



Admission Procedure

www.lynford.co.za Tel: 0879971167

Thank you for the interest you have shown in our School, kindly take note of the admission procedure indicated below:

- Complete the Application Form and return it to the school via email to reception@lynford.co.za (Please ensure that you complete the form clearly in block letters.) ******SHOULD BE ONLINE APPLICATION BY END OF TERM1**
- Applications for 2024 are open from the 01 May 2023 – 01 June 2023
- There is an administration Fee of R250.00, which is non-refundable. Payment is to be done via **EFT** (we do not accept cash) and proof of payment must be submitted with the completed application form.
Banking details: Lynford School; FNB Ixopo 52550027224 ref: your surname
- The following must be submitted with the application form, applications will only be considered once all documents are received: -
 - A copy of your child's most recent school report; (not required for grade RR)
 - A copy of the immunization card;
 - A copy of your child's full unabridged birth certificate;
 - Two ID size photos;
 - A copy of ID of the both parents and person liable for fees;
 - Applications for Grade 6 and Grade 7, a copy of their passport or proof that an application for passport has been done. (This is for excursion purposes)
- On receipt of completed applications, applicants may then be invited to visit the school and write placement tests.
- Successful applicants will be notified in writing via email and will then be required to:
 - pay the following to secure their place:
R6000 refundable family deposit - refunded when the youngest child in the family exits the school, on condition that all fees are settled and the correct withdrawal procedure is followed i.e. one (1) terms notice must be submitted in writing to the Admissions Department.
 - The original copy of the parent undertaking and parent contract must be completed in full and signed and returned to the school.
 - First month's school fees to be paid before entry into school
 - If the child has previously attended a school, a transfer card from that school must be submitted. Admission may be granted provisionally pending the receipt of such a transfer card.
- Neither completion of an application form nor payment of the application fee guarantees acceptance. Admission remains at the discretion of the Board of Governors. In the event of a declined application, the School is under no obligation to provide reasons for this decision.
- Grade RR Applications: The child must be able to use the toilet independently.
- If your child/ren will be residing with other family members/guardian during the school term please can you ensure that we have full contact details of that person as stated on the application form.

We look forward to meeting you and your child / children in the not too distant future.