



FISH HOEK HIGH SCHOOL

admissions@fishhoekhs.com www.fishhoekhighschool.co.za

T: 021-7821107 | F: 021-7825438

13th Avenue, Fish Hoek, 7925, Cape Town Principal: Mr. G. S. Fish B. A. HDE

CHECKLIST – 2020 Grade 8 & 9 ADMISSIONS	FOR OFFICE USE ONLY	Date Returned:	Signature:	WCED online:
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PLEASE NOTE: The documentation below is required and forms part of your application. The School Governing Body reserves the right to request further documentation to substantiate your application. **In addition to this application, WCED requires all parents to apply online for 2020 admissions via their website from 15 February 2019 (<https://www.admissions.westerncape.gov.za>).**

Application forms will NOT be accepted if the following are not complied with:

THE FOLLOWING FORMS TO BE FULLY COMPLETED, SIGNED & DATED	YES	NO	FOR OFFICE USE
1. (a) FULL Application MUST BE signed by both Biological Parents/Legal Guardian (i.e. Sections A, B, C). (b) If a single Biological Parent is genuinely unaware of the whereabouts of the other Biological Parent, a Sworn Affidavit to that effect is required, as well as a CERTIFIED copy of the Pupil's Unabridged Birth Certificate (or proof of application). <u>Please contact</u> the Admissions Secretary to collect the Sworn Affidavit form.			
2. Social / Moral Acknowledgement of Responsibility towards school fees signed by both Biological Parents/Legal Guardian.			
3. Declaration by Biological Parents / Legal Guardians signed by both Biological Parents/Legal Guardian.			
4. South African Schools Act form fully completed & signed by Biological Parent/Legal Guardian.			
SPONSORS: In addition to signing the Pupil application, collect & complete a Sponsor Application Form at the Administrative Office which MUST be handed in, TOGETHER with the Pupil's application as well as a CERTIFIED copy of the Sponsor's ID and Sponsor's proof of PHYSICAL residence (Municipal Rates/Telkom Landline Account not older than 3 months or current fully signed Lease Agreement).			

THE FOLLOWING MUST BE INCLUDED WITH THE FULLY COMPLETED APPLICATION (original certified copies only & not older than 6 months)	YES	NO	FOR OFFICE USE
1. CERTIFIED copy of Biological Parents / Legal Guardians' ID Document OR current Passport			
2. CERTIFIED support documentation (where applicable): Death Certificate, Divorce Agreement; Marriage Certificate (re-married); Adoption Paper; Foster Care Order			
3. (a) TWO (2) CERTIFIED copies of Pupil's Birth Certificate / ID Document or current Passport. (b) If Pupil's surname differ to either one of the Biological Parents' surnames, a CERTIFIED copy of the Pupil's Unabridged Birth Certificate (or proof of application) is required.			
4. NON-CITIZENS: Up to date CERTIFIED copy of Pupil's study visa is required. Please note that full school fee amount is payable upfront.			
5. REFUGEES/ASYLUM SEEKERS – the following additional documentation is required: CERTIFIED COPY OF CURRENT legal documentation giving Pupil refugee/asylum status.			
6. If you are unable to provide any of the following, please contact the School BEFORE returning the application: Proof of PHYSICAL Residence is required in the form of a CERTIFIED copy of your Municipal Rates/Telkom Landline Account (not older than 3 months) OR a CERTIFIED copy your current fully signed Lease Agreement (refer to Admission Policy).			
7. Copy of Immunisation records (as required by WCED). If lost, a Sworn Affidavit required by the Biological Parent confirming whether pupil was vaccinated.			
8. CERTIFIED copy of most recent report (as required by WCED). We also invite you to include copies of relevant academic/sport/cultural awards or involvement; as well as a motivational letter from parents, pupil, school, coaches, etc.			

IMPORTANT: Due to the demand for space at Fish Hoek High School, you need to apply at other schools as well; ensuring you meet their deadline dates as we CANNOT guarantee placement. Fish Hoek High School is declared a **FEE PAYING SCHOOL** in terms of the relevant legislation. By enrolling your child at our school, you are accepting an obligation to pay the school fees.

I _____ (name & surname of Biological Parent/Legal Guardian) do hereby acknowledge that I have read and understood the above.

Biological Parent/Legal Guardian Signature: Date:



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APPLICATION FOR ADMISSION - 2020

OFFICE USE ONLY	Admin Database Ref:	Account Ref:	Register Ref No:
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NB: PARENTS TO COMPLETE ALL DETAILS IN PEN & PLEASE PRINT CLEARLY.

GRADE APPLYING FOR	REQUESTED START DATE
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SECTION A: PARTICULARS OF PUPIL

Pupil resides with (please tick ✓)	Parents	Mother	Father	Other	(NB: If OTHER, a Sworn Affidavit by parents, stating reasons is required & complete OTHER details on next page)			
Surname								
Full Names								
Date of Birth							Male	Female
Identity No								
Home Language								
Current School								
Province/Country of School (if NOT in Western Cape)								
Name, year & grade of any previous Western Cape schools attended								
Name & Grade of current siblings(s) at Fish Hoek High School:				Name of past sibling(s) at Fish Hoek High School – include Year & Grade:				
Physical address at which Pupil is resident								
Emergency Contact (other than parents)		Tel No:		Name:				
				Relationship to pupil:				
Number of Children in Family				Is pupil the 1 st , 2 nd , 3 rd child in the family				
Illnesses from which the pupil is suffering or has suffered, e.g. asthma, epilepsy								
Operation(s) pupil has undergone								

NB: All pupils should have been immunised against all the illnesses below before school attendance. Immunisation against poliomyelitis and tuberculosis (BCG) is legally compulsory. Written evidence of immunisation against poliomyelitis and tuberculosis (BCG) could be demanded when the pupil is admitted for the first time.

✓ Tick illnesses pupil has been immunised against	Tuberculosis (BCG)	Diphtheria	Whooping cough	Tetanus
	German measles	Measles	Poliomyelitis	Mumps

NON CITIZEN PUPILS ONLY

Nationality:	Passport No:
Type of Permit:	Expiry Date of Permit:
1 st Grade & Year in SA School:	

School Programmes		
Sport: List current participation	Summer:	Winter:
Culture: List current participation (i.e. Drama, Music, Choir, etc)		
Leadership Postions held: (e.g. Library Monitor, Head Boy/Girl, etc)		
Service / Other: any service activities or other achievements within or outside the school. Please supply supporting documentation in form of testimonials, certificates, awards, references, etc		

SECTION B: PARTICULARS OF BIOLOGICAL PARENTS / GUARDIANS / STEP-PARENTS / OTHER

IMPORTANT: BOTH biological parents MUST complete and sign the application form. If a single biological parent is GENUINELY unaware of the whereabouts of the other biological parent, a Sworn Affidavit to that effect is required together with a CERTIFIED copy of the pupil's UNABRIDGED Birth Certificate (or proof of application).

Name & Surname of Biological Parent 1 / Legal Guardian					
Relationship to Pupil (eg Father, Foster Mother)		Identity No:			
Marital Status. If re-married, complete step-parent details on next page.	Single	Married	Divorced	Re-married	Widowed
Home Tel No:		Work Tel No:			
Cell No:		Email:			
Residential Address		Postal Code:			
Postal Address		Postal Code:			
Occupation					
Name & Address of Employer					

Name & Surname of Biological Parent 2 / Legal Guardian					
Relationship to Pupil (eg Father, Foster Mother)		Identity No:			
Marital Status. If re-married, complete step-parent details on next page.	Single	Married	Divorced	Re-married	Widowed
Home Tel No:		Work Tel No:			
Cell No:		Email:			
Residential Address		Postal Code:			
Postal Address		Postal Code:			
Occupation					
Name & Address of Employer					

IMPORTANT: When divorced or separated, we require legal proof of custodial arrangements as well as a copy of any updates or amendments to these arrangements.

Custodian Parent/Primary Caregiver – if Divorced (include copy of Divorce Agreement)	
Postal address to which communications must be sent (only ONE primary address)	

Name & Surname of Step-parent 1:		Relationship to Pupil:
Work Tel No:	Cell No:	Email:

Name & Surname of Step-parent 2:		Relationship to Pupil:
Work Tel No:	Cell No:	Email:

To be completed if Pupil resides with "OTHER" (as indicated on 1st page)				
Name & Surname				
Marital Status	Single	Married	Divorced	Widowed
Relationship to Pupil:		Identity No:		
Home Tel No:		Work Tel No:		
Cell No:		Email:		
Residential Address (NB: Include copy of Municipal Rates/Telkom Landline Account not older than 3 months OR current fully signed lease agreement)		Postal Code:		
Postal Address		Postal Code:		
Occupation				
Name & Address of Employer				

Unless parents / legal guardians at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:

- Collect, store and process information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts owing in school fees.
- Collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorized by the School for School related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current pupils as well as providing references and communicating with the body of former pupils.
- Include photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your Child's activities, achievements or successes.
- Supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.
- The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

I/We have read and understand the following as published on the School's website:

- **Extra-Mural Activities and Sport** and agree that my son/daughter shall be involved in activities as stipulated.
- **School Code Of Conduct and Uniform Regulations** and as far as I/we am/are able, will ensure that my/our son/daughter will abide by the Code of Conduct and dress regulations.
- **Drug and Alcohol Policy and Procedures.**

SECTION C: PAYMENT OF SCHOOL FEES

Please note that Fish Hoek High School is declared a **FEE PAYING SCHOOL** in terms of the relevant legislation. By enrolling your child at our school, you are accepting an obligation to contribute financially towards the education of your child.

SCHOOL FEES: Our 2019 annual school fee is R25,700-00 with a probable increase in 2020. School fees may be paid annually in advance (a 5% discount will be given, if paid by the end of February) or monthly in advance over ten or eleven months. **NB:** Credit card facilities available.

The annual school fees are compulsory and are determined by the School Governing Body and adopted by the parents at a meeting called for that purpose. School fees are due and payable by 1 January each year. *(It is, however, policy to allow payment to be made monthly in advance or by means of a monthly debit order.)* Should payment not be made as above or by some other arrangement agreed to in writing by the School, the full amount outstanding becomes due and payable immediately, without notice.

In terms of family law, parents are jointly and severally liable for the payment of the school fees irrespective of their marital status, and irrespective of maintenance and court orders which may exist between the parties. In terms of the South African Schools Act, the parties to this form are liable to pay compulsory school fees. In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees. Parents who are unable to pay school fees may apply for financial assistance of these fees. If parents fail to meet their school fee obligations, the school may record the parent's non-performance with a credit bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.

I/we acknowledge liability for payment of all fees. I/we acknowledge that I/we shall be liable for the payment of all school fees, save to the extent that a financial assistance has been granted to me/us. I/we choose my/our address/*domicilium citandi et executandi* for any correspondence or the service of any court process at the residential address recorded on the front of the application form and acknowledge liability for all attorney and own client costs, plus collection commission in the event of any outstanding accounts being handed over to the school's attorneys for collection.

Is the Pupil sponsored (by someone other than parents/guardian)? **YES / NO** (please circle which is applicable)
If YES, please collect Sponsor Application Form at the Administrative Office

Email address for school fee statement

IMPORTANT: BOTH Biological Parents MUST complete, sign & date the application form. If a single Biological Parent is **GENUINELY** unaware of the whereabouts of the other Biological Parent, a Sworn Affidavit to that effect is required together with a **CERTIFIED** copy of the Pupil's **UNABRIDGED** Birth Certificate (or proof of application).

PLEASE NOTE: Completion of this application and/or interview does not imply automatic acceptance to Fish Hoek High School. The enrolment of the pupil will be confirmed in writing.

.....		
PUPIL'S NAME & SURNAME		GRADE IN 2020	
Biological Parent 1 / Legal Guardian Signature Name & Surname Date
Biological Parent 2 / Legal Guardian Signature Name & Surname Date
Sponsor (if applicable) Signature Name & Surname Date



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February 2019

SOCIAL/MORAL ACKNOWLEDGEMENT OF RESPONSIBILITY TOWARDS SCHOOL FEES

In order to sustain the quality of education that is offered at Fish Hoek High School, it is the responsibility of every parent to pay school fees. It is important to appreciate that those parents who qualify for financial assistance, are subsidised by the paying parents of the school, not by the Government. At present, paying parents are able to finance the employment of 57% staff versus 43% by the WCED.

As a community school, it is the School Governing Body's responsibility to assist the Fish Hoek parents who are financially constrained and who qualify for some form of financial assistance. However, amendments to the Government legislation have now put more financial burden on the school. To maintain the standards and facilities, all parents must make every effort to pay the full school fees. Those parents who qualify for financial assistance should pay what they can afford. The School's budget is already under great pressure. Any further loss of fee income through financial assistance will result in the loss of teaching staff. Fewer teachers will mean larger classes and a loss of subjects. The negative effect on the present standard of education we offer will be felt by all. Maintenance of our school buildings will also be affected by loss of fee income.

If financial assistance is required, please be aware of the financial implications for the school. Application should be completed on a Fish Hoek High School's financial assistance application form, which must be accompanied by the required supporting documents. Please note that all information on applications will be followed up and verified, but kept in complete confidence. **Only families whose children are South African citizens or have valid Refugee/Asylum permits may apply for financial assistance.**

P HAWKSLEY

Chairman: School Governing Body

ACKNOWLEDGEMENT BY BIOLOGICAL PARENTS / LEGAL GUARDIANS AND/OR SPONSOR			
I/We have read and understand the contents of this letter.			
.....		
PUPIL'S NAME & SURNAME		GRADE IN 2020	
Biological Parent 1 / Legal Guardian Signature Name & Surname Date
Biological Parent 2 / Legal Guardian Signature Name & Surname Date
Sponsor (if applicable) Signature Name & Surname Date



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DECLARATION BY BIOLOGICAL PARENTS / LEGAL GUARDIANS

I/We the undersigned, biological parents / legal guardians of _____ (name & surname of pupil), do hereby confirm and declare the following:

1. I/We have read the School's Admission Policy on the School's website and have carefully considered and understand its contents, including but not limited to the admission criteria that will be adopted and the processes that will be followed by the School;
2. I/We have the legal authority to sign and submit this application and consider the School's Admission Policy and the commitments made in this application to be binding on me/us personally;
3. The information and documents provided as part of this application are true and correct;
4. I/We understand that the School reserves the right to verify all information supplied in this application. In the event that fraudulent information and/or documents is supplied, the School reserves the right to lay criminal charges of fraud against any of the parties to this application;
5. I/We understand that submission of this application does not guarantee that the pupil will be admitted to the School and that all applications for admission received by the School will be considered in terms of the School's Admission Policy. I/We understand that it is our responsibility to apply to other schools to ensure that the pupil is accommodated elsewhere should he/she not be admitted to the School;
6. I/We understand and accept that I/we are responsible for ensuring that the pupil has been immunised against the following communicable diseases before he/she attends school: Polio, Measles, Tuberculosis, Diphtheria, Tetanus and Hepatitis B;
7. Should this application be successful and the pupil be admitted to the School (which I/we understand and accept is not a guarantee):
 - 7.1. I/We accept that the responsibility for paying the annual school fees rests with me/us and hereby undertake to pay in full the annual school fees determined by the governing body of the School and agreed to by the parent body at the annual budget meeting;
 - 7.2. I/We understand and accept that we are liable to pay compulsory school fees and the School may enforce payment of such fees in terms of the South African Schools Act. Should the School enforce payment of any outstanding school fees and need to take legal action to recover these fees, I/we hereby undertake to pay all legal costs incurred by the School in this regard (including but not limited to attorney/client fees);
 - 7.3. **Only families whose children are South African citizens or have valid Refugee/Asylum permits may apply for financial assistance.** I/We understand that I/we may apply to the School for financial assistance from paying the compulsory school fees should I/we not be in a position to pay these fees in full. I/We understand and accept that the submission of an application for financial assistance does not guarantee any reduction in the compulsory school fees payable by me/us. I/We understand that we may request assistance from the School in completing the application process in this regard. I/We also accept that we shall be liable to pay the annual school fees should my/our application for financial assistance not be successful or not cover all school fees payable.

Biological Parent 1 / Legal Guardian Signature Name & Surname Date
Biological Parent 2 / Legal Guardian Signature Name & Surname Date
Sponsor (if applicable) Signature Name & Surname Date

**SOUTH AFRICAN SCHOOLS ACT, NO. 84 OF 1996
REGULATIONS FOR THE EXEMPTION OF PARENTS FROM
PAYMENT
OF SCHOOL FEES**

CHECKLIST FORM *

(Mark with a cross in applicable box.)

1. Has the principal informed you about the amount of the annual school fees to be paid?

YES	NO
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2. Has the principal informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees?

YES	NO
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3. Has the principal informed you about your right to apply for exemption from paying school fees?

YES	NO
-----	----

4. Do you wish to apply for such exemption?

YES	NO
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5. Do you wish to be assisted in making such application?

YES	NO
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6. Has the principal provided you with the form (Annexure B) for application for exemption?

YES	NO
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Name of Principal: **G.S. FISH**

Name of Parent



Signature of Principal

Signature of Parent

Date: 06/02/2019

Date

School Stamp:



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CHILD'S NAME & SURNAME

* One copy of the signed form will be handed over to the parent, another will be submitted to the Head of Department or his or her delegate, and the original will be filed at the school.