are committed to creating a safe, inclusive and caring environment that recognises each learner's unique qualities, supports a sense of belonging and self-worth, and maintains transparent communication with parents and guardians in the best interests of the child.

APPLICATION FOR ADMISSION

Please note:

- This form must be completed in full by the parent/legal guardian.
- All alterations must be initialled by the parent/legal guardian.
- Admission is subject to available space, school capacity, required documentation, school policy, acceptance by management and the signed parent/guardian agreement.
- Viva Primary School processes personal information in line with the Protection of Personal Information Act (POPIA) and the school's POPIA Privacy and Data Protection Policy.

PERSONAL INFORMATION	
LEARNER'S SURNAME:	
LEARNER'S NAMES:	
NAME BY WHICH LEARNER IS CALLED:	
GENDER:	
LEARNER'S I.D / PASSPORT / PERMIT NUMBER:	
HOME LANGUAGE:	
AGE OF LEARNER:	
LEFT OR RIGHT-HANDED:	
DATE OF BIRTH:	
HOME ADDRESS:	
HOME TEL NUMBER:	
EMAIL ADDRESS:	
FATHER'S WORK NUMBER:	
MOTHER'S WORK NUMBER:	
LEARNER'S TRANSPORT NUMBER (CELL):	
EMERGENCY TELEPHONE NUMBER:	
RELIGION (optional / for pastoral awareness only):	
RACE (optional / statistical reporting only, not used for admission decisions):	
POSITION IN FAMILY: 1st Child / 2nd Child / 3rd Child / 4th Child / 5th Child / More than five	

SCHOOLING HISTORY	
GRADE APPLIED FOR:	
PREVIOUS GRADE:	
PREVIOUS SCHOOL NAME:	
PREVIOUS SCHOOL ADDRESS:	
PROVINCE OF PREVIOUS SCHOOL:	
CONTACT NUMBER OF PREVIOUS SCHOOL:	
HOME LANGUAGE:	
LANGUAGE OF TEACHING AT PREVIOUS SCHOOL:	

APPLYING FOR GRADE

GRADE R	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7

IS THE LEARNER REPEATING HIS/HER GRADE?	YES	NO
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LEARNER'S INFORMATION	
ADDRESS WHERE LEARNER RESIDES:	
CONTACT PERSON:	
CONTACT NUMBER:	
RELATIONSHIP TO LEARNER:	

FATHER'S INFORMATION	
NAME:	
ADDRESS:	
TEL NO (H):	
TEL NO (W):	
I.D NUMBER:	
CELL NO:	
OCCUPATION:	
EMPLOYER NAME:	
ARE YOU MARRIED OR SEPARATED FROM CHILD'S MOTHER?	

MOTHER'S INFORMATION	
NAME:	
ADDRESS:	
TEL NO (H):	
TEL NO (W):	
I.D NUMBER:	
CELL NO:	
OCCUPATION:	
EMPLOYER NAME:	
ARE YOU MARRIED OR SEPARATED FROM CHILD'S FATHER?	

GUARDIAN'S INFORMATION (IF APPLICABLE)	
NAME:	
ADDRESS:	
TEL NO (H):	
TEL NO (W):	
CELL NO:	
OCCUPATION:	
EMPLOYER NAME:	

MEDICAL HISTORY	
FAMILY PRACTITIONER:	
CONTACT NUMBER:	
ALLERGIES / IMPORTANT MEDICAL CONDITIONS:	
CHRONIC ILLNESSES:	
MEDICATION REQUIRED DURING SCHOOL	
MEDICAL AID:	
MEDICAL AID NUMBER:	
NAME OF CARD HOLDER/MAIN MEMBER:	

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

Admission Requirements

BEFORE A LEARNER IS ADMITTED TO VIVA PRIMARY SCHOOL, THE PARENT OR LEGAL GUARDIAN MUST READ, ACCEPT AND SIGN THE FOLLOWING REQUIREMENTS:

1. Educational Principles

- Viva Primary School maintains a Christian-values based ethos and acknowledges its dependence on God in its daily work.
- The school respects the dignity of every learner and does not refuse admission on the basis of race, language, religion, gender, disability, social background or any other unfairly discriminatory ground.
- Tuition is done in English.
- Teaching is done according to CAPS and within educational principles and values appropriate to the age and grade of learners.

2. Agreement

The parent/legal guardian declares that he/she understands the educational principles, rules, policies and operational requirements of the school and agrees to:

- Pay school fees punctually as determined by school management, on or before the 7th day of each month.
- Accept fair, age-appropriate and educationally justified discipline in line with the Learner Code of Conduct and Discipline Policy.
- Acknowledge the right of the school to follow fair disciplinary processes where serious or repeated misconduct occurs, including suspension or termination of enrolment where allowed by school policy, parent agreement and applicable law.
- Ensure that all writing books, stationery, textbooks and required learning materials are available from the first day of school and replenished when necessary.
- Comply with the Cellphone and Electronic Device Policy. Cellphones are not permitted at school unless prior written permission has been granted by the school. Special requests must be addressed to the school office.

3. Compulsory Tuition Fees

- Parents/legal guardians enter into a written financial agreement for the payment of school fees as determined by management.
- School fees are payable in advance and can be paid monthly or once-off on or before the 7th of every month from January to November.
- Additional fees, services or learner-related costs, for example educational tours, outings, photos, camps, textbooks or special activities, may be charged separately where applicable.
- Existing learners must be re-registered yearly at the beginning of each new year. Registration fees are payable each new year.
- If payments fall into arrears, the school will follow the School Fee and Arrears Policy, which may include reminders, written notices, meetings, payment arrangements, debt collection steps and, where procedurally fair and appropriate, suspension of services or termination of enrolment.
- The parent/legal guardian remains responsible for school fees once the learner is accepted and enrolled at Viva Primary School.
- Educators, the Principal, HODs, management and staff are available at the school from 07h00 until 15h00. Learners must be collected not later than 14h00, unless a prior written arrangement has been made with the school.
- The school will take reasonable steps to safeguard learners on the premises. Parents remain responsible to collect learners on time. Repeated late collections may be addressed through the Parent Code of Conduct and school communication process.
- School fees remain payable during periods of temporary absence, illness, public-health interruptions, school closures or other unforeseen circumstances unless management agrees otherwise in writing.
- If a parent/legal guardian decides to withdraw a learner from the school, one calendar month's written notice must be provided in advance. Fees remain payable for the notice period.

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

4. When does Registration take place?

- Registration for the following academic year may take place from July of the preceding year, subject to space, management approval and submission of required documents.

5. At what age do I register my child?

- **Grade R:** learners who are 4 years old, turning 5 years old by 30 June 2026, may apply for Grade R.
- **Grade 1:** learners who are 5 years old, turning 6 years old by 30 June 2026, may apply for Grade 1.
- Grade placement for other grades will be guided by the learner's age, previous school report, academic history, available space and the school's Admission Policy.

6. What documents are required for Registration?

- Certified copy of birth certificate / ID / passport / permit document.
- Two recent ID photos of the learner, not older than 3 months.
- Immunisation card / Road to Health card copy, especially for younger learners.
- Proof of residence copy.
- Transfer card and latest school report card for learners who have attended school before.
- Certified copy of parent/legal guardian's ID document.
- Study permit, refugee/asylum documentation, residence permit or proof of application for permission to stay in South Africa, where applicable.
- Salary advice / proof of income for the person(s) responsible for payment, where required for financial administration.
- Please make sure you have copies of all relevant documents. No copies will be made at school.

7. School Operating Hours

- Learner school hours: 07h15 – 13h00.
- Learners must be collected not later than 14h00 unless a prior arrangement has been made.

8. Financial Office

- Cash payments are accepted at the finance office during official operating hours. For convenience and safety, we accept payments via bank transfer or card swipe machine, using the learner's full name as a reference

9. Financial Office Times

- 07h15 – 14h00, Monday to Friday, excluding public holidays and school closures.

PLEASE NOTE: School fees are paid in advance. Late payments will be dealt with according to the School Fee and Arrears Policy.

- Before or on the 7th of January you pay for January.
- Before or on the 7th of February you pay for February.
- Before or on the 7th of March you pay for March.
- Before or on the 7th of April you pay for April.
- Before or on the 7th of May you pay for May.
- Before or on the 7th of June you pay for June.
- Before or on the 7th of July you pay for July.
- Before or on the 7th of August you pay for August.
- Before or on the 7th of September you pay for September.
- Before or on the 7th of October you pay for October.
- Before or on the 7th of November you pay for November.

10. Person/s Responsible for Payment of School Fees and Financial Agreement

	Father / Responsible Person 1	Mother / Responsible Person 2
Title:		
Initials:		
Full Names:		
Surname:		
Preferred Name:		
ID Number:		
Home Language:		
Kinship of Learner:		
Cell No:		
Home Tel No:		
E-Mail:		
Residential Address - Street / Unit No:		
Suburb:		
Town:		
Code:		

I/We understand that I/we are liable for the payment of the school fees as set out in section 11 (Payment on Registration) and section 12 (School fees for 2026).

Signed at _____, on this _____ day of _____ 20_____.

Signature of Father / Responsible Person 1: _____

Signature of Mother / Responsible Person 2: _____

11. Payment on Registration

- A **R500** registration fee is payable once-off at the beginning of each year.
- The first month's school fee is also payable on registration or before the start of the academic year, as determined by the school.

12. School fees for 2026

- Grade R – 1: **R1850** per month from January to November.
- Grade 2 – 4: **R1900** per month from January to November.
- Grade 5 – 7: **R1950** per month from January to November.

13. Banking details

Viva Primary School
Standard Bank
Account number: 10 13 754 689 9
Branch: 051001
Reference: Child's name and surname

Please note: You only pay for eleven (11) months, January to November. The registration fee is not refundable.

14. Consent

Photos and videos may be taken during the year to preserve school memories and to share school activities. The parent/legal guardian may consent to the use of photos or videos of the learner for the school Facebook page, school communication platforms, newsletters or other public platforms used by the school. The learner's full name will not be published with the photo unless separate consent is obtained. Consent may be withdrawn in writing, but withdrawal will not affect lawful use that occurred before the withdrawal was received.

I give consent for the school to use photos/videos of my child as explained above.	YES	NO
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The school may update reasonable rules, fees and operational arrangements from time to time. Parents will be informed through official school communication channels where changes affect parents or learners.

I have read, understood and accepted the above regulations.	YES	NO
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Parent / Guardian Name: _____ Signature: _____

Signed at _____ on this _____ day of _____ 20____

15. Protection of Personal Information Consent (POPIA)

Viva Primary School collects and processes personal information for lawful school administration, admission, teaching, learning, assessment, reporting, communication, safety, health, financial administration and compliance purposes. This includes information about the learner, parents/legal guardians, emergency contacts, medical details, previous schooling, financial responsibility and supporting documents.

By signing this application, the parent/legal guardian confirms that the information provided is accurate and consents, where required, to the school processing the information for purposes connected to the learner's application, enrolment and education at Viva Primary School. Personal information will be handled in accordance with POPIA and the school's POPIA Privacy and Data Protection Policy.

- The school may share necessary information with the Department of Education, Umalusi, medical/emergency services, service providers, previous schools, debt collection/legal service providers, or other lawful authorities where required or permitted.
- The school will take reasonable steps to protect personal information against loss, unauthorised access, misuse or unlawful disclosure.
- Parents/legal guardians must inform the school promptly if any contact, medical, custody, emergency or financial information changes.
- Requests to access, correct or update personal information must be addressed to the school office / Information Officer.

Parent / Guardian Name: _____ Signature: _____

Signed at _____ on this _____ day of _____ 20____

INDEMNITY FORM - CONTINUED

I _____ (full name and surname of parent/legal guardian), ID no. _____, hereby grant permission that _____ (learner's name and surname), Grade _____, may be on the school premises and may be transported or taken on school outings, sports activities, school trips, tours, cultural activities and other school-approved activities held by Viva Primary School during the year of 2026.

I accept that the school will take reasonable preventative measures for the safety and well-being of my child. I understand that I will be responsible for medical or hospital accounts where applicable, except where injury or loss is directly caused by proven negligence or unlawful conduct on the part of the school or its staff.

In an emergency, where I cannot be contacted in time, I authorise the appointed school representative to arrange emergency medical treatment for my child if such treatment is reasonably necessary. As far as I know, my child is physically able to participate in the above-mentioned activities and is in good health, except as stated below.

Please pay attention to the following allergies, asthma, chronic conditions, medication, physical limitations or other medical information:

The following information is important in case of an emergency:

Name and address of employer: _____

Name of medical aid: _____

Medical aid no: _____

Name/Surname of main member: _____

Residential address of parent: _____

Emergency telephone no: _____

Name and telephone no. of person to contact if parent/legal guardian cannot be reached:

Signature of the parent or legal guardian: _____ Date: _____

THE STAFF AT VIVA PRIMARY SCHOOL HEREBY WELCOME YOU AND YOUR CHILD / CHILDREN TO OUR FAMILY.

WE ARE COMMITTED TO CREATING A PLEASANT, SAFE AND HAPPY ENVIRONMENT FOR YOUR CHILD / CHILDREN.

STATIONERY REQUIREMENTS Gr R-3

- 1 x A4 White Board
- 1 x Stacking Cubes Blocks (Unifix)
- 3 x HB pencils (per term)
- 12 colour pencils (per term) - replace when finished
- Eraser
- 4 x Pritt Large
- 24 Wax crayons (Gr. R-1) (not retractable crayons)
- Scissors
- Pencil sharpener with holder
- Plastic ruler 30 cm
- Water paint set
- Paint brush
- Skipping rope
- Clay
- Pencil case
- Colouring book with pictures to colour
- 50 Page A4 colour paper/board book
- Puzzle 25 piece (Gr. R-1)
- Puzzle 50 piece (Gr. 2-3)
- 4 x white board markers (per term)
- A4 plastic envelope (an A4 book must fit in the plastic envelope)
- 1 x A4 - 50 Pack Pink Card Boards

BOOKS (Replace as necessary)

- 1 x A4 72 Page Irish lined book (Handwriting) (Gr. 3)
- 6 x A4 72 Page feint lined books (Gr. R-3)
- 5 x Flip Files 20 pages
- 6 x A4 96 pages hard cover feint and margin books
- 3 x 72 pages quad (squared) books
- Oxford Dictionary English/Afrikaans (Gr. 3)

OTHER

PLEASE SEND THESE ITEMS TO SCHOOL AT THE BEGINNING OF EACH TERM.

- 1 x Ream of Typek Paper (per Term) (Gr. R-3)
- 1 x Box of Tissues (per Term) (Gr. R-3)
- 1 x Hand liquid soap (Hygienic) (per Term) (Gr. R-3)
- 4 x Toilet Rolls (per Term) (Gr. R-3)
- 1 x 100ml Sanitizer plus Face Cloth (Waslap)

Please cover the books neatly with pink colour paper and plastic. Paste a name tag on top of the plastic cover. The class teacher will then write the names of the subjects on each book.

STATIONERY REQUIREMENTS GRADE 4-7

Replace when necessary:

- 4 HB pencils (Gr. 4-7)
- 12 pack colour crayons (Gr. 4-7)
- Eraser (Gr. 4-7) - replace when finished
- Blue pen (no gel pens) (Gr. 4-7)
- Glue (Gr. 4-7)
- Water paint set (Gr. 4-6)
- Scissors (Gr. 4-7)
- Pencil sharpener (Gr. 4-7)
- Plastic ruler 30 cm (Gr. 4-7)
- Paint brushes, different sizes (Gr. 4-6)
- 50 Page A4 colour board book (Gr. 4-7)
- Pack of 50 Pink Cardboard
- Clay with different colours (Rolfes modelling clay) (Gr. 4-7)
- Calculator (not scientific) (Gr. 6-7)
- Mathematical set (Gr. 6-7)
- Atlas (New RSA Maskew Miller) (Gr. 4-7)
- 1 x Tennis Ball (Gr. 4-7)
- 1 x Skipping Rope (Gr. 4-6)
- Dictionary Afrikaans/English (Gr. 4-7)
- Yoga Mat (Grade 7 only)

BOOKS (Replace as necessary)

- 11 x A4 hard cover books, 72 pages (Gr. 4-6), replace as needed
- 1 x A4 hard cover quad (squared) book, 192 pages, for Mathematics (Gr. 4-7)
- 15 x hard cover books, 196 pages (Gr. 7), replace as needed
- 7 x 30 Flip Files
- 2 x Exam pads
- Any story book in English and Afrikaans according to the child's grade level (Gr. 4, 5 and 7)
- The Adventures of Tom Sawyer (Gr. 6)

OTHER

PLEASE SEND THESE ITEMS TO SCHOOL AT THE BEGINNING OF EACH TERM.

- 1 x Ream of Typek Paper (per Term) (Gr. 4 to 7)
- 1 x Box of Tissues (per Term) (Gr. 4 to 7)
- 1 x Hand liquid soap (Hygienic) (per Term) (Gr. 4 to 7)
- 4 x Toilet Rolls (per Term) (Gr. 4 to 7)
- 1 x 100ml Sanitizer plus Face Cloth (Waslap)