



GRADE RR ENROLMENT APPLICATION FORM

Academic Year: 2027

Please complete all sections in full and attach the required supporting documents. Completion of this form does not guarantee placement. Admission remains subject to available space, the School's admission requirements, and written confirmation by Viva Primary School.

1. APPLICATION AND OFFICE USE

Date of application	___ / ___ / 20___
Proposed starting date	___ / ___ / 20___
Grade applied for	Grade RR
Learner number (office use)	_____
Application status (office use)	☐ Pending ☐ Accepted ☐ Waiting list ☐ Declined

2. LEARNER INFORMATION

Surname	
Full names	
Preferred name	
Date of birth	___ / ___ / ____
South African ID / Passport number	
Gender	☐ Male ☐ Female ☐ Other / Prefer not to state
Home language	
Additional language(s)	
Nationality	
Country of birth	
Residential address	
Postal address	

VIVA PRIMARY SCHOOL
 160A Thabo Mbeki Drive, Rustenburg
EMIS No: 600102313
Tel No: 082 885 7524
Cell No: 072 848 0552
Email: admin@vivaprimarieschool.co.za



Previous school / ECD centre	
Previous school contact number	
Last date attended	___ / ___ / ____

3. PARENT / LEGAL GUARDIAN 1

Relationship to learner	
Title, initials and surname	
Full names	
ID / Passport number	
Residential address	
Employer / occupation	
Work address	
Cellphone number	
Alternative number	
Email address	
Preferred contact method	☐ WhatsApp ☐ SMS ☐ Email ☐ Telephone
Marital status (optional)	

4. PARENT / LEGAL GUARDIAN 2

Relationship to learner	
Title, initials and surname	
Full names	
ID / Passport number	
Residential address	
Employer / occupation	

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Work address	
Cellphone number	
Alternative number	
Email address	
Preferred contact method	☐ WhatsApp ☐ SMS ☐ Email ☐ Telephone

5. ACCOUNT HOLDER / PERSON RESPONSIBLE FOR FEES

Full name and surname	
Relationship to learner	
ID / Registration number	
Residential / business address	
Cellphone number	
Email address	
Employer / business name	
Billing email address	
Person authorised to receive account information	

6. EMERGENCY CONTACTS AND AUTHORISED COLLECTION

Emergency contact 1: name and relationship	
Cellphone number	
Emergency contact 2: name and relationship	
Cellphone number	

Persons authorised to collect the learner (other than parents/legal guardians):



Full name	Relationship	ID number	Cellphone

☐ The learner may not be released to any person who is not listed above unless the School receives verifiable written permission from a parent/legal guardian.

7. MEDICAL, DEVELOPMENTAL AND SUPPORT INFORMATION

Medical aid name	
Medical aid number	
Main member name	
Family doctor / clinic	
Doctor / clinic contact number	
Allergies	
Chronic conditions	
Current medication and dosage	
Dietary restrictions	
Previous operations / serious injuries	
Developmental, learning, speech, hearing, vision or behavioural support needs	
Toilet training status	☐ Fully trained ☐ In progress ☐ Requires assistance
Any other information the School should know	

Important: Parents/legal guardians must notify the School promptly of any change in the learner's medical condition, medication, allergies, contact details or care arrangements.



8. DOCUMENT CHECKLIST

- ☐ Certified copy of learner's birth certificate / passport
- ☐ Certified copies of parent(s)/legal guardian(s) ID documents
- ☐ Proof of residential address
- ☐ Latest clinic / immunisation record
- ☐ Most recent school / ECD progress report (if applicable)
- ☐ Transfer letter or proof of previous attendance (if applicable)
- ☐ Medical aid card copy (if applicable)
- ☐ Court order / parenting plan / guardianship document (if applicable)
- ☐ Recent passport-size photograph of learner
- ☐ Proof of payment of the prescribed registration/application fee (where applicable)

9. PARENTAL DECLARATION AND UNDERTAKINGS

- ☐ I/We confirm that the information provided in this application and its supporting documents is true, accurate and complete. I/We understand that material misrepresentation or the withholding of relevant information may affect the application or enrolment.
- ☐ I/We acknowledge that enrolment is subject to written acceptance by Viva Primary School, available capacity, payment arrangements, and compliance with the School's policies, rules, code of conduct and fee agreement, as amended from time to time.
- ☐ I/We undertake to keep the School informed of changes to contact details, guardianship, medical information, authorised collection arrangements and any court order affecting the learner.
- ☐ I/We authorise the School, where reasonably necessary for admission or the learner's educational support, to contact the learner's previous school/ECD centre and to request relevant educational and administrative information, subject to applicable law.
- ☐ I/We understand that the School will act in the best interests of the learner and will communicate material concerns to the parent/legal guardian.

10. CONSENT FOR MEDICAL CARE AND EMERGENCIES

I/We authorise Viva Primary School and its duly authorised staff, in an emergency where a parent/legal guardian or listed emergency contact cannot be reached promptly, to obtain reasonable first aid and urgent medical assistance for the learner. This may include arranging transport by ambulance or other reasonably appropriate means to a medical facility. The School will make reasonable efforts to contact a parent/legal guardian as soon as possible. I/We accept responsibility for medical and transport costs not covered by the School or medical aid. This consent does not authorise non-emergency medical procedures, routine medication, immunisation or medical screening without any separate consent required by law or School procedure.

- ☐ I/We GIVE the above emergency medical consent.
- ☐ I/We DO NOT give the above emergency medical consent and have provided written alternative emergency instructions.

Special emergency instructions	
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11. INDEMNITY AND ASSUMPTION OF ORDINARY RISK

I/We understand that normal school attendance, supervised play, physical activities, educational visits, transport and school events may involve ordinary risks. I/We consent to the learner participating in age-appropriate, properly supervised school activities unless I/we notify the School in writing of a medical or other restriction. To the extent permitted by law, I/we indemnify Viva Primary School,



its directors, employees and authorised representatives against claims arising from ordinary and inherent risks or from inaccurate, incomplete or withheld information supplied by me/us. This indemnity does not exclude or limit liability that cannot lawfully be excluded, and does not apply to gross negligence, intentional misconduct, or any breach of a legal duty owed to the learner.

☐ I/We have read, understood and accept the indemnity above.

12. POPIA: PERSONAL INFORMATION AND PRIVACY CONSENT

Viva Primary School processes personal information relating to the learner and family for admission, education, learner support, safeguarding, communication, administration, accounts, legal and regulatory compliance, and legitimate school operations. Information may include identification, contact, educational, financial, health and special personal information. The School will take reasonable measures to protect personal information and will retain it only for as long as required by law or a legitimate operational purpose. Information may be shared with authorised staff, service providers, educational authorities, medical personnel in an emergency, or other parties where legally required or reasonably necessary for the stated purposes. Requests regarding access, correction, objection or deletion may be directed to the School at admin@vivaprimarieschool.co.za, subject to applicable law and record-retention duties.

☐ I/We consent to the processing of the learner's and parent/legal guardian's personal information for the purposes stated above.

☐ I/We consent to the School communicating with us through the contact channels supplied in this form for school-related purposes.

☐ I/We understand that consent may be withdrawn where processing relies solely on consent, but that withdrawal may not affect lawful processing already completed or information the School must retain by law.

13. PHOTOGRAPH, VIDEO AND MEDIA CONSENT

Please select one option for each category. Consent is voluntary and may be changed prospectively by written notice to the School.

Use	YES	NO
Internal educational and administrative use (class activities, portfolios, internal displays)	☐	☐
School-controlled communication channels (parent groups, newsletters, website and official social media)	☐	☐
External publicity or media involving the School	☐	☐

The School will seek to use images respectfully and will avoid publishing unnecessary identifying information. Group images may be used where individual identification is not the primary purpose.

14. LOCAL OUTINGS, TRANSPORT AND ACTIVITIES CONSENT

☐ I/We consent to supervised walking outings or visits in the immediate vicinity of the School that form part of the Grade RR programme.

☐ I/We understand that separate information and, where required, separate consent will be provided for significant excursions, paid activities or transport arrangements.

☐ I/We consent to the learner participating in age-appropriate physical play and movement activities, subject to the medical information supplied in this form.

15. RELIGIOUS AND VALUES-BASED ACTIVITIES

Viva Primary School is a Christian-values school. The School programme may include prayer, Bible-based values, assemblies and Christian celebrations conducted respectfully and age-appropriately.

☐ I/We acknowledge and accept the School's Christian character and values-based programme.

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**Relevant religious or cultural
information the School should
consider**

16. SIGNATURES

By signing below, the parent(s)/legal guardian(s) confirm that they have read, understood and accepted the declarations, undertakings and selected consent options in this form.

Parent / Legal Guardian 1 Signature

Parent / Legal Guardian 2 Signature

Date

Account Holder Signature (if different)

Witness

Date



17. OFFICE USE ONLY

Application received by	
Date received	___ / ___ / ___
Documents complete	☐ Yes ☐ No
Interview / school visit date	___ / ___ / ___
Admission decision	☐ Accepted ☐ Waiting list ☐ Declined
Admission date	___ / ___ / ___
Registration fee paid	☐ Yes ☐ No Amount: R_____
Principal / authorised signatory	
Signature	
Date	___ / ___ / ___

CONFIDENTIAL SCHOOL RECORD

This form is intended as a practical enrolment template. The School should have its final admission, fee, privacy and indemnity wording reviewed against its current policies and legal requirements before adoption.