



KLOOF HIGH SCHOOL

34 Emolweni Road • Kloof 3610 • P O Box 1036 • Kloof 3640
Telephone (031) 764 0451 • Fax (031) 764 2919
E-mail: admin@kloof-high.co.za • Website: www.kloof-high.co.za

APPLICATION FOR ADMISSION 2013

CLOSING DATE FOR ADMISSIONS : 25 MAY 2012

PROCEDURES FOR ADMISSION Kindly direct all queries to : The Principal, Attention : Admissions Secretary, P.O. Box 1036, Kloof, 3640 or admissions@kloof-high.co.za. Banking details: Kloof High School Fund, First National Bank a/c No. 50730296023, Branch Code : 221526.

The closing date for the receipt of completed Admission Application forms is 25 May 2012. Please complete Section A & B of the application and return them to the Admissions Secretary, by the closing date. Incomplete application forms will be regarded as invalid and will not be processed.

Note: The application will not be listed or entered until all the requirements for application are met.

1. The following important documents must accompany the application form:
 - a) **TO ESTABLISH PROOF OF RESIDENCE**, Please supply : Original documents:
 - **Valid, Current Electricity account,**
 - **Valid Municipal rates account** or **Transfer deeds.**
 - b) **PROOF OF EMPLOYMENT.** A letter of appointment is required. In the event of you being self-employed please provide us with the company or close corporation's documents.
 - c) **TWO CERTIFIED COPIES** of your child's **UNABRIDGED BIRTH CERTIFICATE.**
(Unabridged birth certificates contain details of both parents and can be obtained from the Department of Home Affairs.)
 - d) **Certified copies of both parents ID documents or originals to be copied.**
 - e) **1 ID photograph** of the child. (black and white or colour, passport size.)
 - f) A **CERTIFIED COPY** of the **most recent report** or bring the original to be copied.
 - g) **GUARDIANSHIP : LEGAL DOCUMENT** stating confirmation thereof.
 - h) We/I understand that the school reserves the right to verify all information supplied to them 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.
2. To confirm your child's enrolment **an amount of R2,000 being a first instalment of school fees**, is payable on acceptance, this to be deposited into the school account and proof thereof to be e-mailed, faxed or brought in to the school. This will be offset against the 1st term school fees. Banking details as above. **Admission is only granted (in writing only) once all the procedures are completed.**
3. **INTERVIEWS** will be conducted with all new comers to the school.
4. Admission applications will not be considered unless pages A3 and A4 hereof (**Conditions of Acceptance**) are signed by **both** parents / Legal Guardians of the child.

CRITERIA FOR ADMISSION

The Kloof High School Governing Body has determined the following criteria for the admission of students to the school. The acceptance of any child at Kloof High School as a student shall be subject to the Admission Criteria laid down by the Governing Body.

RESIDENCE:

1. Preference will be given to residents, defined as Parents or Legal Guardians who own, lease, or rent, **dwellings** that are in **close proximity to Kloof High School provided acceptable Proof of Residence is provided.**
2. **Applications from other areas will be considered if space allows. If Kloof High School is not the closest high school to the applicant's residential address, the applicant must apply to other schools in addition to Kloof High.**
3. The learner should permanently reside at that address under the control of the custodian parent or legal guardian and no-one else.
4. Parents/Legal Guardians of applicants are expected to reside with the learners so that normal parental controls are in place and so that the school has access to parents/guardians should intervention become necessary.
5. The setting up of boarding accommodation to provide a local address to gain entry to the school is not permitted.

AGE LIMITS: Not more than two years above the average age for the particular Grade, average ages being : G8 : 13, G9 : 14, G10 : 15, G11 : 16, and G12 : 17.

PLACEMENT TESTS: May be written, at the Principal's discretion, to determine how the student shall be placed academically.

RELIGION: The Christian character and ethos of the school shall be maintained, but religious tolerance will be practised.

RULES: Parents, Learners and Teachers are expected to abide by a negotiated Code of Conduct and School Rules signed by representatives of all parties.

ADMISSION: To Kloof High School will be confirmed by a letter from the Principal.

Applicants who are unsuccessful will also be informed in writing. Acceptance is always conditional upon the applicant still meeting all admission requirements at the end of the year.

LANGUAGE OF INSTRUCTION:

1. In terms of Section 6(2) of SASA, the Governing Body of a public school may determine the language policy of that school.
2. The Governing Body of Kloof High School has, in its language policy, determined that the school will be a single medium school and that the language of instruction will be English. Accordingly learners admitted to the school will need to be sufficiently proficient in English so as not to prejudice their academic progress.

CONDITIONS OF ACCEPTANCE AT KLOOF HIGH SCHOOL

Note: ALL CONDITIONS ARE SUBJECT TO THE SOUTH AFRICAN SCHOOLS' ACT 84 OF 1996.

1. GOVERNING BODY

Kloof High School is a Public fee paying school and the Governing Body is empowered by the South African School's Act 84 of 1996 to exercise control over the school and its activities in terms of delegated functions and powers.

The Governing Body is empowered to determine entrance criteria and to levy school fees and to enforce payment thereof, subject to the above Act.

The Governing Body has been empowered with the authority to make decisions affecting the management and operation of the school and that such decisions are binding on the parent/guardian and the child, subject to the Act.

2. SCHOOL RULES AND REGULATIONS

Any learner and parent enrolled at Kloof High School shall adhere to the Code of Conduct and School Rules as approved by the Parents, Teachers and Learners and signed by their representatives and by an Education Department representative.

3. SCHOOL FEE

The parent/legal guardian agrees to pay the Governing Body the school fee as determined by the Parents of the school.

4. The annual school fee shall become payable upon the first day of the School Year. Application to the Governing Body for extended payment terms may be made on the approved Credit Application form.

4.1 **Payment of the school fee is compulsory in terms of the South African Schools Act No 84 of 1996, and the signatories hereto acknowledge and understand that they will both be liable for all school fees, whilst their child is enrolled at Kloof High School, jointly and severally, and that in the event of Kloof High School instructing Attorneys to proceed with legal action for the recovery of any outstanding amount, that they will be liable for all legal fees incurred, inclusive of any Tracing Agent fees and Collection Commission, on the scale as between Attorney and own client.**

5. **CO-CURRICULAR ACTIVITIES:**

- 5.1 It is expected that learners will take part in the co-curricular activities of the school, including sport, tours, cultural activities, and any other excursions arranged by the school, and parents will be expected to consent to this.
- 5.2 Specific school activities will require attendance by all learners, as spectators, helpers or participants. These activities include : some Inter-House events, Derby Day, Prize-Giving, and other events that may be selected from time to time, at the discretion of the Principal.

6. **OBLIGATIONS :** The parent/legal guardian shall be obliged to:

- 6.1 **Immediately inform the school of any change of address or telephone number.**
- 6.2 **Inform the school of any case of infectious, communicable or contagious disease, listed in the attachment, that occurs in the learner's household.**
- 6.3 **Ensure that the learner complies with the Code of Conduct and Rules of the school.**
- 6.4 **Respect the tradition, character and ethos of the school.**
- 6.5 **Ensure that the learner attends school timeously on every school day excepting in the case of verifiable serious illness.**
- 6.6 **Ensure that all appointments are made after school hours excepting urgent valid specialist appointments. Letters requesting these urgent appointments to be forwarded at least the day before, for the Principal's attention.**

NAME: (Please print) _____

NAME: (Please print) _____

(Specimen Signature)
FATHER / LEGAL GUARDIAN

(Specimen Signature)
MOTHER / LEGAL GUARDIAN

Date : _____

Date : _____

THIS BLOCK FOR OFFICE USE ONLY

TEMP ADMIN NO: ADMISSION NUMBER: SPORTS HOUSE:
DATE OF ENTRY: GRADE/CLASS:

KLOOF HIGH SCHOOL

APPLICATION FOR ADMISSION : GENERAL INFORMATION

(PLEASE USE BLOCK LETTERS)

PARTICULARS OF LEARNER

1. SURNAME:.....
2. FULL FIRST NAME.....MALE/FEMALE:.....
3. KNOWN AS:
4. I.D. NUMBER: RACE:
5. DATE OF BIRTH:..... PLACE OF BIRTH:
6. HOME LANGUAGE:
- PRESENT SCHOOL ATTENDED
7. DOES YOUR CHILD HAVE IMMIGRANT STATUS? YES/NO?:
8.

| | | |
|-------------|--------------|---------------|
| <u>NAME</u> | <u>GRADE</u> | <u>SCHOOL</u> |
|-------------|--------------|---------------|

BROTHERS: (Biological).....

.....

SISTERS: (Biological)

.....
9. GRADE APPLIED FOR: STARTING DATE:
10. HIGHEST GRADE PASSED TO DATE: YEAR:
11. NAME AND POSTAL ADDRESS OF THE SCHOOL WHERE THAT GRADE WAS PASSED:
.....

12. **NB : THIS SECTION ONLY APPLIES TO ZULU MOTHER-TONGUE SPEAKERS:**
IF YOUR CHILD IS APPLYING FOR GRADE 8 OR 9, PLEASE NOTE:
 Students whose home language is Isizulu have a choice to study Isizulu instead of Afrikaans as the 1st Additional Language in Grade 8 and 9. This only applies to students whose primary home language is Isizulu.

1st ADDITIONAL LANGUAGE CHOICE: (TICK THE BOX IF APPLICABLE)

| | | | |
|------|--|-----------|--|
| ZULU | | AFRIKAANS | |
|------|--|-----------|--|

13. PLEASE SUBMIT A COPY OF THE LATEST REPORT.

14. IF YOUR CHILD IS APPLYING FOR GRADE 10, 11 OR 12, PLEASE SUPPLY THE FOLLOWING INFORMATION: The first 4 subjects are compulsory, then choose one each from line 5, 6 and 7.

| LINE | SUBJECT | |
|------|--|--|
| 1 | ENGM (A) | |
| 2 | AFRIK/ZULU | |
| 3 | MATH / MATH LIT. | |
| 4 | LIFE ORIENTATION | |
| 5 | Life Science / Science / Geog / Hist | |
| 6 | Acco / Visual Arts / French / Geog / Hist | |
| 7 | Cons. Studies / Life Science / Science / Dramatic Art / Bus. Studies / Eng. G & D / I.T. | |

15. The parent/legal guardian appoints as DOMICILIUM CITANDI ET EXECUTANDI a **physical address** as follows:

FULL RESIDENTIAL

.....

.....

.....CODE:

FULL POSTAL ADDRESS:

.....

..... CODE:.....

HOME TELEPHONE NUMBER:

E-MAIL ADDRESS:

DOES THE CHILD RESIDE AT THE ADDRESS GIVEN IN 15 ABOVE? YES/NO:

IF THE CHILD DOES NOT RESIDE WITH THE RESPONSIBLE PARENT AT THE ADDRESS GIVEN, THE FOLLOWING PARTICULARS OF THE PERSON WITH WHOM HE/SHE RESIDES MUST BE FURNISHED.

THE PERSON'S SURNAME:

FULL FIRST NAME/S:

PERMANENT HOME ADDRESS:

.....

.....CODE:

TELEPHONE NUMBER: (H)

OCCUPATION (IF UNEMPLOYED, STATE "UNEMPLOYED"):

NAME OF FIRM/EMPLOYER:

ADDRESS OF FIRM/EMPLOYER:

16. a) **BIOLOGICAL MOTHER / LEGALLY APPOINTED GUARDIAN:**

SURNAME :..... FIRST NAME:.....

I.D. NO

OCCUPATION:

EMPLOYER'S NAME, ADDRESS AND TELEPHONE NUMBER:

.....

.....

..... TEL:

b) **BIOLOGICAL FATHER / LEGALLY APPOINTED GUARDIAN / SPONSOR.**

SURNAME:.....FIRST NAME:

I.D. NUMBER:.....

OCCUPATION:

EMPLOYER'S NAME, ADDRESS AND TELEPHONE NUMBER:

.....

.....

..... TEL:

CELL NUMBERS: FATHER: MOTHER:

17. **DECLARATION**

I, (PLEASE USE BLOCK LETTERS).....
(Full Names Please)

AM THE BIOLOGICAL PARENT / LEGAL GUARDIAN / SPONSOR (PLEASE DELETE WHICH IS NOT APPLICABLE)
OF:

.....
(Full Names Please)

SIGNATURE: DATE:.....

18. **MARITAL STATUS:** MARRIED / DIVORCED / DIVORCED AND RE-MARRIED / SINGLE / NEVER MARRIED/OTHER:.....

IN THE CASE OF SEPARATION / DIVORCE, PLEASE INDICATE:
WHICH PARENT IS THE CHILD RESIDING WITH?:

(a) WHICH PARENT HAS LEGAL CUSTODY?:.....

(b) IS THERE RIGHT OF ACCESS BY THE OTHER PARENT?:

(c) ARE COPIES OF REPORTS REQUIRED FOR EACH PARENT IN THE ABOVE CASE?:

(d) IF YES, TO WHOM IS THE **SECOND** REPORT TO BE SENT?:

TITLE: MR, MRS, MISS, DR, PROF, OTHER: INITIALS:.....

SURNAME:.....

ADDRESS:.....

POSTAL CODE:..... E-MAIL:

MEDICAL INFORMATION

NAME OF FAMILY DOCTOR: TELEPHONE NUMBER:

19. (a) HAS THE CHILD ANY DISABILITY OR ALLERGY? YES/NO:
 IF SO, WHICH?:
- (d) IS THE CHILD COVERED BY MEMBERSHIP OF A MEDICAL AID? YES/NO:
 IF SO, INDICATE NAME OF MEDICAL AID AND MEMBERSHIP NUMBER:

20. PREVIOUS ILLNESSES (NATURE AND SERIOUSNESS):

21. (a) THE FOLLOWING MEDICAL CONDITIONS/DISEASES ARE **NOTIFIABLE**. KINDLY NOTIFY THE PRINCIPAL SHOULD YOUR CHILD CONTRACT THE FOLLOWING:
 CHOLERA; DIPHTHERIA; LEPROSY; MALARIA; MARBURG FEVER; MEASLES;
 MENINGOCOCCAL INFECTION; PLAGUE; POLIOMYELITIS; RABIES;
 RHEUMATIC FEVER; SMALLPOX; TETANUS; TRACHOMA; TUBERCULOSIS;
 BILIARY; TYPHOID; VIRAL HEPATITIS; YELLOW FEVER.
- (b) THE FOLLOWING MEDICAL CONDITIONS/DISEASES ARE **COMMUNICABLE**. KINDLY NOTIFY THE PRINCIPAL SHOULD YOUR CHILD CONTRACT THE FOLLOWING:
 H.I.V. VIRUS; CHICKENPOX; DIPHTHERIA; GERMAN MEASLES; HAEMORRHAGIC FEVERS;
 HAEMORRHAGIC VIRUS; CONJUNCTIVITIS; HEPATITIS A; LOUSE INFESTATION; MEASLES;
 MUMPS; POLIO; SCABIES; TUBERCULOSIS; TYPHOID FEVER; WHOOPING COUGH.

22. IF PARENTS, GUARDIANS OR SIBLINGS (BROTHERS AND SISTERS) **NOT CURRENTLY AT KLOOF HIGH** ATTENDED KLOOF HIGH, PLEASE TICK THE SPORTS HOUSE THEY WERE AFFILIATED TO:

| | | |
|------------------|-----------------|---------------|
| CHURCHILL | FOUNDERS | KELLER |
|------------------|-----------------|---------------|

23. **CO-CURRICULAR**

My child has participated in:

| | |
|--|--|
| | |
| | |
| | |

My child wishes to participate in:

| | |
|--|--|
| | |
| | |
| | |

24. As a parent/guardian, I can possibly assist the school in the following areas:
Tuck Shop, Catering, Coaching, Transport, Typing, General Admin, Electrical, Mechanics, Painting, Ground Maintenance, Governing Body, Teacher Assistant, Cultural Activities, Media Centre, Finance, Supporters' Club, Computers, Glass, Welding, Carpentry, Plumbing, Other (specify below):

Mother's Name:

Activity:

Father's Name:

Activity:

SPECIAL CIRCUMSTANCES

ARE THERE ANY SPECIAL CIRCUMSTANCES YOU FEEL THE SCHOOL SHOULD KNOW ABOUT? THESE CIRCUMSTANCES MIGHT AFFECT YOUR CHILD'S HEALTH, EMOTIONAL AND SOCIAL STATE AND MAY HAVE A DETRIMENTAL EFFECT ON HIS/HER PERFORMANCE AT SCHOOL. THE INFORMATION BELOW WILL BE REGARDED AS STRICTLY CONFIDENTIAL.

a) EMOTIONAL (INDIVIDUAL PROBLEMS)

.....
.....

b) SOCIAL (FAMILY PROBLEMS)

.....
.....

c) ACADEMIC

.....

d) OTHER

.....

25. DECLARATION BY THE PARENT (PLEASE PRINT CLEARLY):

I (FULL NAMES)

THE PARENT OF (FULL NAMES)

HEREBY DECLARE THAT:

(a) THE INFORMATION SUBMITTED IN THIS APPLICATION FORM IS THE TRUTH.

(b) I UNDERTAKE:

- (i) TO ENSURE THAT MY CHILD/WARD ATTENDS SCHOOL REGULARLY AND SHOULD MY CHILD/WARD BE ABSENT FROM SCHOOL FOR ANY REASON, I WILL NOTIFY THE PRINCIPAL IN WRITING OR TELEPHONICALLY STATING THE REASON/S FOR ABSENCE;
- (ii) TO CONTRIBUTE TO THE SCHOOL FEES IN TERMS OF SECTIONS 39 AND 40 OF THE SOUTH AFRICAN SCHOOLS' ACT, ACT NO 84 OF 1996;
- (iii) TO PAY ALL COSTS INCURRED FOR DAMAGE DONE OR LOSSES CAUSED BY MY CHILD/WARD TO SCHOOL PROPERTY AND DEPARTMENTAL BOOKS AND EQUIPMENT.

- (c) I AGREE THAT THE PRINCIPAL OR HIS DESIGNATES MAY ACT "IN LOCO PARENTIS" IN THE EVENT OF ANY INJURY, ACCIDENT OR INCIDENT IN WHICH MY CHILD/WARD MAY BE INVOLVED.

.....
 SIGNATURE OF PARENT DATE

WITNESSES (TO BE PROVIDED BY THE PARENT):

| <u>SIGNATURE</u> | <u>ADDRESS</u> | <u>DATE</u> |
|------------------|----------------|-------------|
| 1. | | |
| 2. | | |
| | | |
| | | |

26. NOTES:

- (a) THIS FORM MUST BE COMPLETED IN FULL BY THE APPLICANT'S **BIOLOGICAL PARENT/LEGAL GUARDIAN.**
- (b) 'PARENT' MEANS:
 - (i) THE BIOLOGICAL PARENT OR GUARDIAN OF A LEARNER;
 - (ii) THE PERSON LEGALLY ENTITLED TO CUSTODY OF A LEARNER; OR
 - (iii) THE PERSON WHO UNDERTAKES TO FULFIL THE OBLIGATIONS OF A PERSON REFERRED TO IN PARAGRAPHS (i) & (ii) TOWARDS THE LEARNER'S EDUCATION AT SCHOOL. (DEFINITION: S A SCHOOLS ACT, NO 84 OF 1996)
- (c) FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN A DELAY IN THE PROCESSING OF THE APPLICATION.
- (d) IF A LEARNER CONTRAVENES ANY SCHOOL RULE OR REGULATION AS LAID DOWN BY THE RESPONSIBLE AUTHORITIES, DISCIPLINARY ACTION MAY BE TAKEN AGAINST SUCH A LEARNER.

27. This commitment in its entirety will be valid from the day on which it is signed by the parent / guardian to the day on which the pupil officially leaves the school. The Governing Body reserves the right to reconsider the admittance of students to the school.

SCHOOL FEE PAYMENT STRUCTURE – 2012

The school fees for 2012 were set at R25, 575.00 per student per annum for Grades 8 & 12 and R24,075.00 per student per annum for Grades 9 to 11, with the 3rd and subsequent student in the family subject to a discount of approximately 50%.

A refund of R1500.00 is applicable to all Grade 12 students subject to the return of all issued books (text and library) in good condition at the end of the year, therefore all scholarships/discounts for Grade 12 exclude the R1500 refund. Refunds will only be paid out once all accounts have been checked in February of 2013.

School fees are due and payable in full on the 1st day of the new school year but the following arrangements for credit may be made:

1. Discounts for fees paid in full by 28 February are offered as follows:

For all Grades : on the full fee the discount will be R3536.00.

Accordingly, the discount for two students from the same family will be R7072.00.

For the third subsequent student from the same family (whose fees for the third and subsequent student are already discounted by 50%) **THE DISCOUNT FOR PAYMENT BY 29 FEBRUARY IS R1650.00 per third and subsequent student.**

2. Payment monthly in 12 equal installments commencing on 1 January 2012 via Debit Order or via Internet by means of a credit transfer.
3. 12 equal payments via credit card (Master or Visa) - credit card details to be lodged with the school by 18 January 2012.
4. 12 post-dated cheques lodged with the school on or before 18 January 2012.

No discount applies to monthly payments made by cheque, debit order, credit card or via the Internet.