

MERCHISTON PREPARATORY SCHOOL

ESTABLISHED 1892
132 Years of Excellence



324 Bulwer Street
Pietermaritzburg 3201
P.O. Box 394
Pietermaritzburg 3200
Telephone: (033) 342-1838
E-mail: admissions@merchiston.co.za

APPLICATION FOR ADMISSION TO MERCHISTON PREPARATORY SCHOOL

GRADE OF ENTRY	RRR / RR / R	YEAR OF ENTRY	2026
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*Please note that this application is only valid for entry into the abovementioned grade.
*Only original application forms will be accepted.

DAY SCHOLAR	
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SECTION A: APPLICANT'S DETAILS	
Surname of Learner	
First names of Learner	
Preferred name of Learner	
Date of birth of Learner	
Current School attending	
Present Grade	
Address and Telephone No. of current School	
Citizenship of learner	
South African Identity number	
Passport number (if applicable)	
Language most commonly used in the home	

Documents required	Office Use
Passport sized photo of learner	
Certified copy of learner's Unabridged Birth Certificate	
Certified copy of learner's Immunisation Card	
Certified copy of Mother's ID document	
Certified copy of Father's ID document	
Certified copies of recent Reports	
Three months bank statements (Copies from fee paying parents)	
Proof of Residence	
*Financial Clearance Certificate completed by previous school and returned by email to admissions@merchiston.co.za	
*Gr 2 to 7 only - Completed Confidential Questionnaire by previous school and returned by email to admissions@merchiston.co.za	
*OT & Speech Therapist reports/assessments (<u>only</u> if your son has been assessed)	
Detailed letter of motivation for your son to be a day scholar or boarder	

FOR OFFICE USE ONLY: OUTCOME OF APPLICATION	
Date Received	
Accept	
Unable to accept	
Waiting list	
Additional information	

Est. 1892
MERCHISTON

SECTION B: DETAILS CONCERNING FAMILY

Brother's presently at Merchiston? Yes No

If Yes, details as follows:

Name/s: _____ Grade: _____ House: _____

_____ Grade: _____ House: _____

Is his Father/Grandfather a Merchiston Old Boy? Yes No

If Yes, details as follows:

Name/s: _____ Year/s: _____

_____ Year/s: _____

Sport House _____ (Allan/Milner/Rhodes/Rowe)

Other association/s with Merchiston (Please elaborate): _____

Other family: _____

Name's of brothers / sisters	Age	School

SECTION C: DETAILS REGARDING ACADEMIC PERFORMANCE:

Has the Applicant ever received remedial education or therapy e.g. (psychological intervention, O.T. and Speech)	Yes <input type="checkbox"/> No <input type="checkbox"/> *If Yes please attach copies of assessments, etc
Has the applicant previously repeated a Grade?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate the grade and year: _____
Grade's 3-7 applicants only Please indicate a second language choice	Afrikaans <input type="checkbox"/> Zulu <input type="checkbox"/>

SECTION D: DETAILS REGARDING EXTRA-CURRICULAR:

Learners sporting interests:

Learners other interests:

Learners achievements (if applicable):

SECTION E: DETAILS PERTAINING TO THE PARENTS/GUARDIANS:Surname of Father:

Marital status of Father

Single

Married

Widowed

Divorced

First Names of Father:

Father's Residential Address:

Postal Address:

Father's Tel no. (home):

Fathers Occupation:

Father's Tel no (work):

Position held:

Father's Cell no:

Employer/Company:

Father's E-mail address:

Father's ID no:

Surname of Mother:

Marital status of mother

Single

Married

Widowed

Divorced

First Names of Mother:

Mother's Residential Address:

Postal Address:

Mothers Tel no. (work):

Mother's Occupation:

Mother's Cell no:

Position held:

Mother's Tel no. (home):

Employer/ Company:

Mother's e-mail address:

Mother's ID no:

Name and telephone number of person/s to be contacted other than parents/guardians in case of emergency
(state relationship to pupil)

Name:

Cell no:

Relationship to pupil:

IF PARENTS ARE DIVORCED PLEASE COMPLETE THE FOLLOWING:

Date of final order of divorce: _____

Name of parent who has custody: _____

Name of parent with whom the pupil resides: _____

Name of parent who has legal guardianship: _____

Are there restrictions on the access of the non-custodian parent to the child?

Yes No

If YES, please elaborate or attach documentation:

In the case of a divorce, irrespective of the divorce agreement/court order, both parents will be held responsible for the fees and must, therefore, both sign the Application Form.

SECTION F: DETAILS PERTAINING TO MATTERS OF HEALTH

Does the applicant have any disability which could result in his classification as disabled? (This will NOT result in the applicant's disqualification)

Yes No
If yes, which disability?

Has the applicant been vaccinated appropriately

Yes No
Attach Clinic Card or Immunisation Record

Are there any medical issues of which the school needs to know of? Describe, includes allergies, operations, etc

MEDICAL HISTORY

Underline illness(es) your son has had: Measles, German measles, Whooping Cough, Chicken Pox, Mumps. Underline illness(es) your son has been immunized against: Hepatitis B, Tuberculosis, (BCG) Diphtheria, Whooping Cough, Tetanus, Measles, German measles, Mumps, Poliomyelitis.

**Boys should have been immunized against ALL the above illnesses before school attendance.*

Is the learner covered by Medical Aid

Yes No
If yes, please supply name of scheme and membership number?

SECTION G: INFORMATION

- a) At Merchiston the medium of instruction is English.
- b) Applications for admission to Merchiston are received on or after 1 January of the year preceding the year of admission but not before i.e. maximum advance booking is one year.
- c) Life Skills (including sexuality, aids and religions) is taught as part of the School programme.
- d) Sport and other extra-mural activities including Physical Education are compulsory. Every day boy is required to participate in at least one sport or extra-curricular activity per quarter organised by the School. Boarders are required to participate in two extra-mural activities per quarter.
- e) Educational field trips, tours and excursions are undertaken from time to time and sometimes require that boys sleep out. Boys are expected to attend these outings/excursions. Parents are levied a fee for these trips, tours and excursions.
- f) Admission to Grade One: the admission age for pupils entering Grade One will be in accordance with current legislature.
- g) The Annual Inter House Gala, Athletics Meeting and end of year Prize Giving Ceremony is compulsory (Gr 3 where applicable) Gr 4-7 are all required to attend these functions.
- h) Admissions procedure: Upon receipt of this application, it will be processed and you will be informed timeously whether you and your son are required to attend an interview.
- i) Should you wish to remove your son from either the School or the Boarding Establishment the following notice periods will apply:
 - **REMOVAL FROM SCHOOL - ONE TERMS NOTICE OR 25% OF THE ANNUAL SCHOOL FEES IN LIEU THEREOF.**
 - **REMOVAL FROM THE BOARDING ESTABLISHMENT - ONE TERM'S NOTICE OR ONE TERM'S BOARDING FEES IN LIEU THEREOF.**

SECTION H: DECLARATION

Please make sure the application is signed and witnessed where indicated.

FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN A DELAY IN THE APPLICATION PROCESS BEING TERMINATED.

- a) I/we undertake to inform the School and/or Boarding Establishment of any change of address, telephone number, surname etc.
- b) I/we undertake to inform the School and/or Boarding Establishment of any case of infectious illness in my/our household.
- c) Conditions of acceptance:

I/we do hereby acknowledge that:

- i. The acceptance of my/our son at Merchiston Preparatory School is subject to his being bound to obey all the School rules and dress regulations including hairstyles, and I/we agree to abide by all the School's decisions in this regard.
- ii. Merchiston Preparatory School accepts responsibility for my/our son from 07h20 to close of school, or to the end of Sport. In the event of my/our son not being collected at the stipulated time, he will automatically be taken to the Aftercare facility and I/we will be held liable for the hourly charges until he is collected.
- iii. The School levies fees for the purpose of financing costs not borne by the State, extra-curricular activities and to provide amenities for pupils at the School.
- iv. I/we shall pay the fees as levied by the School, on the conditions set out in terms of Sections 39 and 40 of SA Schools Act No 84 of 1996.
- v. I/we acknowledge and accept that while Merchiston Preparatory School is a nondenominational School where members of all faiths are welcome, it is established on Christian principles, a Christian ethos prevails and pupils are required to attend appropriate functions.
- vi. I/we undertake to have my/our son's hair cut regularly in accordance with the standard required by the School and I/we consent to having my/our son's/ward's hair cut by the School barber if he does not comply with the hairstyle and length of hair as required by the School. The cost of which will be charged to my/our account.
- vii. I/we will incur costs for damages done or losses caused by my child/ward to School or State property/equipment.
- viii. I/we undertake that my/our child/ward attends school regularly and should my child/ward be absent from school for any reason, I/we will notify the Headmaster, in writing, stating the reason/s for absence.
- ix. I/we agree that the Headmaster or his designates may act as Loco Parentis in the event of any injury or accident in which my child/ward may be involved should his parents/guardians be unavailable.
 - i. If a pupil contravenes any School rule or regulation as laid down by the responsible authorities, disciplinary action may be taken against such a pupil.
 - ii. The Headmaster reserves the right to search pupils' bags should it be deemed necessary in the event of School security being compromised.

POPIA Declaration

Under the Protection of Personal Information Act (POPIA) which came into effect on 1 July 2021, all organisations and schools alike have a legal obligation to manage the personal information it processes appropriately, by applying specific principles and conditions. Our school is committed to ensuring the security and protection of your personal information and to provide a compliant and consistent approach to data protection.

SECTION I: INFORMATION

I/we hereby request that my/our son/ward be permitted to take part in the extra-mural activities of the School, including games, athletics and excursions of an educational, cultural or sporting nature.

Dated at _____ this _____ day of _____
(place) (date) (month and year)

FATHER/GUARDIAN SIGNATURE: _____

WITNESS 1: _____

FATHER/GUARDIAN NAME: _____

WITNESS 2: _____

MOTHER/GUARDIAN SIGNATURE: _____

WITNESS 1: _____

MOTHER/GUARDIAN NAME: _____

WITNESS 2: _____

SECTION J: FINANCIAL COMMITMENT

I/we, the undersigned

FULL NAME OF FATHER / GUARDIAN: _____

FULL NAME OF MOTHER / GUARDIAN: _____

hereby bind myself / ourselves jointly and severally, the one paying the other to be absolved and to be responsible for the due payment of all amounts as levied by the Board of Governors of the School, in respect of:

(full name of learner)

Address to which school fee account should be sent:

(which address is deemed to be the chosen *domicilium citandi et executandi* for all matters relating hereto).

I/we acknowledge that:

1. I/we accept that School fees will be levied by the Board of Governors and that these fees are compulsory and due and payable at the commencement of each school year and that I/we am/are responsible for the payment thereof.
 - 1.2 We acknowledge that we may be entitled to apply for an exemption in terms of the South African Schools Act. We undertake to be bound by the decision of the school on application for an exemption and furthermore to approach the school to assist us with the application for exemption should we wish to apply for same.
- 2.1 The following conditions apply to the payment of School fees:
 - i. The onus is on me/us to request that I/we be allowed to pay in instalments, and to make the necessary arrangements for direct deposit or debit order through my/our bank, and unless such request is made and granted. School Fees are payable annually in advance at the commencement of the new school year.
 - ii. The School is entitled to institute legal proceedings to recover fees and disbursements and I/we agree to pay costs on the attorney and own client scale in the event of proceedings being instituted, together with all Collection Commission.
- 2.2 I/we hereby consent to the payment of charges for extra activities in which my/our son may partake from time to time, for example plays, excursions and tours.
- 2.3 I/we consent to the Jurisdiction of the Magistrate's Court.

DATED at _____ this _____ day of _____
(place) (date) (month and year)

FATHER / GUARDIAN) _____ WITNESS 1 _____

WITNESS 2 _____

(MOTHER / GUARDIAN) _____ WITNESS 1 _____

WITNESS 2 _____

SECTION K: BOARDING

I/we, the undersigned (please print full names)

(FATHER/GUARDIAN)

(MOTHER/GUARDIAN)

hereby bind myself / ourselves jointly and severally, the one paying the other to be absolved and to be responsible for the due payment of all amounts as levied by the Board of Governors of the School, in respect of:

(NAME OF LEARNER)

Address to which school fee account should be sent:

(which address is deemed to be the chosen *domicilium citandi et executandi* for all matters relating hereto).

I/we hereby acknowledge that:

1. I/we accept that Boarding fees will be levied by the Board of Governors and that these fees are compulsory and that I/we am/are responsible for the payment thereof.
2. The following conditions apply to the payment of Boarding fees:
 - i. The fees and any disbursements paid out on my/our behalf are payable quarterly in advance on presentation of statements and accounts must be paid in full on or before the first day that my/our son is returned to the Boarding Establishment each term.
 - ii. If the fees are not paid timeously the School is entitled, at its sole discretion, to exclude my/our son from the Boarding Establishment.
3. I/we acknowledge that should it be necessary for the Board of Governors to consult an attorney or to institute legal action against me/us, as a result of any breach of this agreement, I/we accept liability for all legal costs incurred, including Collection Commission charges, instruction fees and interest on a scale between Attorney and own Client.
4. I/we consent to the Jurisdiction of the Magistrate's Court.

DATED at _____ the _____ day of _____
(place) (date) (month and year)

FATHER / GUARDIAN _____

WITNESS 1 _____

WITNESS 2 _____

MOTHER / GUARDIAN _____

WITNESS 1 _____

WITNESS 2 _____