



### ADMISSIONS 2026 – LEARNER INFORMATION FORM – GRADE RR - 9

- PLEASE SUPPLY **CERTIFIED COPIES** OF ALL DOCUMENTS. We will **ONLY** accept **FULLY COMPLETED ORIGINAL** application forms.  
**NB - If the required information is incorrect, incomplete, or documentation is missing, the application will not be accepted.**

School Report (latest one available) <b>CERTIFIED COPY</b>
<u>Un</u> abridged Birth Certificate <b>CERTIFIED COPY</b>
Immunisation Card <b>CERTIFIED COPY</b>
<b>Homeowners</b> - Proof of both parents and child's residence address ( <b>Water and lights account or Eskom bill only</b> )
<b>Renting Property</b> - Proof of Rental Agreement if renting property+ Statement (If renting from a friend or relative a full affidavit by the owner, ID and water bill.
Proof of BOTH PARENTS' work address
If self-employed, CK/CC DOCUMENTION
ID Document (Biological Father/Guardian) <b>CERTIFIED COPY</b>
ID Document (Biological Mother/Guardian) <b>CERTIFIED COPY</b>
<b>Work Permit (Immigrants) ORIGINAL</b>
<b>Study Permit (Immigrants) ORIGINAL</b>
<b>Residency Permit (Immigrants) ORIGINAL</b>
Where the parent is not the natural parent of the child, documentation supporting the parent's legal relationship with the learner. (Legal guardianship documents obtained from Department of Social Development or High Court.
Where parents are divorced, divorce decree <b>CERTIFIED COPY</b>
<b>2 x Colour ID or Passport Photo's only, of the learner. NO OTHER PHOTO'S</b>
Medical notes/Prescriptions (Chronic Illness) Only if applicable
Any assessments done on a learner e.g. Psychologists reports. Only if applicable.
Transfer Card from previous school. Only once child has been accepted

#### IMPORTANT POINTS TO CONSIDER

- Mercy Learning Institute English Private School **is a Fee-Paying school.**
- We charge fees to keep pupil-teacher ratios low and to provide additional facilities.
- We are a Combined English school; Afrikaans is the First Additional Language. Zulu is offered as a second additional language.
- Receiving a waiting list number does **not** guarantee a place in our school.
- If your form is incomplete, or any supporting documentation is missing, you will **not** get a waiting list number, but will instead be asked to return once the missing documents are remedied and re-join the back of the queue
- We will **ONLY** accept **FULLY COMPLETED** application forms.  
**NB - If the required information is incorrect, incomplete, or documentation is missing, the application will not be accepted.**  
Please note that only on submission of a duly completed and properly signed application document to Mercy Learning Institute English Private School (MLIEPS) will you be provided with a written response indicating your application number. In order for the Admissions Committee to expedite this application it is vital that you read through this form carefully, provide all of the information and certificates required, and return the application form from the **01 September 2025 – 05<sup>th</sup> February 2026**.



# APPLICATION FOR ADMISSION – 2026

PLEASE COMPLETE WITH A BLACK PEN  
DO YOU HAVE ANY LEARNERS CURRENTLY/PREVIOUSLY IN THIS SCHOOL?

Yes No

Name of other learner(s) : \_\_\_\_\_

## LEARNER INFORMATION

### LEARNER

Full names: \_\_\_\_\_

Surname: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

ID number: \_\_\_\_\_

Nationality: ☐ South Africa ☐ Other

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

Religious denomination: \_\_\_\_\_

Gender: ☐ Male ☐ Female

Ethnic group: \_\_\_\_\_

Home language: \_\_\_\_\_

Learner's language preference: \_\_\_\_\_

Dexterity: ☐ Left ☐ Right ☐ Both

Learner mobile number: \_\_\_\_\_

Learner e-mail address: \_\_\_\_\_

Admission date: \_\_\_\_\_

Grade in 2025 : \_\_\_\_\_

Years in grade for 2025 : \_\_\_\_\_

Years in phase for 2025 : \_\_\_\_\_

Pre-primary education attended: ☐ Formal ☐ Informal  
☐ Other: \_\_\_\_\_

Registered for social grant: ☐ Yes ☐ No

Receives social grant: ☐ Yes ☐ No

Benefit from school nutrition programme: ☐ Yes ☐ No

Do you want to apply for hostel residence: ☐ Yes ☐ No

Name of hostel: \_\_\_\_\_

### NEXT OF KIN INFORMATION

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

Contact number: \_\_\_\_\_

Alternative contact number: \_\_\_\_\_

Relation: \_\_\_\_\_

Method of transport: \_\_\_\_\_

Taxi/Bus registration number: \_\_\_\_\_

Name of driver: \_\_\_\_\_

Contact: \_\_\_\_\_

## OFFICE USE ONLY

Family code: \_\_\_\_\_ Waiting list: ☐ A ☐ B

Register class: \_\_\_\_\_ Number on waiting list: \_\_\_\_\_

Admission number: \_\_\_\_\_ ID copy: ☐

Transfer card: ☐

Report card: ☐

Birth certificate: ☐

### FAMILY INFORMATION

Family status: ☐ Both parents ☐ Single parent - Unmarried

☐ Foster care ☐ Childrens home ☐ Single parent - Divorced

☐ Other ☐ Re-composed ☐ Widow/Widower

Parents deceased: ☐ Mother ☐ Father ☐ None

### LEARNER HEALTH INFORMATION

Chronic diseases: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medication: \_\_\_\_\_

### MEDICAL AID INFORMATION

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

Telephone number: \_\_\_\_\_

Member number: \_\_\_\_\_

Primary member: \_\_\_\_\_

### FAMILY DOCTOR INFORMATION

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

Telephone number: \_\_\_\_\_

Business address: \_\_\_\_\_

### INFORMATION OF PREVIOUS SCHOOL/PLAY GROUP/NURSERY

First registration of learner at MLEPS ☐ Yes ☐ No

Learner attended school last year ☐ Yes ☐ No

If yes, in which Province/Country: \_\_\_\_\_

Previous school: \_\_\_\_\_

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

Address: \_\_\_\_\_

Province: \_\_\_\_\_

Highest grade in previous school: \_\_\_\_\_

Reason for leaving the school: \_\_\_\_\_

**BIOLOGICAL PARENT / LEGAL GUARDIAN 1 INFORMATION**

Title: \_\_\_\_\_

Full names: \_\_\_\_\_

Surname: \_\_\_\_\_

Initials: \_\_\_\_\_

Preferred name: \_\_\_\_\_

ID number: \_\_\_\_\_

Nationality: ☐ South Africa ☐ Other \_\_\_\_\_

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

Home language: \_\_\_\_\_

Communication preference: ☐ SMS ☐ E-mail ☐ Mail  
☐ By hand

Language preference: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Home tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Residential address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postal address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Occupation status: ☐ Own Employer Professional  
☐ Own Employer Non-Professional  
☐ House wife ☐ Part time  
☐ Contract worker ☐ Pensioner  
☐ Student ☐ Temporary  
☐ Full time ☐ Unemployed

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Work telephone number: \_\_\_\_\_

Employer physical address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is the learner living with this parent? ☐ Yes ☐ No

**BIOLOGICAL PARENT / LEGAL GUARDIAN 2 INFORMATION**

Title: \_\_\_\_\_

Full names: \_\_\_\_\_

Surname: \_\_\_\_\_

Initials: \_\_\_\_\_

Preferred name: \_\_\_\_\_

ID number: \_\_\_\_\_

Nationality: ☐ South Africa ☐ Other \_\_\_\_\_

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

Home language: \_\_\_\_\_

Communication preference: ☐ SMS ☐ E-mail ☐ Mail  
☐ By hand

Language preference: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Home tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Residential address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postal address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Occupation status: ☐ Own Employer Professional  
☐ Own Employer Non-Professional  
☐ House wife ☐ Part time  
☐ Contract worker ☐ Pensioner  
☐ Student ☐ Temporary  
☐ Full time ☐ Unemployed

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Work telephone number: \_\_\_\_\_

Employer physical address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is the learner living with this parent? ☐ Yes ☐ No

**ACCOUNTABLE PERSON'S INFORMATION**☐ Biological Parent 1☐ Biological Parent 2☐ Other

Only if 'Other', please complete section A or B below:

**A) INDIVIDUAL**

Title: \_\_\_\_\_

Full names: \_\_\_\_\_

Surname: \_\_\_\_\_

Initials: \_\_\_\_\_

Preferred name: \_\_\_\_\_

ID number: \_\_\_\_\_

Home language: \_\_\_\_\_

Communication preference: ☐ SMS ☐ E-mail ☐ Mail  
☐ By hand

Language preference: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Residential address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postal address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postal Code: \_\_\_\_\_

**B) COMPANY / CLOSED CORPORATION / TRUST**

Title: \_\_\_\_\_

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

Registration number: \_\_\_\_\_

Language preference: \_\_\_\_\_

Contact number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Business address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postal address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BANKING DETAILS**

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_

Account type: ☐ Cheque ☐ Transmission ☐ Savings

Bank account number: \_\_\_\_\_

Account holder: \_\_\_\_\_

**MERCY LEARNING INSTITUTE ENGLISH PRIVATE SCHOOL 2024-2025 SCHOOL FEES STRUCTURE****TSWELOPELE CAMPUS****Registration fees** – R500Grades **4-5** : R800Grades **RR-R** : R600Grade **6-7** : R850Grades **1 -3** R750**GLEN AUSTIN CAMPUS**

Grades RRR: R1 100

Grades R – 3: R1 050

Grades 4 -7 R1 150

Registration fees – R500

Toiletries: R500 per year

INITIALS \_\_\_\_\_

## CONTRACT WITH SCHOOL WITH REGARDS TO PAYMENT

Agreement between MLIEPS and \_\_\_\_\_ (Name of parent / guardian)  
with regards to the payment of school fees as follows:

1. Mercy Learning Institute English Private School may raise school fees any time after consultation with the Board of Directors.
  2. Mercy Learning Institute English Private School is a full fee-paying school. School fees are payable in advance on the first day of each month, preferably by means of debit order or EFT..
  3. As a parent/guardian you are liable to pay school fees determined the school Board of Directors on or before the 7<sup>th</sup> of each month.
  4. The PARENT/Guardian undertakes to purchase such books and materials as may be reasonably required by the learner as determined by The School, or by its duly authorised representative, in which the learner participates from time to time.
  5. The Parent/Guardian undertakes, where requested by The School, to pay for all school excursions and activities, which may be organised by the School or its duly authorised representative, in which the learner participates from time to time.
  6. 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.
  7. ALL NEW LEARNERS WILL NEED TO PAY AN AMOUNT OF **R500.00 NON-REFUNDABLE REGISTRATION FEE** IN ORDER TO SECURE PLACEMENT ONCE YOUR APPLICATION HAS BEEN ACCEPTED. RETURNING LEARNERS PAY **R250 ADMINISTRATION FEE**.
  8. Payment of school fees to Mercy Learning Institute English Private School will be made as follows: (Please tick the applicable block with a cross)

<input type="checkbox"/> A	Full payment (Once-off) on or before the 20 <sup>th</sup> of January.
<input type="checkbox"/> B	Payment over 12 months.
<input type="checkbox"/> C	Alternative arrangements will be made with the School in writing at my own responsibility and initiative.
  9. 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.
  10. In the unfortunate and unlikely event of the learner willfully causing damage or loss to the property of the School, The Parent/Guardian agrees, and undertakes to compensate The School for such losses or damage.
  11. School fees are the current fees and only serve as a guideline as the next year's fees will be confirmed by way of voting by the current parents at the Annual General Meeting in October 2024.
  1. Please note that learners go on tour and day outings during the year, every child is entitled to go on these trips the cost of which will be forwarded to the registered guardian who is responsible for the learner's school fees. These outings/trips are compulsory since they form part of curriculum under Life Skills and or Life Orientation. If there is a query that needs to be addressed, please be considerate and do not leave it to the week before the tour / day outing to solve it.
  2. On the cancellation of the placement of a learner or withdrawal from Mercy Learning Institute English Private School, A FULL TERM'S NOTICE is required in writing to both the Admissions and Finance department or the equivalent fee in lieu thereof is required prior to withdrawal.
  3. **FEES TO BE PAID AUTOMATICALLY WITHOUT REMINDERS. ALL SCHOOL FEES ARE PAYABLE ON OR BEFORE THE 7<sup>TH</sup> OF EACH MONTH. A PENALTY OF R200 IS PAYABLE FOR LATE PAYMENT.**
  4. I choose the following address as my domicilium citandi et executandi for delivery or serving of any notices or pleadings.  
Residential address (Not a postal address): \_\_\_\_\_
  5. Permission to do an ITC check if the account is in arrears is granted by signing this form..
  6. I / We the parents / guardian of \_\_\_\_\_ undertake to honour the agreement as set out above and pay a monthly fee of R \_\_\_\_\_ for Grade \_\_\_\_\_
- Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## PERMISSION / CONSENT TO TAKE PART IN ALL ORGANISED ACADEMIC, SPORT, CULTURE AND MARKETING 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 school work and to identify other problems.
  2. I grant permission that my child may be transported by a public or private 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 gross 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. I undertake to inform the school if any of the above information may change.
  6. I undertake to support my child to obey the Code of Conduct and the disciplinary system of Mercy Learning Institute English Private School as included in the Policy of the school. I hereby confirm that the school is allowed to use imagery of my child in any publication, in any format.
  7. By signing this contract, I hereby grant Mercy Learning Institute English Private School permission to take and use photographs and videos of the enrolled Learner for marketing and promotional purposes. This may include but not limited to, posting on social platforms, billboards and the school's website.
- Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

INITIALS \_\_\_\_\_