



2023

LEARNER INFORMATION FORM

ALL GRADES

Thank you for your interest in Allen Glen High School. This form must be completed by parents / legal guardians / caregivers who wish to enrol their children at Allen Glen High School for the 2023 academic year.

- E-mailed forms are not accepted for 2023 Admissions.
- This form may not be returned to the school via a learner currently attending Allen Glen High School.
- A receipt needs to be issued when handing in your application, so please do not drop it off with security or any other person.
- Incomplete forms will not be accepted.
- Attendance at a local primary school, working and/or living in the area and/or having a sibling at Allen Glen High School does not guarantee automatic enrolment.
- Placement is based on space availability.

When submitting this Information Form, please ensure that copies are certified, alternatively present the original supporting documents to the Admissions Secretary.

Enquiries: Ms T. Ngcobo, Admissions Co-ordinator

Telephone: 011 475 4971 or email admissions@allenglenhs.co.za

SUPPORTING DOCUMENTATION SUMMARY		RECEIVED	OUTSTANDING
NAME OF LEARNER: _____ GRADE APPLYING FOR: _____ ONLINE REFERENCE NUMBER: _____ (ONLY APPLICABLE FOR GRADE 8 APPLICATION)			
TWO Recent ID size photographs of the learner . . .			
A Certified Copy of learner's birth certificate or ID			
A Certified Copy of most recent school report			
TWO Certified Copies of both parents/guardians/ caregiver ID DOCUMENTS			
A Certified Copy of the COURT ORDER GRANTING GUARDIANSHIP (if applicable)			
A Certified Copy of the Divorced Agreement & Maintenance Agreement (where applicable)			
In case of a deceased parent: A certified copy of the DEATH CERTIFICATE			
A Certified Copy of Residential address (Recent Municipal Water & Light Account)			
A Certified Copy of proof of work address e.g., Company Letterhead			
NON-SOUTH AFRICAN LEARNERS: IMPORTANT NOTICE: In terms of the Immigration Act No.13 of 2002 regulation, dated 22 May 2014, Section 12(1)(a) The annual school fee amount will be due and payable on confirmation of your child's acceptance to Allen Glen High School, to facilitate the learner's application for a valid study visa at Allen Glen High School.			
Certified Copies of a valid passport for the learner			
Certified Copies of a current study visa for the learner			
Certified Copies of the parents' valid passports / valid visa			

LEARNER INFORMATION

Full names			
Surname			
Preferred Name			
ID number			
Nationality	South African	OR	Other:
Passport number			
Gender	Male	OR	Female
Ethnicity			
Home Language			
Language of instruction			
Other Language			
Dexterity	Right-handed:	Left-handed:	Ambidextrous:
Learner cellphone number			
Learner email address			
Address where learner resides			
Previous School attended			
Previous Grade			
Do you receive a social grant?	Yes	No	
Sporting involvement			
Cultural involvement			
Deceased Parents (if applicable)	Mom Only	Dad Only	Both parents deceased
Family Status	<ul style="list-style-type: none"> • Parents Married: • Parents Divorced: • Single Parent: • Biological parent & step-parent: • Foster care: • Grandparents: 		
Who does learner reside with?	Both Parents / Mom Only / Dad Only / Legal Guardian Other:		

SIBLINGS CURRENTLY ATTENDING ALLEN GLEN HIGH SCHOOL (living in the same household)	
Name & Surname (1)	
Name & Surname (2)	
Name & Surname (3)	
Name & Surname (4)	

MEDICAL & HEALTH DETAILS OF THE LEARNER & EMERGENCY CONTACT DETAILS	
Medical aid number	
Medical aid provider	
Main Member	
Doctors Name	
Doctors contact number	
Preferred Clinic or Hospital	
Chronic illness	
Allergies	
Physical Disabilities	
Neurological Disabilities	
Academic Difficulties	Reading English Language Mathematics

Next of Kin information:	
Name & Surname	
Contact number	
Alternative contact number	
Relationship to learner	

1st PARENT/GUARDIAN / SPONSOR INFORMATION

PERSONAL INFORMATION											
SURNAME											
FIRST NAMES											
INITIALS											
TITLE											
HOME ADDRESS	WORK ADDRESS				POSTAL ADDRESS						
NAME OF COMPANY											
OCCUPATION											
POSITION HELD											
MAIN CONTACT (RECEIVE SCHOOL SMS'S)											
TELEPHONE (HOME)											
TELEPHONE (WORK)											
TELEPHONE (CELL)											
TELEPHONE (FAX)											
EMAIL ADDRESS (WORK)	@										
EMAIL ADDRESS (HOME)	@										
ID NUMBER											
DATE OF BIRTH											

SPOUSE OR 2nd PARENT/GUARDIAN/ SPONSOR INFORMATION

PERSONAL INFORMATION												
SURNAME												
FIRST NAMES												
INITIALS												
TITLE												
HOME ADDRESS	WORK ADDRESS	POSTAL										
EMPLOYER NAME												
OCCUPATION												
POSITION HELD												
TELEPHONE (HOME)												
TELEPHONE (WORK)												
TELEPHONE (CELL)												
TELEPHONE (FAX)												
EMAIL ADDRESS (WORK)	@											
EMAIL ADDRESS (HOME)	@											
ID NUMBER												
DATE OF BIRTH												

UNDERTAKING BY PARENTS / GUARDIANS / SPONSOR

1. I/We hereby apply to have the child whose name appears on this form registered as a learner at Allen Glen High School and confirm that he / she complies with the basic criteria.
2. I/We hereby certify that I/we have legal custody and / or guardianship in respect of the above-named learner.
3. I/We undertake to adhere to the school rules and disciplinary code and to the various alterations in the rules and disciplinary code that may be made from time to time.
Furthermore I/We agree to:
 - 3.1 To conduct ourselves in a way that does not harm the school's reputation or embarrass staff members or learners.
 - 3.2 Not to exhibit disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
 - 3.3 That the use of loud/or offensive language, swearing, cursing, using profane language or displaying temper is prohibited.
 - 3.4 Not to threaten to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent / carer, or learner regardless of whether or not the behaviour constitutes a criminal offence.
 - 3.5 Not to make use of abusive or threatening emails or text/voicemail/phone messages or other written communication.
 - 3.6 Not to make use of defamatory, offensive, or derogatory comments regarding the school or any of the learners/parents/staff, at the school, on Facebook or other social media. Any concerns that I have must be made through the appropriate channels by speaking to the Grade Supervisor or Principal, so that all concerns can be dealt with fairly, appropriately and effectively for all concerned.
 - 3.7 That the use of physical aggression towards another adult or child is prohibited. This includes physical punishment against my own child on school premises.
 - 3.8 That I may not approach someone else's child to discuss or chastise them because of the actions of this child towards my own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
 - 3.9 To apply self-constraint and show respect, courtesy and tolerance towards each other, educators, learners, fellow spectators, coaches, referees, judges, and opponents.
 - 3.10 Not to intimidate Educators, participants, coaches, referees, or judges.
 - 3.11 To conduct ourselves in accordance with the code of ethics required by a particular cultural activity or sporting code.
 - 3.12 That physical violence, defamatory and offensive language or indecent signs during spot matches, or other activities, is strictly prohibited.
 - 3.13 To refrain from making negative remarks or using improper language when interacting with referees, other officials, judges, players, or their opponents' supporters.
 - 3.14 When attending any activity of the school we shall comply with the requests and arrangements of the school concerned and / or the organisers.
 - 3.15 That the use of alcohol and illegal drugs during any school activity is strictly prohibited.
 - 3.16 That no weapons or dangerous objects may be brought onto the school grounds, unless intended for official work purposes, such as in the case of SAPS officers.
 - 3.17 That parents may only smoke in the designated smoking areas, and only if this does not interfere with the learners' education or activities. Consult the school's smoking policy, which stipulates the designated smoking area.
 - 3.18 That Parents, supporters and spectators, are requested to maintain the indicated distance from the side lines of any particular sports field or court, and not to go into the play area or any other demarcated area on the school grounds or during an activity.

Parent Initials		
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- 3.19 Keep school grounds neat and tidy, as littering is prohibited.
4. I/We undertake to ensure that my / our child is familiar with the school's Learner Code of Conduct.
 5. I/We understand and confirm that the Principal or any person duly authorised, will act in loco parentis in any matter and at any time during which I/we have entrusted my/our child to the care to the school.
 6. I/We understand that while every reasonable effort will be made to prevent losses or damage to learners' clothing and equipment, the school cannot be held liable for such.
 7. I/We undertake to reimburse the school for any damage to property that may be caused by my/our child.
 8. I/We undertake to give notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have.
 9. I/We agree that my/our child be permitted to undertake group psychometric test which have been approved by the Director of Education.
 10. I/We agree that my/our child may be offered counselling by the School Social Workers, at Allen Glen High School. Should I/we wish to take advantage of this opportunity, I/we shall inform the school in writing.
 11. I/We agree that my/our child will attend school daily and will only be absent on medical reasons.
 12. I/We undertake to inform the Principal of our child's / children's absence from school and declare that I/we are prepared to produce a medical doctor's certificate if/when required.
 13. I/We understand that the school reserves the right to verify all information supplied to it via this application. In the event of fraudulent documents submitted, the school reserves the right to lay a criminal charge of fraud against any of the parties to this application.
 14. I/We accept the responsibility of the learner's transport to and from school.
 15. I/We undertake to support the School's Constitution and Policy of Admission, as defined and implemented by the School Governing Body.
 16. I/We understand that smoking and the use/abuse of any banned / illegal substance, or alcoholic beverage, in school uniform or on the school premises is an infringement of the School rules and will not be tolerated under any circumstances.
 17. I/We hereby consent to receiving communication from Allen Glen High School via various communication channels to ensure that I/we receive information on school related activities, events, news and other important school notices.
 18. I/We hereby consent to my/our child's photograph being used by Allen Glen High School (with or without the child's name) in various marketing and communication-related activities, brochures and communication platforms including but not limited to the annual School Magazine, a newsletter, the D6 School Communicator, Facebook, Twitter, the School Prospectus, press releases and external media reports.
 19. I/We understand that the school stores names, contact details and other information related to the parents/guardians and the learner.
 20. This commitment in its entirety will be valid from the day on which it is signed by the parent/legal guardian/caregiver to the day on which the learner officially leaves the school.

Parent		
Initials		

I hereby declare that the information which I have recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designate, permission to check and confirm any of the details listed by me. I understand that should any of the information supplied by me is found to be false action may be taken against me, as per point 13, on page 7 of this document.

I further declare that I am the Parent/Legal Guardian of the child and am entitled to sign this document and shall be bound hereto both as Parent/Legal Guardian, and in my personal capacity.

Signature Parent (1) /Legal Guardian

Print Name

Date

ID number _____

Signature Parent (2) /Legal Guardian

Print Name

Date

ID number _____

**SCHOOL FEE INFORMATION:
ALLEN HIGH SCHOOL IS A FEE-PAYING SCHOOL**

LEGISLATION OF PUBLIC-SCHOOL FEES:

Public school fees are a statutory duty in terms of the South African Schools Act and not a contractual duty. Furthermore, the issue of whether a particular parent admitted the child to Allen Glen High School or signed an admission form is irrelevant to their liability.

Moreover, the South African Schools Act's wide definition of parents in terms of Section 1 is designed to ensure that public schools do not become embroiled in disputes between parents, and that both parents are jointly and severally liable for the payment of school fees.

A Divorce Order and/or Maintenance Agreement is not binding on third parties but only between the divorcing parties. To this end, a maintenance agreement cannot be enforced on Allen Glen High School being a third party.

The interpretation that burdens both parents with responsibility for school fees is consistent with the injunction in Section 28(2) of the Constitution that a child's best interest is of paramount importance in every matter concerning the child.

School Fees are levied in terms of Section 38 and 39 of the South African Schools Act No. 84 of 1996. In terms of Section 40 of this Act, parents have a legal obligation to pay school fees. The School does not have to enter into a contract with parents/legal guardians/caregivers to pay school fees.

IMPORTANT INFORMATION:

1. Payment of school fees is a statutory duty; which a learner's parents/legal guardians/caregivers must pay. The parents/legal guardians/ caregivers are jointly and severally liable unless and to the extent of them being exempted.
2. The Schools Governing Body has the authority to charge compulsory school fees.
3. In order to enforce the payment of school fees as a statutory duty, all monies received by the school will be allocated to the oldest outstanding school fees first.
4. School fees are due and payable annually, in advance, at the beginning of each school year and such payment is compulsory to the extent that an exemption from payment of school fees has been granted.
5. However, purely in order to reduce the financial burden on parents, TEN OR ELEVEN EQUAL INSTALMENTS, commencing January and ending October / November of each academic year will be acceptable.
6. Alternative payment dispensations will be allowed as presented and approved by the School Governing Body's Finance Committee, subject to the clear understanding that:
 - These undertakings in no way change the fact that the payment of school fees is a statutory duty and not a voluntary agreement, particularly not a credit agreement as defined in terms of the National Credit Act No. 34 of 2005.

Parent Initials		
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- Should parents/legal guardians/caregivers' default and fail to pay any single instalment by the due date, the full amount that is outstanding will immediately become due and payable.
7. The School Governing Body may, by process of law, enforce the payment of school fees by parents/legal guardians/caregivers in terms of The South African Schools Act No. 84 of 1996, Section 40 and reserves the right to:
- Hand over defaulting parents/legal guardians/caregivers, irrespective of any Maintenance and/or Court Orders which may exist between the parties, to a third-party collector.
 - Share personal details of defaulting parents/legal guardians/caregivers with Allen Glen High School's appointed third-party debt collectors in an attempt to recover outstanding school fees.
 - List the defaulting parents/legal guardians/caregiver with the relevant credit bureau, in the event of any school fees due not being paid.
 - Claim that all legal costs – including interest, attorney/client fees and collection costs for the recovery of school fees – will be for the account of the parent/legal guardian/caregiver.
8. Exemption from school fees is available to qualifying parents in terms of the South African Schools Act No. 84 of 1996, Section 39:
- Exemptions are granted as stipulated in the Exemption Regulation Gazette No. 29311 dated 13th October 2006.
 - Parents who wish to be exempted from the payment of school fees must apply annually to the SGB.
 - A parent who wishes to be exempted from compulsory school fees for each individual learner must apply in writing by completing the Application form for Exemption of School Fees which is obtainable from the Finance Office during school hours (7:30 – 14:00)
 - According to the above Act, Exemption forms may only be handed out and returned by parents / legal guardians in person.
 - The income of both parents / legal guardians/caregivers, irrespective of their marital status or the maintenance agreement, is used in the calculation of exemption.
 - The exemption amount granted is based on the Gross Annual Income of both parents/legal guardians/caregivers and not affordability.
 - Exemption shall be denied should any information supplied be found to be **false or untrue**.

Parent Initials		
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IMPORTANT NOTICE:

According to the Exemption Regulation, dated 18 October 2006, Non-South Africans fall into 2 categories. Those who have citizenship and those who don't. A person with citizenship has green South African ID book and may apply for exemption. Parents and learners with Refugee status, may also apply for exemption. Parents and learners who have work & study permits may not apply for exemption, as they would have had to prove to the Department of Home Affairs, that they have medical aid and sufficient funds to pay for educational fees. All valid & current statutory documentation must be supplied at the time of application.

9. The School or its appointed agent, may carry out a tracing or a credit enquiry on the parents/legal guardians/caregivers.
10. The parents/legal guardians/caregivers are OBLIGED to notify the school in writing of any change of personal income.
11. The legislation of school fees will be valid from the day on which the learner is admitted to Allen Glen High School to the day on which the learner officially leaves the school.

Signature Parent (1) / Legal Guardian
ID number _____

Print Name

Date

Signature Parent (2) / Legal Guardian
ID number _____

Print Name

Date

ANNEXURE A

**SOUTH AFRICAN SCHOOLS ACT, NO. 84 OF 1996
REGULATIONS FOR THE EXEMPTION OF PARENTS FROM PAYMENT
OF SCHOOL FEES**

CHECKLIST FORM

(MARK WITH A CROSS IN APPLICABLE BOX)

1.	Were you informed about the amount of the annual school fees to be paid? <i>(See Fees at a Glance current year. New fees only to be established at Annual General Meeting yearly)</i>	YES	NO
2.	Were you informed that you are liable for the payment of school fees unless you are totally exempted from paying school fees? <i>(As per Agreement signed in respect of School Fees)</i>	YES	NO
3.	Were you informed about your right to apply for exemption from paying school fees? <i>(As per Information re School Fees signed by yourself)</i>	YES	NO
4.	Do you wish to apply for such exemption? This is not the exemption application form.	YES	NO
5.	Do you wish to be assisted in making such application?	YES	NO
6.	Were you provided with the forms for application for exemption? <i>(Forms only available from beginning of each year)</i>	YES	NO

NAME OF LEARNER: _____

GRADE: _____

NAME OF PARENT: _____

SIGNATURE OF PARENT_____
DATE

SIGNED FORM TO BE RETURNED TO FINANCE DEPARTMENT IMMEDIATELY

EXEMPTION APPLICATION FORMS ARE AVAILABLE FROM THE FINANCE OFFICE



Debit Order Authority

Given by (ACCOUNT HOLDER)

Account type:

Account number:

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Name:

Surname:

Tel Number:

Bank:

Account Nr:

Branch code:

Address:

Amount:

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Date:

To (BENEFICIARY DETAILS)

Name:

Abbreviated Name:

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Contact Number:

Address:

This signed Authority and mandate refers to our contract to our contract dated _____

I/We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on and continuing until this Authority and Mandate is terminated by me/us by giving you one calendar's month notice in writing

The individual payment instructions so authorised to be issued must be issued and delivered monthly (on the first day of every month)

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very next ordinary business day.

I/We understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African Banks. I also understand that details of each withdrawal will be printed on my bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the Agreement. This number must be added to this form in Section E before the issuing of any payment instruction

A. Mandate

I/We acknowledge that all payment instructions issued by you shall be treated by my/our abovementioned Bank as if the instructions have been issued by me/us personally.

B. Cancellation

I/We agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you

D. Assignment

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

E. The Agreement reference

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Signed at _____ on this _____ day of _____

SIGNATURE OF ACCOUNT HOLDER

Date:

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DECLARATION BY PARENT/GUARDIAN

IN THE EVENT OF ONLY ONE PARENT / GUARDIAN, AND THE WHEREABOUTS OF THE OTHER PARENT IS NOT KNOWN

TO: FINANCE DEPARTMENT

I, Mr/Mrs/Ms _____ ID Number: _____,

the parent of _____ (Name of Learner) declare that I do

not know the whereabouts of the biological Father/Mother (Parent)/Guardian 2)

and that he/she is not responsible for any school fees.

SIGNED : _____

PRINT NAME : _____



SCHOOL FEE STATEMENT OPTIONS:

Please tick your preferred method of receiving statements. Should you elect to receive an emailed version only, kindly ensure that your email address/es are updated on a regular basis with **BOTH the Finance and Admin Departments.**

PAYMENT OPTIONS:

e-mail address

1.	Email statement only		
2.	Email AND printed statement		
3.	Printed statement only		

SCHOOL FEE PAYMENT OPTIONS:

	10 equal monthly payments		Monthly Debit Order
	11 equal monthly payments		Monthly EFT payment
	Once-off payment of full annual amount		Monthly Cash payment