

HILLCREST HIGH SCHOOL



APPLICATION FOR ADMISSION OF A LEARNER - 2022

CLOSING DATE FOR APPLICATIONS: 14 May 2021

Amended Sept 2020

APPLICATION APPROVAL SIGN OFF

Front office documentation complete – Sign off		SMT Admissions - Sign off	
Finance / Fees - Sign off		Final Approval SMT – Sign off	

For office use: DATE: APPLICATION RECEIVED: DATE: LETTER SENT

ADMISSION DATE		GRADE		COPY OF RULES	
ADMISSION / ACC No.		COPY OF B.C.		DEPOSIT RECD.	

PLEASE NOTE: A PUPIL WILL NOT BE ADMITTED INTO THE SCHOOL WITHOUT ALL THE RELEVANT DOCUMENTS BEING SIGNED AND RETURNED TO THE SCHOOL WITH THIS APPLICATION FORM

** This form must be completed in full by the learner's parents. PARENT means the parent or guardian of a learner; the person legally entitled to the custody of the learner; or the person who undertakes to fulfil the obligations of a parent, guardian or legal custodian towards the learner's education at school.*

LEARNER INFORMATION

NB. THE NAMES REFLECTED ON THE BIRTH CERTIFICATE ARE THE ONLY NAMES WE ARE PERMITTED TO USE FOR THE LEARNER.

1. Surname: First Names:

Initials: ID number

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Date of Birth: dd/mm/yyyy..... Home language: Gender:

Grade applied for: Highest grade passed: Year in which grade passed:

Last school attended:

2. Person to receive the report:
 Title Initials Surname

Relationship to the learner: Who does the learner live with?

3. Does the learner have a brother or sister at Hillcrest High School? If yes, full name:

4. Where did you hear about Hillcrest High School?

Newspapers Advertisements Your child's school You are already a parent

5. Residential address: (domicilium citandi et executandi)

.....

..... Postal Code: Home telephone:

ENROLMENT AGREEMENT

1. I/we the undersigned declare that the above particulars are to the best of my/our knowledge correct.
2. **I/We acknowledge that false / incomplete/ fraudulent documents / fraudulent signatures / non – divulgence of details on this application can result in the cancellation of my/our application, even if my/own child has been accepted /is attending school.**
3. I/we undertake to:
 - a) ensure that my/our child/ward attends school regularly.
 - b) **ensure that my/our child/ward complies with the rules and regulations of the School, of which I am/we are aware.**
 - c) pay all costs incurred for damage done or losses caused by my/our child/ward to school property, books and equipment.
4. I/we, further undertake to:
 - a) to furnish proof of the correctness of my/our child's age.
 - b) to inform the School in writing of any change of address or telephone number.
 - c) to inform the School in writing of any case of infectious illness in my/our household.
5. I/we agree that the Principal or an educator in control at the School may act in my/our place and consent to necessary treatment in the event of any injury or accident in which my/our child/ward may be involved. I/we agree that I/we shall be responsible for any medical expenses incurred as a result in full knowledge that this will not jeopardise any claim which I/we or my/our child/ward may have against the Department of Basic Education arising out of such incident.
6. I/we agree that I/we am/are in receipt of a copy of the School's Code of Conduct and I/we agree that my/our child/ward will be required to act in accordance with the Code of Conduct. I/we agree that I/we are aware thereof that conduct on the part of my/our child/ward set out below may, after due process result in disciplinary action which may lead to his/her expulsion from school.
7. I/we undertake to comply with the School Fee Collection Policy which I/we confirm I/we have read and understood, which Policy document I/we further undertake to complete and sign annually within 7 days of the commencement of the school year. I/we understand that arrear accounts may be handed over for credit bureau listing and to lawyers for recovery. I/we understand further that any costs incurred are for the account of the debtor. **If I/we fail to sign this Policy annually, the last completed and signed Policy document shall prevail subject to the right of the school to levy the current school fees.**
8. I/we acknowledge that:
 - (a) the School may, in terms of the National Credit Act No. 34 of 2005, hold and process by computer or otherwise any information obtained about the parent/s as a result of their liability for school fees.
 - (b) the School may conduct a credit enquiry and/or a credit information search about the parent/s with a credit information bureau, persons acting as their agent and/or other credit grantors.
 - (c) the School may transmit details of how the parent/s has/have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors for the purposes of making any credit risk management related decisions.
9. I/We as parent/s/guardian, and the applicant, accept that the information provided to the school was given voluntarily and that the school may:
 - 9.1 store the data in its files and electronic systems
 - 9.2 generate academic, attendance, behavioural and other school- related records.
 - 9.3 use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of the applicant at the school (including, but not limited to contacting parents; placing the applicant in class; entering him/her in exams, competitions, leagues and the like; updating the school roll and past learners register; and researching and reporting on school demographics or performance)

9.4 pass data on (including to the provincial and national education departments) when required to do so as part of data provision, school reports, testimonials and confidential reports, and for statistical or research projects, or when legally required to do so.

IMPORTANT NOTES

- A) **ENGLISH** is the medium of instruction.
- B) The following documents **MUST** be attached.

- 1. **COPY OF UNABRIDGED BIRTH CERTIFICATE**
- 2. **MOST RECENT SCHOOL REPORT & THE PREVIOUS YEAR END REPORT**
- 3. **COPY OF DURBAN METRO ELECTRICITY ACCOUNT / RATES CERTIFICATE/
TELEPHONE ACCOUNT AS PROOF OF RESIDENCE**
- 4. **COPY OF BOTH PARENTS' I.D. DOCUMENTS**
- 5. **COPY OF LATEST SCHOOL FEE STATEMENT FROM THE PRESENT SCHOOL.**

- C) **A SCHOOL FEE DEPOSIT OF R2000 WILL BE PAYABLE ON ACCEPTANCE OF THE LEARNER INTO THE SCHOOL. THIS AMOUNT WILL BE DEDUCTED FROM YOUR FIRST MONTH'S SCHOOL FEES.**
- D) **BEING CALLED FOR AN INTERVIEW DOES NOT NECESSARILY MEAN THAT THE LEARNER IS ACCEPTED INTO THE SCHOOL.**

Failure to comply with the above may result in delays in processing of the application.

ACCOUNT INFORMATION

School fees, essential to the running of the School, are, without exception, compulsory and are payable in advance. The sum of the fees is *approved* by the *parent body* and is directly related to the cost of running and maintaining the school.

Any deviation in the method of payment must be mutually agreed upon with the Fees and Admissions Committee.

- (i) In the event of a learner being removed from the School before the completion of Grade 12, **A FULL TERM'S NOTICE IN WRITING** shall be given to the Principal.
- (ii) Should such notice not be received by the Principal before the commencement of the learner's last term at the school, then the fees for the following term may, at the discretion of the Governing body, become payable in lieu of notice.
- (iii) In the event of a learner being unable to attend the School as a result of illness or incapacity for any length of time, no refund of any part of the fees will be considered for any reason whatsoever.

I/we choose as our *domicilium citadel et executandi* the physical address set out on the front page of this form, to which address the school may direct all notices, letters and any other important documents." **(N.B. I/we understand that should any document have been sent to me at the chosen address, in law I will have been deemed to have received such document, notwithstanding the fact the I/we may subsequently have moved from that address, unless I/we have advised the School, in writing, of the new address.)**

I/we, the undersigned, jointly and severally, undertake to pay all school fees levied by the Governing Body and to enter into the agreement relating thereto.

..... I.D. Number:

Signature of Biological Father/Guardian

..... I.D. Number:

Signature of Biological Mother/Guardian

NOTE

- 1. THIS APPLICATION FORM MUST BE SUMITTED BY ONE OF THE SIGNATORIES ABOVE.**
- 2. PLEASE INITIAL EACH PAGE OF THE CODE OF CONDUCT.**
PLEASE DO NOT DETACH CODE OF CONDUCT FROM THIS FORM.