



Dear Parent/Guardian

ADMINISTRATIVE FORM: HERMANUS PRIMARY SCHOOL

As with any other school, admission to Hermanus Primary School is determined by learner numbers and an admissions policy. For strategic planning and effective communication, we kindly request that you complete and submit the administrative form to Mrs. Mulder at Hermanus Primary School.

The application process involves the following steps:

1. Follow the steps on the WCED website to apply online: <https://admissions.westerncape.gov.za>
2. Complete Hermanus Primary School's Administrative form.
3. Submit your completed forms along with the required supporting documentation to Mrs. Mulder at Hermanus Primary School. (Copies cannot be made at Hermanus Primary School.)
4. **VERY IMPORTANT:** Please ensure all administration forms are accompanied by the required supporting documentation. If only 1 parent is present and/or involved, an affidavit and/or death certificate must be attached. If you apply for more than one learner, please complete a separate form for each learner.

Please note that this administrative form is for information purposes only and has no effect on the WCED's admission process. To ensure timely planning, we **must receive all administration forms by Tuesday, 15 April 2025.**

When submitting the administrative form, please ensure it includes the following supporting documentation:

- Proof of WCED online application
- Certified copies of ID documents or passports of both parents and/or guardians (not older than 6 months)
- Certified copy of the learner's birth certificate or passport (not older than 6 months)
- Copy of the learner's most recent school report
- Certified copy of the learner's immunization card
- Copy of medical aid card
- Proof of address/residence and study permits (if applicable)

We appreciate your cooperation.

Kind regards,

JG Giliomee
Principal