

# WALVIS BAY PRIVATE SCHOOL

## PRIMARY PHASE APPLICATION FOR ADMISSION 2024



**Nangolo Mbumba Drive**  
**P.O. Box 567, Walvis Bay, NAMIBIA**  
**Tel: +264 64 279 250**  
**Fax: +264 64 207 610**  
**Email: administrator@wbps.com.na**  
**Website: www.wbps.com**

PHOTO
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<b>APPLICATION FOR YEAR</b>		<b>APPLICATION FOR GRADE</b>	
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<b>Enrollment Number</b>		<b>Family Code/Account Number</b>	
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<b>NAME OF LEARNER</b>			
<b>SURNAME</b>			
<b>Any family/other siblings in WBPS</b>			
<b>Previous/Current School</b> <small>(Learner CUM Card Requested)</small>			
<b>NATIONALITY/CITIZENSHIP</b> <small>(Attached study permit if not a Namibian)</small>			
<b>DATE OF BIRTH</b>			
<b>GENDER</b>	<b>MALE</b>		<b>FEMALE</b>

### FOR INTERNAL USE ONLY

<b>Date of application received:</b>		<b>Finance Department:</b> Date, Notes, Recommendations & Signature	
<b>Principals:</b> Date, Notes, Recommendations & Signature		<b>Head of Guidance:</b> Date, Notes, Recommendations & Signature	
<b>ACCEPTED:</b>		<b>DECLINED:</b>	

## A: ENROLMENT CHECKLIST

Name of Learner: \_\_\_\_\_

Tick that you have completed and included the following documents/information as stated below:

**Application for Admission:** Every aspect of the form has been completed

**Information on Application Form:** All the information is accurate, true and relevant

**Full Birth Certificate:** A certified copy of the applicant's birth certificate

**If learner is not a Namibian Citizen, please also include:**

**Study Visa / Evidence of Recent Application:** Certified copy attached

**Temporary / Permanent Residency Permit:** Certified copy attached

**ID Document:** Certified copies of **both** parent's identity documents, even if divorced or separated.  
If divorced, please supply a copy of the divorce agreement explaining the maintenance agreement

**Proof of Residency:** Municipal Bill / Rental Agreement etc.

**Academic History:** A copy of the applicant's most recent school report AND last grade passed  
(Grade 1 Applicant – Pre-school Report)

**School Readiness Test:** Attached copy of school readiness test  
(Grade 1 Applicants only)

**Photograph:** 4 passport-size photos of the applicant

**Immunization/Clinic Card:** Clinic Card (Primary Phase applicant)

**Development History:** Primary Phase (Grade R) applicant

**Medical Aid Card:** Copy of Medical Aid Card (If Applicable)

**Confidential Report/Testimonial/Financial Clearance:**

All Confidential documents handed in at the applicant's current/previous school for completion.

**School Fees commitment/payment plan letter and Debit Order Authorisation:**

Commitment and payment plan letter signed and attached

**Divorce Agreement/Settlement** (If Applicable)

## B: LEARNER INFORMATION

<b>Surname of learner:</b> <i>(as stated on the Birth Certificate)</i>				<b>First Names:</b>																				
<b>Male:</b>		<b>Female:</b>		<b>Home Language:</b>		<b>Nationality:</b>																		
<b>Place of Birth:</b>						<b>Non-Citizen:</b>																		
<b>Date of Birth:</b>						<b>Visa Type:</b> <i>(Attach copy)</i>																		
<b>ID Number:</b>						<b>Visa Expiry Date</b>																		
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>																								
<b>Learner Email Address:</b>				<b>Learner Cellphone Number:</b>																				
<b>Position in Family:</b>	Only or first child	Second Child	Third Child	Fourth Child	Fifth Child or more Children																			
<b>Are there any other children at WPHS? If yes, please state names and grade:</b>																								
<b>Name:</b>				<b>Grade:</b>																				
<b>Name:</b>				<b>Grade:</b>																				
<b>Name:</b>				<b>Grade:</b>																				

## PREVIOUS SCHOLASTIC INFORMATION

Please list names of the schools the learner has attended: A Transfer Form from the previous/last school attended <b>MUST</b> be attached:				
	<b>Name of School</b>	<b>Country/Province</b>	<b>Contact Number</b>	<b>Reason for Leaving</b>
Pre-Primary Grade R <i>(attach latest report)</i>				
Primary School (Grade 1 – 7) <i>(attach latest report)</i>				
Other:				

## EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENT

<b>Is the learner currently involved in an extra-mural activity? Have they received Provincial or National Colours?</b>			
<b>Activity (Specify)</b>	<b>At School</b>	<b>Privately</b>	<b>Level of achievement</b>
Sport:			
Art & Culture:			
Leadership:			

## C: MEDICAL AID INFORMATION

(Please attach copy of medical aid card))

Family Doctor:		Telephone Number:	
Name of Medical Aid Fund:		Medical Aid Number:	
Name of Main member:			

## MEDICAL HISTORY AND INFORMATION OF LEARNER

(Please attach Supporting documents)

Are there any physical Disabilities, illnesses or allergies the school should be aware of? Kindly elaborate:

### Immunization History:

(Gr R & 1 attach a copy of immunization card. Learners older than 12 years - attach Covid vaccination certificate)

	Condition	Medication
<b>Allergies:</b> (Peanuts, bee stings, etc. Indicate medicinal allergies also)		
<b>Chronic Illnesses:</b> (Diabetes, epilepsy, etc.)		
<b>Medical Conditions:</b> (Pulmonary stenosis, muscular dystrophy, cerebral palsy, etc.)		
<b>Disabilities:</b> (Hard of hearing, partially sighted, autistic spectrum disorder, ADHD, etc.)		

List ALL medications your child takes, prescription or over the counter – THE SCHOOL DOES NOT ADMINISTER ANY MEDICATION)

Does your child have any other medical illnesses or current treatments (in the past or present) that the school has to bear knowledge of?

Has your child ever required remedial, occupation or physiotherapy? If YES, please supply/attach details:

Who should be contacted if your child feels ill?	Name and Surname: Contact Details:	
Are there any OTHER confidential information we should know about:		

## ALTERNATIVE CONTACT PERSON IN CASE OF EMERGENCY

Name and Relationship:		
Contact Numbers:	Cell:	Work/Home:

## D: PARENT/LEGAL GUARDIAN INFORMATION

### MARITAL STATUS

Married	Common Law Marriage	Separated	Divorced	Divorced, and Remarried	Single	Deceased: Father/Mother
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### LIVING ARRANGEMENTS (Attach Legal supporting documents)

Both Parents	Mother (Full Custody)	Father (Full Custody)	Guardian
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	Primary Guardian	Secondary Guardian
<b>Surname:</b>		
<b>Full Name:</b>		
<b>ID No:</b> A Certified copy of both ID documents <b><i>must</i></b> accompany this Enrolment Form		
<b>Physical Address:</b> Proof of residency (rates, telephone account, etc.) <b><i>must</i></b> accompany this Enrolment Form		
<b>Postal Address:</b>		
<b>Home Telephone Number:</b>		
<b>Cell Phone Number:</b>		
<b>Occupation:</b>		
<b>Employer Name:</b>		
<b>Work Telephone Number:</b>		
<b>Email Address:</b>		
Are you a former student of WBPHS? If YES, state Year:		
Would you like to register as a member of the Old Scholar association?		

## E: DETAILS OF PERSON LEARNER RESIDES WITH PERMANENTLY

(If not by both parents. Attach legal supporting documents)

<b>Parental Role:</b> (e.g. Guardian, Stepparent)	
<b>Surname:</b>	
<b>Full Name:</b>	
<b>ID Number:</b> A Certified copy of both ID documents <b><i>must</i></b> accompany this Enrolment Form	
<b>Physical Address:</b> Proof of residency (rates, telephone account, etc.) <b><i>must</i></b> accompany this Enrolment Form	
<b>Postal Address:</b>	
<b>Home Telephone Number:</b>	
<b>Cell Phone Number:</b> (Contact number in case of absenteeism)	
<b>Occupation:</b>	
<b>Employer Name:</b>	
<b>Work Telephone Number:</b>	
<b>Email Address:</b>	

## F: PERSON RESPONSIBLE FOR PAYMENT OF ACCOUNT

Parent – Mother	Parent – Father	Step-Parent	Company (Attach agreement)	Trust (Attach agreement)	Individual Sponsor (Attach agreement letter)
	Married	Single	Divorced (Attach divorce agreement)	Separated	Widowed
Annual Payment of Fees (by 28/02)	Termly Payment of Fees (first day of each term)	Debit Card/EFT/Cash at the finance office (on the first day of the month)		Debit Order (Monthly)	

**PERSONAL DETAILS:**

<b>NAME OF COMPANY/TRUST</b>	
<b>NAME OF LEARNER</b>	
Surname	
Names:	
ID: (Please attach copy)	
Cell:	
Postal address:	
Home address:	
Email address:	
Profession:	
Employer:	
Tel. Work:	

We, as parents/legal guardians/caregivers know and understand that it is our responsibility to cover the school fees and any other cost regarding this learner's tuition.

We also understand that as the parents/legal guardians/caregivers, it is solely our responsibility to ensure that all fees are paid in full and on time, regardless of which parent or person or institution has taken responsibility for the fees, whether by divorce, separation, sponsorship or otherwise.

We understand that should any monies outstanding not be paid within a period of fourteen (14) days from the date of invoice, we acknowledge and accept that we are in breach of the terms of admission and our child/children will no longer be allowed to attend WBPHS.

Further we understand and agree that our account will be handed over to attorneys for collection within 120 days of non-payment

\_\_\_\_\_  
1<sup>st</sup> Parent/Guardian

\_\_\_\_\_  
2<sup>nd</sup> Parent/Guardian

\_\_\_\_\_  
Trust/Company/Sponsor

## G: DEBIT ORDER AUTHORISATION

<b>Account Number at School</b>	
<b>Name of Account Holder</b>	
<b>Bank - Name</b>	
<b>Bank - Account Number</b>	
<b>Bank - Branch Name</b>	
<b>Bank - Branch Code</b>	
<b>Account type</b>	

I hereby grant permission to and instruct Walvis Bay Private High School, account details above to transfer the full amount of

N\$ \_\_\_\_\_ ( \_\_\_\_\_ )

for the purposes of paying school fees, and any ALL other fees that may occur with reference to the following learners;

	Names of learners and class	Amount	Months
1			
2			
3			
4			

The individual payment instructions so authorised to be issued must be issued and delivered as follows:

On the \_\_\_\_\_ day of every month beginning \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

This transfer instruction will be honoured as if I had personally signed each transfer.

**I undertake to pay any penalties arising from this debit order instruction**

**DISHONORED DEBIT-ORDERS WILL BE SUBJECT TO AN AUTOMATIC PENALTY OF N\$220.00 PER MONTH.**

This instruction may be **cancelled by me with one month's written notice** to Walvis Bay Private High School, with the understanding that I am not entitled to receive any form of refunds withdrawn while this instruction has been in force and funds were legally due.

Signed at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 21

\_\_\_\_\_  
Signature of authorized account holder



# H: GENERAL GUIDELINES & FINANCIAL UNDERTAKING

## MEMORANDUM OF AN ADMISSION AGREEMENT

Entered into between:

Walvis Bay Private School (Association incorporated not for gain in terms of Section 21 of the Companies Act, No. 28 van 2004)  
hereinafter referred to as "the school"

AND

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Biological Parents or Legal Guardians  
Hereinafter referred to as "the parent"

### **Contract:**

- The education of the child is conducted by the parents and teachers working together in partnership. The parents undertake to execute their responsibilities as education partners, through active involvement and loyalty and to co-operate in all respects to achieve acceptable scholastic progress by the learner.
- The parent accepts the board of directors as the only official mouthpiece of the school. The board of directors may at any time review the rules and admission and re-admission requirements.
- The parent accepts the rules and regulations as set by the school directors and management, and acknowledge that we understand the implications, which we undertake to abide by.
- The parent and learners undertake to uphold the school's disciplinary code, rules and policy, with acknowledgement of the meanings and implications.
- Parents and learners further undertake to abide by as well as honour and obey the school's ethos and character.
- The Parent Contract, the Fee Schedule, the School Rules and these terms and conditions constitute the terms of a contract between the parent and Walvis Bay Private School (an incorporated association not for gain). The Terms & Conditions are subject to change from time to time.

### **Confirmation of application information:**

- By completing the form below, the applicant offers to contract with the school on the terms herein contained.
- Upon the parent being informed in writing to the effect that the application had been approved, a contract will come into existence in accordance with the terms herein contained.
- Misleading or incorrect information will lead to the immediate cancellation/disqualification of the application.

### **Duration of agreement:**

- The contract will remain in force until the end of the school year in respect whereof the application pertains and if not specifically renewed in respect of a following school year, will lapse at the end of the relevant school year.
- The application is only valid for the current year and no waiting list will be maintained for a following year.
- No right shall accrue to an applicant to qualify for the renewal of the contract in the absence of a written intention to renew and conveyed coupled with a completed application form at the latest 2 months prior to the expiration of the relevant school year.
- If you wish to withdraw your child from the School, one calendar month written notice addressed to and received by the Principal or Financial Administrator (by email or letter) is required. Written notice must be submitted on or before the first calendar day. If written notice is not received you shall pay to the school a month's school fee in lieu of notice. *It is expected that Parents will consult with the Principal before giving notice to withdraw the Student.*

**Registration, Acceptance and Book Fee:**

- Written application for enrolment of a child is to be addressed to The Principal, Walvis Bay Private School, P O Box 567, Walvis Bay.
- Applicant will be considered when the application form has been completed and received by the school.
- This application does not guarantee placement in the school, nor does the date of application indicate any specific order of priority.
- Collateral information will be obtained from previous schools in order to determine the learner's general behavior and academic achievements.
- The applicant and his/her parents may be interviewed.
- New applicants must undergo a language and mathematics evaluation/school readiness test.
- Payment of the Book Fees will be seen as a binding commitment that your Child will take up his/her place as agreed.
- The Book Fee is not refundable if your Child does not take up a place at the School. However, if, for whatever reason, the offer of a place is withdrawn by the School, the Book Fee will be refunded.

**School Fees:**

- School fees, as determined by the board of directors, are payable monthly in advance on or before the 7<sup>th</sup> day of each successive month.
- Learners, whose school fees are unpaid (30 days), will not be permitted to attend classes nor participate in any school sport/cultural and/or other activity, until the payment of school fees is up to date.
- Should outstanding fees not be paid within fourteen days of the date of default, a breach of the terms of admission will be declared and the learner/s will not be allowed to return to the school.
- Accounts older than 90 days (three months in arrears) will be handed to our attorneys for collection and that such parent(s) and or guardian(s) shall be responsible for all attorney- and other costs incurred in collecting the outstanding amount.
- Re-application forms will not be available and learners will not be admitted to school if and when:  
unpaid accounts from the preceding year in respect of any school fees, have not been settled in full by the end of the academic year,  
unpaid fees for the term are not paid by the start of the new term, or  
payment of the annual book fee is not received upon acceptance.
- Academic updates and results will only be available if and when school fees are paid in full.
- The school fees will increase yearly with effect from the 1<sup>st</sup> of January, as determined by the board of directors.

**Supplementary subject fees:**

- A yearly ICT fee is payable for all Grade 1 – 7 learners.

**Parent Support Fee:**

- We encourage parents to be actively involved at school events.
- An annual Parent Support Fee of N\$1 000.00 per family, will be levied. The fee can be offset with 5 x 2hour by parent or any family member of the learner at any school fundraising event of function where support is needed.

**Indemnity:**

- This document serves and is accepted as such by us, the Parents as an indemnity form indemnifying the school and Board of Directors from any repercussions, such as, but not restricted to, personal injuries suffered, personal injuries caused, property damages suffered or caused whether on or off the school premises, including if/when the learner goes on trips for sport and extramural activities and the school's bus or other transport is used.
- I/we give permission to the school/organisers of the sport event to assist my child with any medical assistance that might be necessary. I/we further declare that I/we shall be fully responsible for any costs which may be incurred in respect of such assistance/aid.

By affixing my signature hereto, I confirm that I am the legal Guardian of the learner and duly authorised to act on behalf of the legal Guardian of the learner, with his/her consent.

I have read and understood the content of this admission agreement and all information supplied by me is true and correct.

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Full Name(s) and surname of Father

\_\_\_\_\_  
Full Name(s) and surname of Mother

\_\_\_\_\_  
Signature of Learner

\_\_\_\_\_  
Full Name(s) and surname of Learner

**ATTENTION:**

The Principal  
Walvis Bay Private School  
P O Box 567  
Walvis Bay  
NAMIBIA

**RE: APPLICATION FOR ADMISSION AT WALVIS BAY PRIVATE SCHOOL**

**RECOMMENDATION BY PRINCIPAL**

Note: To be completed by the Principal of the previous or current school and sent to Walvis Bay Private School.  
The application will only be considered after this form is received.

Learner's full names and surname: \_\_\_\_\_

Name of present school: \_\_\_\_\_

Present grade of learner: \_\_\_\_\_

I, as Principal, confirm the following about the above-mentioned learner, currently enrolled at my school.  
(Mark with an X)

	<b>EXCELLENT</b>	<b>AVERAGE</b>	<b>BELOW AVERAGE</b>
Attitude and commitment to school work			
Respect for and adherence to the school's Code of Conduct			
Respect for Authority (management, teachers, coaches, LRC, etc.)			
Respect for values, norms and traditions of the school			
Handling of school books and school property			
Leadership involvement			
Sport involvement			
Cultural involvement			
Parents support and involvement			
Payment of school fees (Please attached latest school fees statement)			

Additional information or comments: \_\_\_\_\_  
\_\_\_\_\_

I hereby declare that the above-mentioned information is correct.

\_\_\_\_\_  
Principal's Name and Surname

\_\_\_\_\_  
Signature

School Stamp: