

HIGHVELDPARKHIGH SCHOOL

Posbus 12148
SECUNDA
2302

Tel.: (017) 634 1119/48
Fax: (017) 632 2302



1 Trichardt Street
SECUNDA

E-mail: highveldparkschool@gmail.com

APPLICATION FORM 2023

SURNAME: _____
(ACCORDING TO BIRTH CERTIFICATE)

NAMES: _____
(ACCORDING TO BIRTH CERTIFICATE)

GRADE: _____
(FOR THE YEAR 2023)

OFFICE USE ONLY

The following documents **MUST** accompany the application form

Admin No	
Class	
Receipt No	
Hostel Accommodation	

Unabridged Birth Certificate (Certified Copy)	
Birth Certificate	
Students Identity Document (Certified Copy)	
Report (Latest)	
School	
Immunisation (Clinic Card)	
3 x Identity photo's (Passport)	
Proof of Residential Address (Water and Lights Account)	
Certified Copy Identity Document – (Father)	
Certified Copy Identity Document – (Mother)	
Marriage Certificate / Verification of Cultural	
Certified Copy Identity Document – (Male)	
Certified Copy Identity Document – (Female)	
Copy of last Bank Statement	

NOTE: Receiving application form does not mean your space is reserved for 2023.

NB: CLOSING DATE: 29 JULY 2022

PLEASE READ PAGE 1 - 6 FOR IMPORTANT INFORMATION

NB: PLEASE TAKE NOTE OF THE FOLOWING:

ANNEXURE "A"(also refers to paragraph 21 of liability agreement)

HIGHVELD PARK HIGH SCHOOL HAS NOT BEEN DECLARED AS A "NO FEE" SCHOOL IN TERMS SECTION 39(7) OF THE SA SCHOOLS ACT. PARENTS/GAURDIANS MUST THEREFORE PAY THE SCHOOL AS DETERMINE BY THE GOVERNING BODY OF HIGHVELD PARK HIGH SCHOOL AND SCHOOLS ACT

- PREFERENCE WILL BE GIVEN TO STUDENTS IN OUR FEEDERSCHOOL.
- STUDENTS OF PARENTS LIVING OUTSIDE THE FEEDER AREA WILL ONLY BE CONSIDERED SHOULD THEY MAKE USE OF THE SCHOOL HOSTEL FACILITIES.

LANGUAGE POLICY OF THE SCHOOL

- ENGLISH HOME LANGUAGE AND AFRIKAANS FIRST ADDITIONAL LANGUAGE AND IT MUST BE INDICATED ON THE LEARNER PREVIOUS REPORTS.

NON-SOUTH AFRICAN CITIZENS WILL REQUIRE TO PRIVIDE THE SCHOOL WITH THIS DOCUMENT:

- WORK PERMIT
- RESIDENCY PERMIT
- STUDY PERMIT OF THE STUDUNT/s

CORRESPONDECNE INFORMATION

**Department of Education
Highveld Ridge East
Telephone Number: 017 631 1746**

Circuit Manager: Mr Molepo

**Address: 1ST
Horwood Street
Secunda**

**Postal: Private Bag X9059
Secunda
2302**

IMPORTANT INFORMATION FOR PROSPECTIVE NEW PARENTS

ALL SUCCESSFUL APPLICANTS FOR JANUARY 2023 WILL BE NOTIFIED BY SMS MESSAGE ON OR BEFORE FRIDAY 28 OCTOBER 2022. It is your responsibility to provide a correct number for sms. Should your number change, kindly inform the school in writing. (Your Name, Students Name, Reference Number and Correct Contact Number as reference.)

Please Note: *All sections of this form must be completed in full
Please print clearly and legibly.
Applications must be returned to Highveld Park High School.
No faxed, e-mailed or posted applications will be accepted.
Students will receive tuition in English and must therefore
Have completed the current year's studies in English Home
Language and have Afrikaans as a 1st Additional Language.*

**Applications will be dealt with between 09h00 and 12h00 ON
MONDAY TO THURSDAY ONLY**

**PLEASE TAKE NOTE OF THE FOLLOWING:
TO ALL PROSPECTIVE GRADE 9, 10 AND 11 PARENTS FOR THE ACADEMIC YEAR 2022.**

Due to the limited number of students per class, your application is not guaranteed for acceptance in 2023. Preference will be given to existing students of Highveld Park High School. The School can only accommodate 42 students per class (168 per grade).

All applications will be informed of the outcome of the application, via sms. Kindly ensure all cellphone numbers are correct. It is your responsibility to ensure that these contact details are correct.

PARENTS APPLYING FOR ADMISSION OF STUDENTS, MUST HAND IN A COMPLETED APPLICATION FORM WITH THE REQUIRED SUPPORTING DOCUMENTS IN PERSON. NO APPLICATIONS WILL BE ACCEPTED FROM A STUDENT.

NEW LEARNERS

R20.00 WILL BE CHARGED FOR APPLICATION FORMS TO COVER ADMINISTRATIVE COSTS.

With the completed application form R1800.00 school fees is payable in advance, upon acceptance of your completed application for all new learners. This R1800.00 is towards school fees for the first payment (January 2023).

Should your child NOT be accepted or your child NOT PASS his/her current grade, they will not be accepted for the following year this money will be refunded to you.
Any money owed to you will be refunded via electronic transfer only. It is your responsibility to ensure that the banking details given below are correct.

Should you withdraw your application before close of school on 15 December 2022 NO FEES will be charged. After this date there will be a 50% admin fee charged.

DOCUMENTS AND LEGAL INFORMATION

NB:

PLEASE READ ALL THE INFORMATION BELOW AND MAKE SURE ALL PAGES ARE INITIALLED BY BOTH PARENTS IN THE SPACES PROVIDED ON EACH PAGE.

PLEASE BE REMINDED THAT IT IS A CRIMINAL OFFENCE TO SIGN OFF ON A FALSE DECLARATION.

A: NEW APPLICANT INFORMATION

No application will be considered without all the following documents

Certified copies of all the following documents must be submitted with all applications:

- Certified copy of Original Birth Certificate
- Certified copy of Learner's **Unabridged Birth Certificate** (full birth certificate stating names and I.D. numbers of both parents (mother and father). Can be obtained from any office of Home Affairs.
- Copy of Proof of immunisation (Immunisation card/clinic card/ doctor's letter as proof of immunisation).
- Copy of Proof of residential address e.g. original water and electricity account. (Not older than 3 months) for each parent/guardian if not at the same address.

Three recent passport/identity photos of prospective learner (No other photo's are acceptable.

- Most recent, **original** school report. The final report must be submitted on the first school day of 2023. Students must have passed the grade.
- Copies of both of the parents / guardians / care givers identity documents.
- Certified copies of identity document for both parent. And however who's going to be responsible for school fees, if not the parent.
- Copy of Marriage Certificate/Verification of Cultural Marriage.
- Legal Guardianship Proof of appointment by Court. Documentation to be submitted.
- Caregivers to have affidavit from BOTH parents.
- Copy of most recent Bank Statement (***not older than 3 months***) of person responsible for school fees.
- Should your child be accepted to the school and you make alternative arrangements after, please notify the school in writing immediately.

DOCUMENTS AND LEGAL INFORMATION

Please fill in your banking details below:

Name of account holder: _____

Name of bank: _____ Type of Account: _____

(Cheque/ Savings/Transmission)

Account Number: _____

Branch Number/Name: _____

Cellphone number of account holder: _____

B: LIABILITY AGREEMENT

I/We, the undersigned

FULL NAMES: PARENT(S)/GUARDIAN(S)/CAREGIVER(S)

1. _____

2. _____

Physical address: _____

_____ *(chosen comiciliumcitandi et executandi)*

Work address: _____

_____ *(chosen comiciliumcitandi et executandi)*

Request that my child(ren)/ward be admitted as a learner of Highveld Park High School and declare and confirm as follows:

- 1. That I/We am/are the parent(s) or guardian(s) or caregiver(s), for the under-mentioned child(ren) and the person responsible for this account:**

(Full names and surname of the child(ren))

1.1 _____

1.2 _____

1.3 _____

- 2. This liability agreement in its entirety will be valid from the date it is signed until the day the child(ren) leaves the school, unless there is a dispute pending in which event the agreement will be valid until the dispute is resolved or the matter has been finalised in Court, or any arrears in terms of this agreement has been paid in full.**

- 3. That I/we accept all rules, regulations and policies procedures of the school and will adhere to it at all times.**

- 4. I/we understand that the school will and cannot be held responsible and liable for any losses and/or any damages to the property of my/our child(ren), or my/our property, or any other damages caused in any way.**

5. I/we undertake to reimburse the school for any damages caused to the school's property by my/our child(ren) within 7 (SEVEN) days from date of receipt of a quotation in this regard.
6. In terms of Section 39 of the South African Schools Act, both Parent(s) / Guardian(s) / Caregiver(s) are liable to pay school fees.
7. Therefore, I/we, jointly and severally, undertake to make punctual payments of any school fees, which may from time to time be decided upon by the School Governing Body. Parent(s) / Guardian(s) / Caregiver(s) are jointly and severally liable for payment of school fees irrespective of their marital status. Both parties will be sued, irrespective of maintenance court orders between the parties. Liability herein also arises on a contractual basis, based on this liability agreement.
8. In terms of Sections 40 and 41 of the South African Schools Act, the school may enforce payment thereof against both Parent(s) / Guardian(s) / Caregiver(s).
9. The first payment for school fees for the year is due on or before the 5th day of February every year, excluding payments made with application.
10. I/we understand that if my/our account is in arrears it will be handed over to the school's Attorney(s) for legal action in which case I/we will be held liable for *mora* interest and costs. I/we hereby consent to said legal costs on a scale as between Attorney-and-Client.
11. That any correspondence, notices, pleadings or any other documents by the Governing Body, their Attorney(s) or any other school staff, be addressed to my/our above-mentioned residential or work address and I/we regard the said addresses as my/our chosen *domicilium citandi et executandi*.
12. I/we consent that the school and/or their Attorney(s) may conduct an enquiry and/or information search credit bureau and/or tracer should it become necessary.
13. I/we consent that the school or their Attorney(s) may transmit details on how I/we have handled this account, including with the credit bureau, and share such information with other credit grantors.
14. A certificate by the Treasurer of the Governing Body which shows the outstanding amount and or balance due by myself/us will be regarded as sufficient proof of the amount due by myself/us for purposes of an application for Summary Judgement and or any other legal process or purpose.
15. Parent(s) / Guardian(s) / Caregiver(s) who are unable to pay school fees may apply for exemption of these fees in accordance with criteria and procedures set down by the South African Schools Act.

16. No amendment, alterations and or postponements regarding the aforesaid payment of any monies due, will be of any force and effect unless it is in writing and signed by both

17. After an account is handed over, payments should be made at the Attorney(s) office on the arrears. I/ we understand that should I/we make payments on these arrears, handed over account directly to the school, it will be allocated towards current school fees. If I/we don't have children in the school at that stage, my/our payment made to the school will be paid over by the school to the Attorney(s) and I/we will still be held liable for the interest and costs mentioned in paragraph 10 (TEN) above.

18. I/we undertake to give 1 (ONE) calendar month written notice before I remove my child(ren) from the school, failing which I/we will be held liable for a full month's school fees, that serves as notice.

19. I/we undertake to inform the school of any change of information on this form, for the duration of my/our child(ren)'s enrolment at the school.

20. I/we undertake to provide the school with proof of payment after each electronic transfer or cash payment to assist the school in allocating the funds. Should I/we fail to adhere to this and the account be handed over, I/we will be responsible for the legal costs involved.

21. I/we have read annexure "A" attached hereto, of which the content should be incorporated and read together with this liability agreement.

22. I/We hereby take note that the buildings and grounds are being monitored by CCTV surveillance and that I/we consent that the footage thereof may be used against me and/ or my child(ren) in any proceedings.

I/we confirm that I/we have read this agreement and annexures, I/we acknowledge and understand this agreement and the financial and legal implications. I/we furthermore confirm that I/we signed this agreement voluntarily.

SIGNED AT: SECUNDA ON THIS _____ DAY OF _____ 20_____

SIGNATURE: PARENT(S) / GUARDIAN(S)/ CAREGIVER(S)

WITNESSES:

1. (FATHER/STEPFATHER) _____

1. _____

2. (MOTHER/STEPMOTHER) _____

2. _____

3. (GUARDIAN(S) / CAREGIVER(S)) _____

NOTE: SIGNITURE OF BOTH PARENT(S) / GUARDIAN(S) / CAREGIVER(S) REQUIRED!

SIGNED AT:SECUNDA ON THIS _____ DAY OF _____ 20____

SIGNATURE: PRINCIPAL

1. **(SCHOOL PRINCIPAL)** _____

WITNESSES:

1. _____

2. _____

MEDICAL INFORMATION

NAME OF DOCTOR: _____

DOCTOR'S TELEPHONE NO: _____

MEDICAL AID FUND: _____

MEMBERSHIP NO.: _____

IMMUNISATION

On application for admission, (as per the National Education Policy Act 27 of 1996), a parent must show proof that the learner has been immunised against the following communicable diseases: Polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

If your child suffers from any handicaps, physical disabilities, medical problems or learning problems that may affect his / her school work or participation in physical activities, please state below:

EXTRA CURRICULAR ACTIVITIES:

Please state below all sports or cultural activities your child currently participates in or wishes to participate in:

GENERAL INFORMATION

I. ASSISTANCE

In a community school we sometimes require assistance from parents. Should you have any skill, which may be of use to the school please state below?

II. GENERAL

Please supply any further information that is relevant.

III. HOSTEL ACCOMMODATION

Boarding facilities are available on the school premises. Boarding is from Monday to Friday. Would you like an application form?

YES	NO
-----	----

Hostel Boarding requires a 2 term Notice to remove your student from the hostel, excluding the first term.

(APPLICATION FORMS AVAILABLE AT SCHOOL)

	INFORMATION OF MALE	INFORMATION OF FEMALE
EMPLOYER		
OCCUPATION (SPECIFY NATURE)		
CONTROL NO / EMPLOYEE NO:		
EMPLOYER'S ADDRESS:		
VEHICLE REGISTRATION NUMBER		
BANK		
ACCOUNT NUMBER		

MARITAL STATUS (Tick appropriate block)		DATE:	
Single / Never been married		Married in community of Property (COP)	
Divorced		Out of community of property (ANC) – Contract	
Widowed		Out of community of property – with application of accrual system	
		Customary Marriage (Date: _____)	
		Marriage according to Muslim / Islamic / Hindi rites	
		Civil Union (With Contract _____) (With Contract _____)	

PARTICULARS OF FAMILY OR FRIENDS WHO CAN BE CONTACTED IN CASE OF AN EMERGENCY			
NAME	ADDRESS	KINSHIP / RELATIONSHIP	TELEPHONE NUMBER
1.			
2.			

NB: If the student is not living with the abovementioned adults please complete Section 3 (page 10,11 and 12)

	INFORMATION OF MALE	INFORMATION OF FEMALE
EMPLOYER		
OCCUPATION (SPECIFY NATURE)		
CONTROL NO / EMPLOYEE NO:		
EMPLOYER'S ADDRESS:		
VEHICLE REGISTRATION NUMBER		
BANK		
ACCOUNT NUMBER		

MARITAL STATUS (Tick appropriate block)	DATE:
Single / Never been married	Married in community of Property (COP)
Divorced	Out of community of property (ANC) – Contract
Widowed	Out of community of property – with application of accural system
	Customary Marriage (Date: _____)
	Marriage according to Muslim / Islamic / Hindi rites
	Civil Union (With Contract _____) (With Contract _____)

PARTICULARS OF FAMILY OR FRIENDS WHO CAN BE CONTACTED IN CASE OF AN EMERGENCY			
NAME	ADDRESS	KINSHIP / RELATIONSHIP	TELEPHONE NUMBER
1.			
2.			

LEARNER INVOLVEMENT

Name of student: _____

Grade in 2022: _____

Tick the relevant space

Academic Achievements for Current Grade:

Top 10	Best in a Subject	A – Average	B – Average	C – Average
		D – Average	E or less Average	

Leadership Achievements

Type of Leadership Achievement	Year
Head Girl / Boy	
Deputy Head Girl / Boy	
Prefect	
Class Leader / RCL	
Captain of Team	
Other	

Cultural Achievements:

Public Speaking	Revue	Choir	Eisteddfod	Drama
Green Cage	Dance	Other:		

Sport Achievements:

Athletics	Netball	Soccer	Cross Country	Hockey
Other:				

For information of Uniform stockist please complete:

<u>Description</u>	Size: X-Small / Small / Medium / Large / X-Large / XX-Large
Golf Shirt	
Black Sport Shorts	

As part of our Social Media outreach we as a school are proud of our learners achievements and would like it use your child(ren) photo to showcase the talent that we have at Highveld Park High School .

(Tick appropriate block)	
I parent/guardian <u>do</u> hereby grant permission	
I parent/guardian <u>do not</u> hereby grant permission	