

Dear Prospective Parent(s)/Guardian

Thank you for considering Victoria Girls' High School for your daughter's / ward's high school education. Kindly assist us in making the best possible decisions by noting the following:

A. The VGHS Admission Policy on the next page.

B. Please check that the following documents have been included in this application package:

1. A letter informing parents/guardians of procedure and important dates (please keep this letter as a reminder).
2. The VGHS Fee Structure for 2011 (to be updated by the end of 2011 for 2012).
3. The VGHS Provisional Subject Choice for Grade 10 to 12, for 2012.
4. A Confidential Learner Profile: please request the principal of the learner's present school to fill in the details, seal the form in an envelope with the school stamp over the seal, and post it to VGHS. Alternatively you could submit the sealed envelope with the application documents.

C. Unfortunately we may only consider the application if:

- ✓ every section is filled in
- ✓ the following items accompany the application form:
 1. A certified, complete (full) copy of the learner's latest end of year School Report (Her most recent School Report must be available if she is called for an interview).
 2. A certified copy of Birth Certificate of the learner.
 3. Certified copies of both parents'/guardian's I.D.s (or a Death Certificate of a deceased parent).
 4. A certified copy of the I.D. of the person responsible for the account (if not the parent[s] or guardian) of the learner.
 5. The receipt or deposit slip for the R50.00 administration fee (refundable upon written request in 2012).
 6. An I.D. photograph of applicant attached to cover
 7. The form filled in by the principal of the learner's present school, sealed in an envelope (unless the principal posts it).
- ✓ and if the documents reach Victoria Girls' High School by the due date set out in the letter.

Yours sincerely



W Schmidt

ACTING-PRINCIPAL

POLICY FOR ADMISSION TO VICTORIA GIRLS' HIGH SCHOOL

Adopted on 28 February 2006 and amended on 23 November 2006, 5 May 2009 and 1 March 2011 by the Governing Body of Victoria Girls' High School subject to the provisions of the South African Schools Act No 84 of 1996 and Section 28(2) of the Constitution

Definitions

"School" as determined in the South African Schools Act, 84 of 1996, in this document it refers to Victoria Girls' High School (VGHS), with a distinction being made between the GET and FET Bands

GET Band refers to Grade 8 and Grade 9 at VGHS

FET Band refers to Grades 10, 11 and 12 at VGHS

"Selection Panel" refers to members of the Staff Management Team under the instructions of the School Governing Body of VGHS

VGHS refers to Victoria Girls' High School



Preamble

Victoria Girls' High School is open to all learners whose age and academic standard enable them to benefit from the educational experience we offer. Learners from all schools, including Victoria Primary School, need to apply for entrance to Victoria Girls' High School

1. in the GET Band
2. in the FET Band

VGHS is a fee-paying school. School fees are payable in advance per term, but VGHS recommends various payment options and offers discount if annual fees are paid by end February.

All applicants will need to comply with the admission policy as set out in this document, and will need to submit the necessary documentation.

Victoria Girls' High School requires that Parents/Guardians and Learners familiarize themselves with

- the Code of Conduct of VGHS as the Learner will be subject to and bound by the Code of Conduct once she has been admitted to the GET or FET Band.
- the FET subjects offered at VGHS (*see application package*)

Documents required for the admission of a learner into the GET Band and FET Band

When a Parent/Legal Guardian applies for the admission of a Learner to Victoria Girls High School, the following documents are required:

1. A fully completed and signed application form prescribed by the school. This application form, together with all the documents prescribed in the application form and below, shall be delivered to the school on the date(s) set by the school and as advertised by the school. Late and/or incomplete applications may be disregarded.
2. The specified form signed by the parent/guardian giving VGHS permission to obtain information about the learner from the previous school(s) attended by the learner.
3. All portfolio work in every learning area/subject shall be required from all learners applying for admission during the course of the year.
4. Any other documents required by the Application Package and specified in the accompanying letter.

Admission Criteria

Preference will be given to learners who:

1. demonstrate the greatest degree of participation in the academic, sporting and cultural activities offered by the school/s previously attended by them and at VGHS.
2. will benefit the most from the subjects, activities and facilities offered by the School.
3. show the highest academic potential.
4. obtained a Level 4 pass (or equivalent) in English Home Language in Grade 7, 8, 9 and 10, or a higher level pass in English First Additional Language. VGHS must be satisfied that the mark received is of a comparable standard.
5. wish to receive their education in English and, thereafter, in order of preference, demonstrate the greatest ability to communicate in English, in both speech and writing.
6. have a good disciplinary record (including a good disciplinary record at any previous boarding institution, where applicable).
7. reside in the feeder zone (i.e. VGHS is the closest English medium secondary school to the home address of the learner) or is eligible for boarding at a VGHS hostel.
8. fall within a range of two years of the age norm.
9. are learners from areas of defined need.

In the event that after the application of the criteria applicants are equal, preference will be given to:

1. Children of alumni and sisters of past and present learners at VGHS and sisters of Graemians, if they meet all other criteria.
2. Learners from Victoria Primary School.
3. Learners disadvantaged as a result of unfair discrimination in the past.

Eligible Learners and their Parent/s or Guardian/s will be expected to attend an interview at the school on the date given in the application form. An interview will not guarantee entrance to the school.

Universally accepted class sizes for optimal teaching and learning will also be taken into account.

A Selection Panel reviews all applications.

Admission into the FET Band

The minimum entrance requirement for Gr 10 is a satisfactory Grade 9 school report.

It must be noted that Grade 9 is the end of the GET Band which signifies it as an exit year, and Grade 10 is the start of the FET Band.

All applicants must familiarize themselves with the subject options available in the FET Band as learners should apply for subject combinations that will suit their future career options.

The following factors will be considered when applying for admission to Grade 10 – 12, as well as those learners applying for subject or grade changes:

1. Previous academic, disciplinary, service, leadership, cultural and sporting performance and/or participation of the learner.
2. The Learner must meet the promotion requirements of Grade 9 to be admitted into Grade 10.
3. Requested Subject Packages/Combinations, and with the proviso that all subject packages are subject to a probationary period of six months. Subject Packages/Combinations will be determined by their marks during the course of Grade 9 and the entrance requirements of specific subjects.

Class sizes are limited by the facilities, e.g. the number of computers, and human resources available.

The admission criteria set out herein shall apply for the admission of learners to the GET and FET phase.

1. INFORMATION ABOUT THE LEARNER

Learner's Surname _____

First Name(s) _____

Preferred Name _____

Present Grade _____ Grade for which applying _____ in 2012

Date of Birth:	DAY			MONTH			YEAR		
I.D./Birth Certificate Number									

Physical Address _____

_____ Postal Code _____

Closest Public School to Learner's Physical address: _____

Learner's Cellphone Number (if available): _____

Home Language of Learner _____

Country of Birth: _____

Date entered South Africa (if not born in South Africa): _____

HOME ENVIRONMENT:

Does the learner live with both biological parents?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are the learner's parents divorced?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the learner live with a relative?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the learner in foster care?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the learner an orphan?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

HEALTH:

Give details of anything of which the school should be aware, e.g. epilepsy, asthma, diabetes, etc, and attach a medical certificate:

Does the learner wear glasses?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the learner have hearing problems?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the learner have any barriers to learning, e.g. ADHD?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If yes, please give details: _____

MEDICAL AID COMPANY:	NUMBER:
----------------------	---------

RELATIVES AT VICTORIA GIRLS' HIGH SCHOOL:

Details of sister/s currently attending Victoria Girls' High School:

NAME	GRADE
------	-------

Details of mother/sister/s who attended VGHS previously:

NAME	YEAR LEFT VGHS
------	----------------

If any family members attended/are attending VGHS, in which house were/are they? Please tick the appropriate box

<input type="checkbox"/> Ruthville	<input type="checkbox"/> Dorset	<input type="checkbox"/> Graeme	<input type="checkbox"/> Thursford
------------------------------------	---------------------------------	---------------------------------	------------------------------------

DETAILS OF THE LEARNER'S CURRENT SCHOOL, INVOLVEMENT AND MOST RECENT ACHIEVEMENTS:

Current school	
Telephone number of current school	
Address of current school	
Date of leaving the above school	
Reason for leaving the above school	
ACADEMIC	
Highest Grade passed	
Grade(s) repeated	
Preferred subjects (Grade 10 – 11 only)	<i>(Please refer to Admissions Policy and attached Provisional Subject Options. Consider the options carefully as these will be discussed with you if you are called to an interview).</i>

LEADERSHIP ROLES

--

CULTURAL ACTIVITIES

Society or activity	Special achievement (if any)

SPORT

Sport	Team represented	Achievements (if any)

COMMUNITY SERVICE

--

All learners are expected to participate in sport, cultural activities and community service. Participation in sport is assessed as part of the Life Orientation curricula.

If the information filled in above does not appear on the learner's end of year School Report, we request that the school verifies the information:

Signature of School Principal/authorized person to verify the above information: _____

Name of School Principal: _____

School stamp

VGHS HOSTELS

Is applicant to be a VGHS Hostel Boarder? (please tick)

 YES

 NO

Date on which admission is desired: _____

Boarding school nearest to home address of Parent/Guardian: _____

Specify any health, dietary requirements or physical handicaps and attach a medical practitioner's certificate:

2. PARENTS'/GUARDIAN'S PARTICULARS

(Kindly note that details of both parents must be provided unless a certified copy of a Death Certificate is attached. Parents are jointly and severally responsible for school and boarding fees, regardless of the content of, for example, a divorce agreement).

PARENT / GUARDIAN 1:

RELATIONSHIP TO APPLICANT, e.g. Mother, Foster Mother, Guardian:												
SURNAME:												
TITLE:				INITIALS:				FIRST NAMES:				
I.D. NUMBER												
MARITAL STATUS		Married		Unmarried		Divorced		Separated		Widowed		
Legal Guardian <input type="checkbox"/> Yes <input type="checkbox"/> No		Access Rights <input type="checkbox"/> Yes <input type="checkbox"/> No		Living with Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No		Separate Report requested <input type="checkbox"/> Yes <input type="checkbox"/> No						
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:				
PHYSICAL ADDRESS Number: Street:				POSTAL ADDRESS P.O. Box:				STREET ADDRESS OF PLACE OF WORK Number: Street:				
Suburb:								Suburb:				
Town:				Town:				Town:				
Province:				Province:				Province:				
Code:				Code:				Code:				
Cellphone						Fax number						
Telephone (h)						E-mail address						
Telephone (w)												

PARENT / GUARDIAN 2:

(Kindly note that both parents' details must be supplied unless the required documents are provided).

RELATIONSHIP TO APPLICANT, e.g. Mother, Foster Mother, Guardian:												
SURNAME:												
TITLE:				INITIALS:				FIRST NAMES:				
I.D. NUMBER												
MARITAL STATUS		Married		Unmarried		Divorced		Separated		Widowed		
Legal Guardian <input type="checkbox"/> Yes <input type="checkbox"/> No		Access Rights <input type="checkbox"/> Yes <input type="checkbox"/> No		Living with Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No		Separate Report requested <input type="checkbox"/> Yes <input type="checkbox"/> No						
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:				
PHYSICAL ADDRESS Number: Street:				POSTAL ADDRESS P.O. Box:				STREET ADDRESS OF PLACE OF WORK Number: Street:				
Suburb:								Suburb:				
Town:				Town:				Town:				
Province:				Province:				Province:				
Code:				Code:				Code:				
Cellphone						Fax number						
Telephone (h)						E-mail address						
Telephone (w)												

3. DETAILS OF PERSON RESPONSIBLE FOR PAYING SCHOOL AND/OR HOSTEL FEES:

Who is responsible for paying the fees? Parent(s) / Guardian / Other (If **Other** please fill in details below)

(Please note: Parents are jointly and severally liable for school and hostel fees, regardless of their marital status. Copies of the account will be sent to the parent(s) and to the person responsible for the account, if not the parents).

RELATIONSHIP TO APPLICANT, e.g. Sponsor; Employer of parent, etc												
SURNAME:												
TITLE:				INITIALS:				FIRST NAMES:				
I.D. NUMBER												
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:				
PHYSICAL ADDRESS Number: Street:				POSTAL ADDRESS P.O. Box:				STREET ADDRESS OF PLACE OF WORK Number: Street:				
Suburb:								Suburb:				
Town:				Town:				Town:				
Province:				Province:				Province:				
Code:				Code:				Code:				
Cellphone							Fax number					
Telephone (h)							E-mail address					
Telephone (w)												

THIS SECTION MUST BE FILLED IN BY THE PERSON RESPONSIBLE FOR PAYING THE ACCOUNT:

I, _____, have read all the documents contained in this application package and am fully aware of the present fee structure of Victoria Girls' High School and accept responsibility for paying the school (and hostel account if the learner is a boarder) of

(Applicable to parents only): I understand that both parents (if still alive) are liable for payment of school (and/or hostel) fees for as long as she is a bona fide learner of Victoria Girls' High School.

I understand that VGHS has a Fee Exemption Policy in accordance with the requirements of the SA Schools Act, and will apply in writing and follow due procedure if I need assistance with the payment of school fees. I understand that Fee Exemption does not relate to hostel fees.

Signed on this day, _____ 2011, at _____

SIGNATURE

DATE

WITNESS 1:

WITNESS 2:

Name: _____

Name: _____

Signature: _____

Signature: _____

Please turn over

4. FEES AND PAYMENTS:

- The present school fees are R2 500.00 per term and the hostel fees are R5 360.00 per term. The fees are decided upon by the parents at an Annual General Meeting held in the last term of the year.
- These fees do not include Johan Carinus Art School fees, stationery, camps, excursions, dances and/or any other fees that the School Governing Body may determine from time to time. Textbooks are issued on loan to learners and must be returned at the end of November each year.
- An applicant's enrolment at Victoria Girls' High School for 2012 will only be confirmed once all the documentation and R1 500.00 for school fees for day girls and R4 200.00 for boarders are deposited into the school account by the date set out in the attached letter. These amounts will be credited to the first term accounts. No alternative arrangements will be allowed.**
- School and hostel fees are payable in advance (before or at the start of a school term), unless an arrangement in writing was made with the Bursar. Legal action will be taken when accounts are 90 days in arrears.
- 10% discount is given if the year's fees are paid before the end of February.
- Arrangements may be made with the school office to pay equal payments over 10 months (January – October) by cheque, stop order or debit order.

BANKING DETAILS OF VICTORIA GIRLS' HIGH SCHOOL

Bank:	Standard Bank Grahamstown
Branch Code:	05-09-17
Account No:	082033099

The learner's name and account number (when available) must appear on all deposit slips.

5. SCHOLARSHIPS AVAILABLE TO VGHS LEARNERS:

- The Head Girl of Victoria Primary School will receive an amount equal to half the school fees for two years.
- The Dux Scholar of Victoria Primary School will receive an amount equal to half the school fees for two years.
- Two Scholarships could be awarded to two new Grade 8s. Grade 7 learners who have excelled academically, culturally or in sport must attach a letter to their application form, listing their achievements.** They must also supply contact details (names, telephone numbers) of people who will verify details. These Scholarships could be for equal amounts and are valid for one year.
- Cultural and Sports Scholarships for Gr 10-12: these are equal to half the school fees and recognize outstanding cultural and/or sporting achievements. The Scholarships are valid for one year.
- Victoria Girls' High School Scholarships available to Gr 9, 10, 11 and 12 learners presently enrolled at the school: these prestigious scholarships recognize **all-round** achievements with academic excellence being weighted more. They are equal to a full year's school fees and are valid for one year.
- Hostel Scholarships: these are determined annually and are awarded to financially deserving boarders who make a meaningful contribution to hostel and school life.

6. DECLARATION AND UNDERTAKING BY PARENT(S)/ GUARDIAN(S):

- I/We understand that this application form does not entitle my/our daughter/ward to a place at VGHS in 2012.
- I/We and my daughter/ward (on her behalf) undertake to be bound by such rules and regulations of the school and hostel as may be in force from time to time. We undertake to support the full school programme as supported by the Annual Budget presented to parents in the last term.
- I/We acknowledge herewith the contents of the Application Package, including the VGHS Admission Policy printed in this application form, and accept the contents thereof. I/We grant VGHS permission to obtain information about my/our daughter/ward from the previous school(s) attended by her.
- I/We acknowledge that by enrolling my/our daughter/ward as a boarder or learner at Victoria Girls' High School, I place the school and all its staff fully *in loco parentis* with regard to my/our daughter/ward.
- I/We acknowledge that the School Governing Body shall have the right to adjust the school and hostel fees, and the method of payment thereof.
- I/We acknowledge that married or divorced parents are jointly and severally liable for the payment of school and/or hostel fees, notwithstanding any agreement that may exist between the parents.

- I/We undertake to pay, in advance, whatever fees and other amounts which may, from time to time, be due to Victoria Girls' High School. Should I be unable, for valid reasons, to make such payment in advance, I acknowledge that I will immediately, in writing, inform the Bursar and the School Governing Body thereof and make arrangements with them to effect payment of such fees and other sums which are due.
- I/We acknowledge that should I/we fail to pay outstanding amounts to Victoria Girls' High School on the due date, and without proper permission, timeously given:
 - Victoria Girls' High School holds the right to refuse to admit my daughter/ward as a boarder for any period in respect of which the fees remain unpaid. I/We acknowledge that the payment of hostel fees is a contractual liability.
 - I/We will be obliged to pay legal costs incurred by Victoria Girls' High School in respect of any action instituted to recover any amount due by me/us, on a scale as between an attorney and own client, together with collection commission on any installments paid, calculated at 10 % on the amount of each installment.
- I/We hereby consent to my/our employer/s divulging my/our employment history and details to the school, if and when required.
- I/We acknowledge that I/we will be obliged to give Victoria Girls' High School at least one term in advance written notice of my/our intention to remove my/our daughter/ward from the school or the hostel and that, should I/we fail to do so, I/we will be obliged to pay school and/or boarding fees for one term, in lieu of notice, on demand.
- All information supplied is up to date and correct. I/We understand that any incorrect information will result in immediate cancellation of the application.

Name (in block letters)

Signature of Parent / Guardian

Date

Name (in block letters)

Signature of Parent / Guardian

Date

Any application containing incorrect or fraudulent information will be disqualified summarily.



with passion, integrity, excellence