



**GAUTENG PROVINCE**  
EDUCATION  
REPUBLIC OF SOUTH AFRICA

**APPLICATION FORM FOR THE REGISTRATION OF AN INDEPENDENT SCHOOL IN THE PROVINCE OF GAUTENG: 2014/15**

**APPLICATION CONTROL**

**This section is for OFFICE USE ONLY**

Application received by:

PRINT NAME	SIGNATURE	DATE	OFFICE	DESIGNATION

**Comments:**

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**A. Prospective Owners and principals are expected to adhere to the content of ALL relevant Acts relating to Education AND ALL their amendments, including:**

- The Constitution of South Africa (Act No 108 of 1996)
- The South African Schools Act (Act No 84 of 1996)
- The Gauteng School Education Act (Act No 6 of 1995)
- The National Policy Act (Act No 27 of 1996)
- The Employment of Educators Act (Act No 76 of 1998)
- The Labour Relations Act (Act No 66 of 1995)
- The Examinations and Assessment Act (Act No 7 of 1997)
- The Promotion of Access to Information Act (Act No 2 of 2002)
- The Public Finance Management Act (Act No 1 of 1999)
- Provincial Gazette Extraordinary no.248.
- AND any other relevant Act.

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**Office of the Director: Independent Schools**

Room 1312, 13<sup>th</sup> Floor, 111 Commissioner Street, Johannesburg, 2001  
P.O Box 7710, Johannesburg, 2000 Tel: (011) 355 0650 Fax: (086) 555 0120  
Email: Mazengelonke.Mdingi@gauteng.gov.za Website: www.education.gpg.gov.za

**B. Ensure that all documents as listed below are attached and checked for correctness and authenticity:-**

- a. the school constitution for the independent school covering all matters relating to the control of the independent school including its ownership, character, aims, governance, funding and admission policy; each page must be initialled and the last page signed by the director(s);
- b. floor and site plan, which shall, in the case of a multi-storied building, include a floor plan for each floor in accordance with departmental guidelines;
- c. adequate and functional toilet facilities: at least 2 toilets for forty learners in a primary school and at least 2 toilets per 35 learners in a secondary school (according to GDE building requirements);
- d. a zoning certificate (if the site/building was not originally demarcated for a school);
- e. details of the facilities, which will be made available for the implementation of the curriculum, in terms of :
  - curricular activities
  - co-curricular activities
  - extra-curricular activities. There should be adequate open space for learners to play in during breaks; there should be adequate and safe sports facilities; where there is an agreement to use sports facilities with another institution, a formal contract is required;
- f. details of the facilities that will serve the needs of learners with disabilities;
- g. proof of security of tenure (e.g. Lease Contract; Deed of Transfer; Title Deed) over the proposed school buildings and grounds. (Certified);
- h. a certified copy of a health certificate that the proposed facilities at the independent school meet with the health requirements. The health certificate must indicate the number of learners that can be accommodated in the allocated space;
- i. a certified copy of a fire certificate from the relevant municipality confirming that the proposed facilities meet the requirements of the municipal by-laws;
- j. proof in the form of a legally binding surety that the independent school will be financially viable for a minimum period of 12 months after registration as well as
  - a latest financial statement and/ or
  - an auditor's statement that the school is financially viable for a year;
- k. in the case of an independent school owned by a natural person(s):
  - a certified copy of the owner's identity document
  - an Owner's Profile (which includes):
    - ✓ Owner's full name
    - ✓ Identity number

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- ✓ Full address
- ✓ Brief statement on education vision
- ✓ Company registration documents
- ✓ SARS documents
- if the owner is not a South African citizen or permanent resident, certified copies of his or her passport and work permit;
- Proof of registration with SARS;

l. in the case of an independent school owned by a juristic person, certified copies of the constitutive instruments, e.g. (non-profit organization, section 21, close corporation, company (i.e. Pty, Ltd, Trust) of the relevant juristic person;

m. a copy of the parents' contract; and

n. a copy of the teachers' contract

**C. APPLICATION FOR THE REGISTRATION OF (Please indicate with and X)**

- PRIMARY SCHOOL (Grades 1 to 7)
- SECONDARY SCHOOL (Grades 8 to 9) - (Grades 10, 11 and 12 to be phased in from grades 8 and 9) \*.

If the applicant wishes to register a Primary and a Secondary School simultaneously, this should be indicated in both blocks.

\* No school will be registered for Grades 10 -12 in the first year. Grades 10 - 12 will be phased in from the lower grades.

**D. OWNERSHIP DETAILS**

**Are you a South African citizen?**

YES	NO
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**If YES:**

A copy of owner's identity document and profile endorsed by the Commissioner of Oaths must be attached.

**If No:**

Copies of:-

Relevant immigration documents and residence/ work permit endorsed by the Commissioner of Oaths must be attached.

In the case of an organisation, the name and surname of the person accountable to the Department

**Owner(s)**

Name	ID Number	Contact Number	Residential Address
1.			

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2.			
3.			
4.			

If not a South African, attach proof through certified documentation:

Nationality : \_\_\_\_\_

Passport Number : \_\_\_\_\_

Work permit : \_\_\_\_\_

Permanent residential address: \_\_\_\_\_

\_\_\_\_\_

#### E. DETAILS OF THE SCHOOL

Name of the School: \_\_\_\_\_

GDE District in which the school is located: \_\_\_\_\_

Physical Address of the school: \_\_\_\_\_

\_\_\_\_\_

Postal Address of the School: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Public and Independent schools within 5 km. range

	Name of school	Independent/Public	Primary/ Secondary/ Combined	Distance in km.
7.1				
7.2				
7.3				
7.4				
7.5				

#### F. FEE STRUCTURE

Indicate the proposed fee structure, as it will be presented to parents.

MAXIMUM ANNUAL FEE:

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How does the school propose to deal with parents who default with the payment of school fees?

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### G. SCHOOL CALENDAR

Number of school days per annum \_\_\_\_\_

Length of school day (excluding breaks) for each phase in the school.

#### Primary School:

Grade 1-3

Grade 4-6

Grade 7

#### High School

Grade 8-12

Will the school have three terms or four terms? \_\_\_\_\_

### H. CHOICE OF CURRICULUM

Which curriculum will be implemented? \_\_\_\_\_

Does the curriculum meet the outcomes of the National Curriculum Statement (NCS)?

YES	NO
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Under which examination body will the school conduct its exit examinations?

- Grade 9 \_\_\_\_\_
- Grade 12 \_\_\_\_\_

### I. Indicate which bodies the school is affiliated to by providing the registration number per affiliation:

BODY	REGISTRATION NUMBER
South African Revenue Service (SARS)	
Unemployment Insurance Fund (UIF)	

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Compensation of Injuries (COIDA)	
CC	
Pty (Ltd)	
Non-Profit Organisation(NPO)	
TRUST	

**J. DECLARATION (To be signed at your nearest SAPS station)**

I, the owner/director of the school, do hereby declare that the information provided/ contained in this application is correct.

Owners' name: \_\_\_\_\_

ID/ Passport Number: \_\_\_\_\_

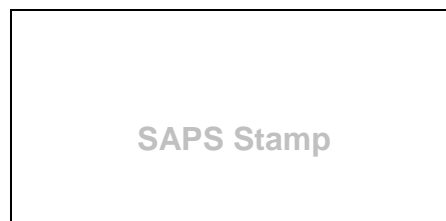
Owners' signature: \_\_\_\_\_

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2014.

**For SAPS:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Staff Number: \_\_\_\_\_



**M. RECOMMENDATION BY THE DISTRICT OFFICE:**

**RECOMMENDATIONS: IDSO**

\_\_\_\_\_

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Print name (IDSO): \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**RECOMMENDATIONS: DISTRICT DIRECTOR**

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Print name (District Director): \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

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