



EBEN DÖNGES HIGH SCHOOL

PROCEDURE FOR APPLICATION ADMISSION FOR: 2021

1. You are required to complete section A and B of the enclosed admission form and hand it in at the school.
2. Please take note of the compulsory documents which must be attached to the completed application form.
No applications will be processed without all the necessary documentation.
3. As a result of the increasing number of learners in the school, we will only be able to accommodate a limited number of new grade eight learners in 2021. It is therefore important that you apply **BEFORE 17 MARCH 2020**. You may of course still submit an application after above-mentioned day; however this limits the chance of a successful application, even if you reside in the vicinity of the school.
4. Those residing within our area that plan to apply to other schools (e.g. a technical school) are strongly advised to apply to this school to so as to avoid disappointment.
5. The first screening process will take place before the end of May, followed by interviews. Parents will be notified telephonically regarding the date and time of interviews. If you **have not been invited** for an interview by the **end of the third term**, you can assume that **your application has been unsuccessful**.
6. Incomplete application forms will not be considered.

IMPORTANT

7. This school follows the calendar set by the Western Cape Department of Education.
8. Enrolment will be finalized only after a personal interview has been conducted with the learner and at least one of his/her parents or legal guardians.
9. The school has a merit bursary scheme for outstanding academic, sport and cultural achievements. Information is available at the office.
10. During the process of admission as well as the granting of discount on the payment of school fees, the concept of "nearest suitable school", are hereby strictly applied.

Please note: Fully completed application forms must be handed in at the secretary

The following documents must be attached to this form:

1. **TWO** copies of **ID document** or birth certificate of the learner **certified by the police**.
2. **Study Permit** by the Department of Home Affairs (Foreign Learners) **or** Proof of application to the Department of Home Affairs.
3. Copy of most **recent report**.
4. Proof of **residence** (telephone, municipality account).
5. Transfer form from previous school
6. Copy of **ID document of parents / guardians**.
7. **Pay slip** of both parents /guardians or proof of income
8. Attach proof if receiving a **Social Grant**

ADMISSION REQUIREMENTS AND CRITERIA

1. Christian values, norms and principles are fundamental to the education policy of the school.
2. No applicant who is two years older than the average age of a particular grade will be accepted. Learners applying for admission to the school for the first time must furnish the principal with a birth certificate and a reliable record of their scholastic achievement.
3. The principal may examine an applicant's language proficiency at his discretion before considering his/her application for admission. The principal's decision is final.
4. Applicants must have mastered the academic content of syllabuses in the previous grade. After due consideration the principal may require the student to submit to any test/s to this end and his decision on the applicant's eligibility is final.
5. Applicants will be expected to abide by the school policies, rules and traditions and accept the school code of conduct.
6. Applicants may not have any record of misconduct or of expulsion from other schools.
7. Applicants may not have any record of disruptive political activism at schools.
8. Applicants must have suitable transport between their homes and school so that school activities may be attended.
9. Preference will be given to learners from the immediate surrounding areas, which is the traditional feeder area of the school. Preference will also be given to applicants whose parents or legal guardians are owners or tenants of property within the feeder area of the school.
10. Learners who have been deemed by the principal and the School Governing Body to have participated in any organized school stay-away or disruption of classes will forfeit their privilege of admission and can be refused further attendance at the school.
11. Parents must undertake to honour the schools policies, rules, regulations and respect its vision, mission and goals.
12. Parents must fulfill their financial contractual obligations in paying all school fees and applicable levies. Should parents fail in this respect, the school Governing Body is authorized to take legal action to recover outstanding debts.
13. Parents must support all the schools' traditions, sport programmes, initiatives, etc.
14. The size of the school must comply with the maximum number of learners per class which can be accommodated by the school (including numbers per grade or groups like in Computer Rooms).
15. Problems or negative incidents must be brought to the attention of the principal or School Governing Body and not be reported to/or discussed with outsiders or the media. Positive suggestions and recommendations are welcomed and must also be channeled via the principal or the School Governing Body.
16. Parents endorse and acceptance all of the above conditions by signing an application form. They must ensure that their child/ren accept and comply with these requirements for the duration of their commitment to the school.
17. Parents undertake to function as contributing partners to the enhancement and development of the school.

EBEN DÖNGES HIGH SCHOOL APPLICATION FOR ADMISSION TO:

Grade: _____ **with effect from** _____ **Admission number:** _____ **Pastel no** _____

SECTION A

LEARNER INFORMATION

Full Name (First and Second) and Surname: _____
Date of Birth: Day _____ Month _____ Year _____ Gender: _____
Population group: (Mark with x) Black/African / Coloured / Indian/Asian / White
SA citizen : Yes / No ID number : _____ Permit number: _____
Current grade: _____ Year: _____ Current School: _____ **(Attach latest report)**
Name and grade of brother/sister at Eben Dönges : _____

PARENTS / GUARDIANS INFORMATION (Delete where not applicable)

PRIMARY PARENT

Parent type (mark with x): Biological / Parent adoptive / Parent Legal Guardian / Parent: Step / Parent : Other
If other, please state the type _____

Title: Mr / Miss / Mrs / Prof / Dr / Rev
First name : _____ Surname : _____
Date of birth : _____ Gender : Male / Female SA Citizen : Yes / No
Parent/guardian ID: _____ Passport/Permit No _____
Marital status: Married / single / Widow, Widower / Divorced / Never married
Parent / Guardian cell no : _____ Work no : _____
Email address : _____ Occupation : _____
Address type : Street / flat / farm / plot Employer : _____
Address : _____
*I choose this address as my **domicilium citandi et executandi** for all legal notices and/or any postage to be served.*

2ND PARENT / GUARDIAN PARENT

Parent type (mark with x): Biological / Parent adoptive / Parent Legal Guardian / Parent: Step / Parent : Other
If other, please state the type _____

Title: Mr / Miss / Mrs / Prof / Dr / Rev
First name : _____ Surname : _____
Date of birth : _____ Gender : Male / Female SA Citizen : Yes / No
Parent/guardian ID: _____ Passport/Permit No _____
Marital status: Married / Single / Widow, Widower / Divorced / Never married
Parent / Guardian cell no : _____ Work no : _____
Email address : _____ Occupation : _____
Address type : Street / Flat / Farm / Plot Employer : _____
Address : _____
*I choose this address as my **domicilium citandi et executandi** for all legal notices and/or any postage to be served.*

NEXT OF KIN

Name of next of kin (not spouse): _____
Address (Not postal address): _____
Home Telephone number: _____ Cell number: _____

FINANCIAL RESPONSIBILITY

Who is financially responsible for learner? _____
Address: _____
Contact details: _____
Do you receive a **Social Grant**? If yes, please attach proof.

GENERAL

Number of children in family: _____
This learner is the 1st, 2nd 3rd, etc. child in the family: _____
Tuition language of learner: _____

MEDICAL

Home Doctor: _____ Contact number: _____
Medical Aid: YES / NO If yes, Medical Aid number: _____
Any illness or medication which the school needs to know about: _____

CURRENT INVOLVEMENT

Mention the sport and team or specify activity in which he/she participated:
Sport: _____ Other : _____
Exceptional achievements already attained: E.g_Academic / Sport /Cultural: (Attach CV if necessary)
Leadership: (mention date): _____
Will your child be taking Music as a subject? **(YES/NO)**: _____
If **YES**, state which grade in music has been obtained: **GRADE:** ____ **YEAR** ____ **INSTITUTION** ____
Practical _____ Theoretical _____

BIBLE EDUCATION

Have you, as parent or guardian of the above-mentioned learner, any conscientious objection to him/her being present when instruction in Bible Education is given? (YES/NO): _____

DECLARATION

I, _____ legal ***parent/guardian** hereby certify that the information supplied in this application is in all respects true and correct and that I am the legal ***owner/tenant** of the property at the residential address supplied. **(*Circle which is applicable.)**

Signature: _____ **Date:** _____

SECTION B

DECLARATION AND UNDERTAKING OF PARENT/GUARDIAN

1. EXTRA-MURAL ACTIVITIES

I hereby give permission for the above-mentioned learner to take part in the extra-mural activities and sport of this school; that he/she may travel in the vehicles of the school or staff members, and that Eben Dönges High School and all staff members of the above-mentioned school will not be held responsible for any sickness, accident, injury, loss of life or property or any damage to the above-mentioned learner during the course of such trip. I also give permission for any necessary medical treatment to be given by an authorized/competent qualified person, and undertake to bear the costs of such treatment when required.

2. CODE OF CONDUCT

- 2.1 I acknowledge I will only receive a copy of the Code of Conduct and prescriptions regarding school uniform if my application is successful. I accept and submit to the prospective Code of Conduct and prescriptions.
- 2.2 I accept responsibility for the textbooks, exercise books and other equipment lent to my child by the school, and will ensure that my child's school case complies with the regulations.
- 2.3 I undertake to reimburse the school immediately for any damage done to school property by my child as a result of carelessness/vandalism.

3. SCHOOL FEES: METHOD OF PAYMENT

I accept full responsibility for the punctual settlement of School Fees, payable in advance, as determined and periodically modified by the School Governing Body.

School fees are levied on 1 January and are payable in advance. Parents who pay the full year's school fees before 31 December 2020 will be given a 10% discount. You may however, apply to the School Governing Body to make alternative payment arrangements.

The school fees may, with the approval of the Governing Body, be paid in eleven equal payments from January to November. The Governing Body reserves the right to withdraw the privilege to pay tuition fees in instalments, should these payments should fall into arrears. **(PAYMENT IS DUE BEFORE OR ON THE FIRST WORKING DAY OF EACH MONTH).**

Should payment be outstanding by more than 30 days, the School Governing Body will take legal action in order to recover the debt. Legal fees incurred will be payable by the creditor. In such a case, the total annual school fees are immediately payable.

Parents/Guardians are strongly advised to pay school fees per debit order or electronic transfer. The school also has card facilities available. The bank details of the school are available from the financial office.

3.2 PARTICULARS OF OTHER LEARNERS AT SCHOOL WHO ARE DEPENDENT ON THE SAME PERSON AS THE LEARNER MENTIONED UNDER "A" ABOVE

FIRST NAMES AND SURNAME	GRADE

DECLARATION BY LEARNER RE PREVIOUS SCHOOL YEAR

I, (full name of learner), declare that

1. I was a learner in gradeat (name of school) during (year)
2. I attained my present grade fairly and honestly.
3. The report card showing that I passed my previous grade is an accurate and correct one.

Received and signed on this day of (year).

.....
SIGNATURE OF THE LEARNER

DECLARATION OF PARENT/GUARDIAN

I,..... the lawful parent/guardian of (name and surname of learner) accept and undertake to:

1. Support the vision and mission of Eben Dönges High School.
2. Abide by the rules of the school.
3. Sign the above-mentioned permission form.
4. Pay the school fees.

I further declare that I have read and understand the following policies and accept them:

- | | | |
|---------------------|---------------------|--------------------|
| 1. Admission Policy | 2. Language policy | 3. Religion policy |
| 4. Code of Conduct | 5. SGB Constitution | |

Signed: Father / Guardian

Mother / Guardian

At (place) **Date:**

FOR OFFICE USE ONLY

DECISION ON ADMISSION OF A LEARNER

This is to certify that (name of learner) conforms to the minimum age requirements for admission to a public school and that his/her most recent end-of-year examination report has been verified as authentic.

His/her admission to grade is approved.

Comments:

Signature of Principal :Date :

OR

This is to certify that (name of learner) has been refused admission to grade for the following reason(s):

(Delete whatever is not applicable)

- He/she does not conform to the minimum age requirements for admission to a public school.
- He/she has not passed grade
- Other reason(s):

Comments :

.....

Signature of Principal :Date :

CONTROL

	PRINCIPAL	SECTION-GROUPS	ADMISSION-NUMBER	ENROLMENT REGISTER	FINANCES
DATE					
INITIAL					