HILLBROW PRIMARY SCHOOL

"Excellent Foundation for Future Success"

159 Main Street, Lusikisiki 4820 • OR Tambo Coastal District, Eastern Cape
Department of Basic Education • EMIS: 200500494 • Enquiries: 083 707 4866

LEARNER ENROLMENT DOCUMENTATION CHECKLIST

MANDATORY STATUTORY DOCUMENTS FOR ADMISSION VERIFICATION • ACADEMIC YEAR 2026 / 2027

Please ensure that all documents indicated below are compiled and submitted with the signed Learner Application Form. All photocopies must be officially certified by the South African Police Service (SAPS) or a registered Commissioner of Oaths within the last three (3) months.

#	REQUIRED DOCUMENTATION	SPECIFICATIONS & LEGAL PURPOSE	APPLICABILITY	OFFICE VERIFIED
1	**Learner's Unabridged Birth Certificate**	Official birth certificate issued by the Department of Home Affairs (certified copy).	**Mandatory (All Grades)**	[ ]
2	**Parents' / Legal Guardians' ID Documents**	Green barcoded identity document or smart ID card of both parents/guardians (certified copies).	**Mandatory**	[ ]
3	**Road to Health / Immunisation Card**	Proof of complete childhood vaccinations and immunisation record from healthcare clinic.	**Mandatory (Gr R – 2)**	[ ]
4	**Official School Transfer Letter / Card**	Clearance letter / transfer card from previous registered school verifying deregistration.	**Grades 1 – 7 Transfers**	[ ]
5	**Latest Academic School Report**	Official end-of-term academic report card indicating progression and learner conduct.	**Grades 1 – 7 Transfers**	[ ]
6	**Proof of Residential Address**	Municipal services utility account, formal lease agreement, or official letter from Tribal Authority.	**Mandatory (Feeder Zone)**	[ ]
7	**Legal Guardianship / Court Order**	Court appointment, foster care order, or formal affidavit if the applicant is not a biological parent.	**Where Applicable**	[ ]
8	**Two Passport-Sized Photographs**	Recent color passport-format identity photos of the learner for administrative registry.	**Mandatory (All Grades)**	[ ]
9	**Completed Application Form**	Signed and dated Hillbrow Primary School Application for Admission with declaration.	**Mandatory (All Grades)**	[ ]

Admissions Verification Officer: _____

Date Verified: _____ / _____ / 2026

Official Office Stamp: