

RAND PARK HIGH SCHOOL



2017/8 ADMISSION DATA FORM

Thank you for your interest in Rand Park High School.

This form must be completed by parents/legal guardians/caregivers who wish to enroll their children at Rand Park High School in Grades 9 to 11 for the 2017/8 academic year.

Before completing this form, please take note of the following:

- EMAILED and/or FAXED applications will not be accepted. This Admission Data Form may not be returned to the school via a learner currently attending Rand Park High School.
- Acceptance is granted on a first-come, first-served basis to those applicants who meet the admission requirements and in accordance with the Gauteng Department of Education's (GDE) admission policy.
- Attendance at a local primary school, working and living in the area or having a sibling at Rand Park High School does not guarantee automatic enrolment.

An incomplete data form will not be accepted. All information must be submitted and *original* documents as listed below must accompany this application. Certified copies of the originals will be acceptable provided the original documents are presented with the copies when the parent/legal guardian/caregiver meets with the Admissions Secretary at the School.

Enquiries: Please contact Mrs Sharon Glasson, Admissions Secretary
Tel 011 793 1246 or email Sharon.glasson@randparkhigh.co.za

SUPPORTING DOCUMENTATION SUMMARY

Pages 2 and 3 provide full information on supporting documentation requirements. A **summary** is provided below for ease of reference:

- Certified copy of the learner's unabridged birth certificate.
- Learner's latest school report.
- Recent ID photo of the learner.
- Certified copies of both parents/legal guardians' ID documents.
- Certified copies of death certificate if parent/s is/are deceased.
- Proof of residential address of both parents. Only original utility bills will be accepted.
- If renting: a copy of the lease agreement plus the utility bill and ID document of the Lessor.
- Proof of permanent work address for both parents/legal guardians.
- Certified copy of the Court Order granting Legal Guardianship (if applicable).
- Certified copy of Divorce and Maintenance Agreement (if applicable).
- Certified copies of current passports for parents/legal guardians and learner (Immigrants only).
- Certified copy of the learner's current Study Visa (Immigrants only).
- Certified copies of valid Passport for both parents/legal guardians/caregivers (Immigrants only).



SUPPORTING DOCUMENTATION

DETAILED REQUIREMENTS FOR SOUTH AFRICAN CITIZENS & IMMIGRANTS

A. SOUTH AFRICAN CITIZENS (*Applicants should be in possession of a valid South African ID*)

LEARNER

1. A certified copy of the learner's UNABRIDGED BIRTH CERTIFICATE.

OR

If you are in the process of applying for the unabridged birth certificate, the following may be provided in the interim: A certified copy of the learner's BIRTH CERTIFICATE *in the case where both biological parents have completed the application form and submitted certified copies of their ID documents.*

2. The learner's LATEST SCHOOL REPORT.
3. One recent ID sized PHOTO of the learner.

PARENT(S)/LEGAL GUARDIAN(S)/CAREGIVER(S)

1. Certified copies of the **ID** document of **BOTH** parents/legal guardians/caregivers.
2. In the case of a deceased parent/s, a certified copy of the **DEATH certificate/s**.
3. A certified copy of the **COURT ORDER** granting LEGAL GUARDIANSHIP/FOSTERSHIP to the parties of this application.
4. In the case of a **CAREGIVER**, a court order accompanied by copies of the biological parents' ID documents confirming this arrangement. (*Should the applicant not be in possession of a court order, same MUST be obtained from the **RANDBURG Magistrate Court.***)
5. In the case of divorced or separated parents, a certified copy of the **DIVORCE and MAINTENANCE AGREEMENT**. (*A maintenance agreement or divorce order cannot be enforced on a third party, being the school.*)
6. Proof of your **PERMANENT STREET ADDRESS** (your most recent Rates and Taxes account reflecting the PHYSICAL address or Deed of Sale complete with revenue stamp).
7. In the case of **RENTING**, a certified copy of the current Lease Agreement (*valid for a period of 8 months from date of this application*), letter from the Landlord together with their ID documents and Rates and Taxes account of the rented property.
8. In the case of divorce or separation, BOTH parents need to provide a certified copy of proof of their respective **PERMANENT RESIDENTIAL STREET ADDRESSES**.
9. **PROOF OF PERMANENT WORK ADDRESS** (both Parents/Legal Guardians/Caregivers). For example: Letter of confirmation on company letterhead, Letter of appointment, Salary slip or Business card (physical address of the Company must be provided on this documentation).
10. SA CITIZENS who have been out of SA for more than **one (1)** year must provide the Learner's and BOTH Parents' passports showing all border entries and exits.

Important Notice:

A first instalment of R4000.00 will be due and payable on receipt of your child's acceptance to Rand Park High School. This amount will be credited to your child's school fee account.



B. NON-SOUTH AFRICAN CITIZENS (Applicants without a valid South African ID)

***NB: Please provide ALL the original documentation and valid passports.
No expired documentation will be accepted.***

Admission of Non-South African Citizens to Rand Park High School will be governed by the terms of the Immigration Act No. 13 of 2002, Immigration Regulation dated 22 May 2014 Section 12(1)(h):

- No learner will be admitted to Rand Park High School, unless he/she is in possession of a valid study visa issued by the Department of Home Affairs for the duration of the learner's studies at Rand Park High School.
- In terms of the condition of a study visa, parents must pay the compulsory annual school fees, annually and in full, in advance. Neither exemption nor any payment dispensations may be considered, as this contravenes the conditions of the study visa.

LEARNER

1. A certified copy of the learner's BIRTH CERTIFICATE.
2. Valid PASSPORT.
3. Valid STUDY VISA.
4. The learner's LATEST SCHOOL REPORT.
5. One recent ID sized PHOTO of the learner.

PARENT(S)/LEGAL GUARDIAN(S)/CAREGIVER(S)

1. Certified copies of the **Valid Passport** of BOTH Parents/Legal Guardians/Caregivers.
2. In the case of a deceased parent/s, a certified copy of the **DEATH** certificate/s.
3. A certified copy of the **COURT ORDER granting LEGAL GUARDIANSHIP/FOSTERSHIP** to the parties of this application.
4. In the case of a **CAREGIVER**, a court order accompanied by copies of the biological parents' valid passports confirming this arrangement. *(Should the applicant not be in possession of a court order, same MUST be obtained from the **RANDBURG Magistrate Court**.)*
5. In the case of divorced or separated parents, a certified copy of the **DIVORCE and MAINTENANCE AGREEMENT**. *(A maintenance agreement or divorce order cannot be enforced on a third part, being the school.)*
6. Certified copies of the **Valid Work Visa of BOTH** Parents/Legal Guardians/Caregivers.
7. **PROOF OF PERMANENT WORK ADDRESS** (both Parents/Legal Guardians/Foster Parents/Caregivers)
For example: Letter of confirmation on company letterhead, Letter of appointment, Salary slip, or Business card (physical address of the Company must be provided on this documentation).
8. Proof of your **PERMANENT RESIDENTIAL STREET ADDRESS** (your most recent Rates and Taxes account reflecting the PHYSICAL address or Deed of Sale complete with revenue stamp).
9. In the case of **RENTING**, a certified copy of the current Lease Agreement (*valid for a period of 8 months from date of this application*), letter from the Landlord together with their ID documents and Rates and Taxes account of the rented property.
10. In the case of divorce or separation, BOTH parents need to provide a certified copy of proof of their respective **PERMANENT RESIDENTIAL STREET ADDRESSES**.
11. Asylum seeker: Documentation from Home Affairs – temporary/permanent permit.

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 receipt of your child's acceptance to Rand Park High School, in order to facilitate the learner's application for a valid study visa at Rand Park High School.



ADMISSION DATA FORM - RAND PARK HIGH SCHOOL

SECTION A – LEARNER DETAILS

GRADE IN 2017													
CURRENT SCHOOL											TEL NO: ()		
											FAX NO: ()		
SURNAME													
FIRST NAMES													
DATE OF BIRTH													
LEARNER'S CELL No.													
LEARNER'S EMAIL ADDRESS													
ID/PASSPORT NO													
GENDER	MALE						FEMALE						
ETHNIC GROUP	Black			Coloured				Indian			White		
HOME LANGUAGE	Afrikaans		English		IsiNdebele		IsiXhosa		IsiZulu		SePedi		
	SeSotho		SiSwati		SeTswana		TshiVenda		XiTsonga		Other		
LEARNER RESIDES WITH	Both Parents			Mother		Father		Legal Guardian		Other / Caregiver			

SPORTING INVOLVEMENT:

CULTURAL INVOLVEMENT:

Parents'/Legal Guardians' Initials		
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SIBLINGS ALREADY ATTENDING RAND PARK HIGH SCHOOL

NAME and SURNAME:	GRADE

SIBLINGS ATTENDING OTHER SCHOOLS

NAME and SURNAME:	GRADE	SCHOOL

CONTACT IN CASE OF EMERGENCY

SURNAME	
FIRST NAME	
TELEPHONE NUMBER	
DOCTOR'S NAME	
TELEPHONE NUMBER	
NAME OF MEDICAL AID	
MEDICAL AID NUMBER	
MAIN MEMBER	

ALLERGIES / MEDICAL PROBLEMS

Parents'/Legal Guardians' Initials		
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ADDITIONAL LEARNER INFORMATION

The Gauteng Department of Education requires the following additional information.
Please complete the relevant sections below:

Learner's Name and Surname: _____

Grade: _____

Social (please **TICK** the relevant column)

		Yes	No
Child-headed household			
Deceased Parent	Mother		
	Father		
	Both		
Receiving Social Grant	Type:		
Foreigner	Country of origin:		
	Home language:		

Neurological & Physical Disabilities

		Yes	No
ADD			
ADHD			
Dyslexia			
Cerebral Palsy			
Hard of hearing			
Severe vision problems			
Colour blind			
Epilepsy			
Physically disabled			
Specific learning disability	Please specify:		

Academic Difficulties

		Yes	No
Reading			
Maths			
English Language			

Parents'/Legal Guardians' Initials		
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SUBJECT CHOICE:

(ONLY APPLICABLE TO LEARNERS WHO WISH TO ENROL FOR GRADE 10 – 12)

LEARNER'S NAME: _____

GRADE: _____

In addition to English, Afrikaans, Life Orientation, Mathematics or Maths Literacy (Group A), THREE other subjects must be selected from Group B.

COMPULSORY (Group A)	
English	(Home Language)
Afrikaans	(1 st Additional Language)
Life Orientation	
<u>Choose between</u>	
: Mathematics	<input type="text"/>
: Maths Literacy	<input type="text"/>

Designated Subjects	(Group B)	
	CHOOSE <u>ONLY</u> THREE SUBJECTS FROM THE LIST BELOW	
	Physical Science	(only if Mathematics is chosen)
	Life Science	
	History	
	Geography	
	Accounting	(only if Mathematics is chosen)
	Business Studies	
	Engineering Graphics and Design	
	Consumer Studies	
	Visual Art	
Information Technology		
Non-Designated Subjects	Computer Applications Technology	

Parent acknowledgement

- I have noted the matriculation requirements and admission requirements to universities, universities of technologies, colleges of education and other tertiary institutions.
- I understand that changes may need to be made if too few learners choose the subject; if the subject chosen does not fit the school timetable or if my child does not have the required marks to continue with a particular subject.

NAME OF PARENT / LEGAL GUARDIAN
(Please print)

DATE

PARENT / LEGAL GUARDIAN SIGNATURE

Telephone	(Home)	<input type="text"/>
	(Work)	<input type="text"/>
	(Cell)	<input type="text"/>



PARENT 1 / LEGAL GUARDIAN / CAREGIVER INFORMATION

MARITAL STATUS	Married	Remarried	Divorced	Single	Widowed	Separated
	ANC COP	ANC COP				
RELATIONSHIP TO LEARNER	Legal Parent	Legal Guardian	Grand Parent	Step Parent	Foster Parent	Other
TITLE	Mr	Mrs	Miss	Other		
SURNAME						
NAME						
ID/PASSPORT NO						
PERMANENT HOME ADDRESS <i>(Domicile)</i>	UNIT NO:			COMPLEX NAME:		
				SUBURB:		
	CITY/TOWN:				CODE	
POSTAL ADDRESS						
					CODE	
HOME TEL No.						
CELL No.						
OCCUPATION						
EMPLOYER / COMPANY NAME						
PERMANENT EMPLOYMENT ADDRESS <i>(Physical)</i>	UNIT NO:			COMPLEX NAME:		
	SUBURB:			CITY/TOWN:		CODE
WORK TEL No.						
EMAIL WORK						
EMAIL HOME						

SIGNATURE

DATE


PARENT 1's SPOUSE/PARTNER INFORMATION (if applicable)

MARITAL STATUS	Married		Remarried		Divorced	Single	Widowed	Separated
	ANC	COP	ANC	COP				
RELATIONSHIP TO LEARNER	Legal Parent		Legal Guardian	Grand Parent	Step Parent		Foster Parent	Other
TITLE	Mr		Mrs		Miss		Other	
SURNAME								
NAME								
ID/PASSPORT NO								
PERMANENT HOME ADDRESS <i>(Domicile)</i>	UNIT NO:				COMPLEX:			
	SUBURB:				CITY/TOWN:		CODE	
POSTAL ADDRESS								
							CODE	
HOME TEL No.								
CELL No.								
OCCUPATION								
EMPLOYER / COMPANY NAME								
PERMANENT EMPLOYMENT ADDRESS <i>(Physical)</i>	UNIT NO:				COMPLEX:			
	SUBURB:				CITY/TOWN:		CODE	
WORK TEL No.								
EMAIL WORK								
EMAIL HOME								

 SIGNATURE

 DATE



PARENT 2 / LEGAL GUARDIAN / CAREGIVER INFORMATION

MARITAL STATUS	Married	Remarried	Divorced	Single	Widowed	Separated
	ANC COP	ANC COP				
RELATIONSHIP TO LEARNER	Legal Parent	Legal Guardian	Grand Parent	Step Parent	Foster Parent	Other
TITLE	Mr	Mrs	Miss	Other		
SURNAME						
NAME						
ID/PASSPORT NO						
PERMANENT HOME ADDRESS <i>(Domicile)</i>	UNIT NO:			COMPLEX:		
	SUBURB:		CITY/TOWN:		CODE	
POSTAL ADDRESS						
					CODE	
HOME TEL No.						
CELL No.						
OCCUPATION						
EMPLOYER / COMPANY NAME						
PERMANENT EMPLOYMENT ADDRESS <i>(Physical)</i>	UNIT NO:			COMPLEX:		
	SUBURB:		CITY/TOWN:		CODE	
WORK TEL No.						
EMAIL WORK						
EMAIL HOME						

SIGNATURE

DATE



PARENT 2's SPOUSE/PARTNER INFORMATION (if applicable)

MARITAL STATUS	Married		Remarried		Divorced	Single	Widowed	Separated
	ANC	COP	ANC	COP				
RELATIONSHIP TO LEARNER	Legal Parent		Legal Guardian	Grand Parent	Step Parent		Foster Parent	Other
TITLE	Mr		Mrs		Miss		Other	
SURNAME								
NAME								
ID/PASSPORT NO								
PERMANENT HOME ADDRESS <i>(Domicile)</i>	UNIT NO:				COMPLEX:			
	SUBURB:				CITY/TOWN:		CODE	
POSTAL ADDRESS								
							CODE	
HOME TEL No.								
CELL No.								
OCCUPATION								
EMPLOYER / COMPANY NAME								
PERMANENT EMPLOYMENT ADDRESS <i>(Physical)</i>	UNIT NO:				COMPLEX:			
	SUBURB:				CITY/TOWN:		CODE	
WORK TEL No.								
EMAIL WORK								
EMAIL HOME								

SIGNATURE

DATE



UNDERTAKING BY PARENT/LEGAL GUARDIAN/CAREGIVER

1. I/We hereby apply to have the child whose name appears on this form registered as a learner at Rand Park 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 Legal Guardianship in respect of the afore-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.
4. 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.
5. 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.
6. I/We undertake to reimburse the school for any damage to property that may be caused by my/our child.
7. 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.
8. I/We agree that my/our child be permitted to undertake group psychometric tests which have been approved by the Director of Education.
9. I/We agree that my/our child may be offered counselling by the School Psychological service at Rand Park High School. Should I/we not wish to take advantage of this opportunity, I/we shall inform the school in writing.
10. I/We agree that my/our child will attend school daily and will only be absent for medical reasons.
11. 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 and when required.
12. 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.
13. I/We accept the responsibility of the learner's transport to and from the school.
14. I/We undertake to support the School's Constitution and Policy of Admission, as defined and implemented by the School Governing Body.
15. I/We understand that smoking and the use/abuse of any drug or alcoholic beverage in school uniform or on school premises is an infringement of the School rules and will not be tolerated under any circumstances.
16. I/We hereby consent to receiving communication from Rand Park High School via various communication channels to ensure that I/we receive information on school related activities, events, news and other important school notices.
17. I/We hereby consent to my/our child's photograph being used by Rand Park 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, the weekly newsletter, the D6 School Communicator, Facebook, Twitter, the School Prospectus, press releases and external media reports.
18. I/We hereby provide consent to the School to collect, store and process names, contact details and information relating to me/us and my/our child, and to such information being made available to other parents/legal guardians, staff or responsible persons engaged or authorised by the School for school-related purposes, to the extent required for the purpose of managing relationships between the School, parents/legal guardians, and current learners, as well as providing references and communicating with the body of former learners.
19. I/We hereby provide consent to the School to supply information and a reference in respect of my/our child to any educational institution which my/our child may attend in the future. The School will ensure that all information supplied to this educational institution is accurate and any opinion provided on his/her abilities, aptitude and character, is fair. The School, however, cannot be held liable for any loss to me/us or my/our child that may allegedly be suffered as a result of the opinions reasonably given or correct statements of fact contained in any reference or report provided by the School.
20. I/We hereby consent to the School collecting, storing and processing information about me/us and any third party or parent/legal guardian/caregiver (regardless of marital status) who is/are responsible for the payment of all amounts owing on my/our child's school fee account.
21. 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.

Parents'/Legal Guardians' Initials		
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**DECLARATION**

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 be found to be false, action may be taken against me as per point 11, specified on page 12 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

SIGNATURE PARENT 2/LEGAL GUARDIAN

PRINT NAME

DATE



SCHOOL FEES

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 Rand Park 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 are not binding on third parties but only between the divorcing parties. To this end, a maintenance agreement cannot be enforced on Rand Park 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. 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*.
3. 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 the payment of school fees has been granted.
4. However, purely in order to reduce the financial burden on parents, TEN EQUAL instalments commencing January and ending October of each academic year will be acceptable.
5. 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.
 - Should parents/legal guardians/caregivers default and fail to pay any single installment by the due date, the full amount that is outstanding will immediately become due and payable.

Parents'/Legal Guardians' Initials		
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6. 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 Rand Park High School's appointed third party debt collectors in an attempt to recover outstanding school fees.
 - List the defaulting parent/legal guardian/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.
7. 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 13 October 2006.
 - Parents who wish to be exempted from the payment of school fees must apply annually to the SGB.
 - 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.
8. The parents/legal guardians/caregivers are OBLIGED to notify the school in writing of any change of personal information.
9. The legislation of school fees will be valid from the day on which the learner is admitted to Rand Park High School to the day on which the learner officially leaves the school.

SIGNATURE PARENT 1/ LEGAL GUARDIAN

PRINT NAME

DATE

SIGNATURE PARENT 2/ LEGAL GUARDIAN

PRINT NAME

DATE