

Victoria Girls' High School



Est. 1897

Application for Admission

Place
photo
here

Name: _____

into Grade _____ in 2020



2013 Top 25 South African School ~ Fairlady
Top 100 South African School ~ Sunday Times
2014 Top Eastern Cape School (Transformation and Nation Building) ~ SAOU
2011 & 2007 South African School of the Year ~ PetroSA Proudly South Africa Homegrown Awards



PASSION ~ INTEGRITY ~ EXCELLENCE

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:

The VGHS Admission Policy on the next page.

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 2019 (to be updated by the end of 2019 for 2020).
3. The VGHS Provisional Subject Choice form for Grade 10 to 12, for 2020.

- 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 accepted**.
- A certified copy of the Birth Certificate of the learner.
- **Certified copies of both biological parents'/legal guardian's I.Ds (or a Death Certificate of a deceased parent).**
- A certified copy of the I.D. of the person responsible for the account (if not the parent[s] or guardian) of the learner.
- Proof of address of parents, for example a copy of an account displaying the address.
- The receipt or deposit slip for the R50.00 administration fee (refundable upon written request in 2020 if not accepted). Pay at the VGHS office when collecting an application or VGHS Standard Bank 082033099 Branch 051001 if downloaded.
- An I.D. photograph of applicant attached to cover.
- Court document proving Guardianship/Foster placement.

**and if the documents reach Victoria Girls' High School by the due date:
13 June 2019 at 14:00.**

Yours sincerely



W Schmidt
PRINCIPAL

POLICY FOR ADMISSION TO VICTORIA GIRLS' HIGH SCHOOL

Adopted on 28 February 2006 and amended on 23 November 2006, 5 May 2009, 1 March 2011 and 21 February 2013 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

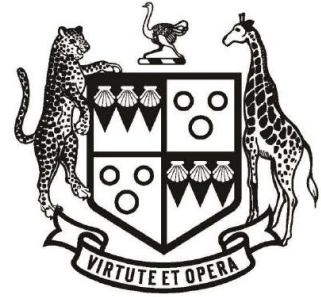
GET Band refers to Grade 8 and Grade 9 at VGHS

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

Parent refers to biological parent



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 in the GET Band or in the FET Band (Grade 10 & 11).**

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 the 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 if she is 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/legal 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 **if they meet all other criteria.**
3. Learners disadvantaged as a result of unfair discrimination in the past.

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, as well as their recent academic performance.

The following factors will be considered when applying for admission to Grade 10 – 11, 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 (or Grade 10) 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.

INFORMATION ABOUT THE LEARNER:

Learner's Surname _____

Name(s) as on Birth Certificate _____

Name called by (no nick names) _____

Present Grade _____ Grade for which applying _____ in 2020

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 Cell phone Number (if available): _____

Home Language of Learner _____

Country of Birth: _____

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

If not South African citizen, supply study permit.

HOME ENVIRONMENT (please circle the appropriate response):

- | | | |
|---|-----|----|
| Does the learner live with both biological parents? | YES | NO |
| Are the learner's parents divorced? | YES | NO |
| Does the learner live with a relative other than biological parents/ legal guardian? | YES | NO |
| Is the learner in foster care? | YES | NO |
| Is the learner an orphan? | YES | 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? YES NO

Does the learner have hearing problems? YES NO

Does the learner have any barriers to learning, e.g. ADHD? YES NO

If yes, please give details:

<u>MEDICAL AID COMPANY:</u>	<u>NUMBER:</u>
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RELATIVES AT VICTORIA GIRLS' HIGH SCHOOL:

Details of **BIOLOGICAL SISTER/S** currently attending Victoria Girls' High School (please supply accurate, relevant information):

NAME	GRADE
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Details of **mother/biological sister/s** who attended VGHS previously (please supply accurate, relevant information):

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

Ruthville	Dorset	Graeme	Thursford
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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 Admission Policy and attached Provisional Subject Options. Consider the options carefully as these might be discussed with you if you are accepted).</i>

LEADERSHIP ROLES

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CULTURAL ACTIVITIES

Society or activity	Special achievement (if any)

SPORT

Sport	Team represented	Achievements (if any)

COMMUNITY SERVICE

All learners are obligated to participate in sport, cultural activities and community service. A minimum of 3 hours per week is expected. Learners all participate in sport and cultural/service activities.

We request that the school verifies the information:

Signature of School Principal to verify the above information: _____

Name of School Principal: _____

School
stamp

VGHS HOSTELS

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

YES NO

Please note:

Any withdrawals from hostel after 30 September 2019 will be liable for Term 1 full Hostel Fees in 2020.

BIOLOGICAL PARENTS'/LEGAL GUARDIAN'S PARTICULARS:

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.

BIOLOGICAL PARENT /LEGAL 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			Access Rights			Living with Applicant			Separate Report requested			
YES NO			YES NO			YES NO			YES NO			
PHYSICAL ADDRESS						POSTAL ADDRESS						
No. and Street:						P.O. Box:						
Suburb:												
Town:						Town:						
Province:						Province:						
Code:						Code:						
Cell phone:						Fax number:						
Telephone (h):						E-mail address:						
STREET ADDRESS OF PLACE OF WORK												
No. and Street:												
Suburb:												
Town:												
Province:												
Code:												
Telephone (w):												
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:				

BIOLOGICAL PARENT /LEGAL GUARDIAN 2:

BOTH PARENTS' DETAILS MUST BE SUPPLIED UNLESS THERE IS A DEATH CERTIFICATE.

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		Access Rights		Living with Applicant		Separate Report requested						
YES		NO		YES		NO		YES		NO		
PHYSICAL ADDRESS No. and Street:				POSTAL ADDRESS P.O. Box:								
Suburb:												
Town:				Town:								
Province:				Province:								
Code:				Code:								
Cell phone:						Fax number:						
Telephone (h):						E-mail address:						
STREET ADDRESS OF PLACE OF WORK No. and Street:												
Suburb:												
Town:												
Province:												
Code:												
Telephone (w):												
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:				

SPONSOR SECTION

If someone will be paying the school/hostel fees in the place of the biological parents/legal guardian, they must complete this section on this page.

Sponsor who will be paying the school/hostel fees in the place of the biological parents/legal guardian												
SURNAME:												
TITLE:				INITIALS:				FIRST NAMES:				
I.D. NUMBER												
PHYSICAL ADDRESS (No. and Street):				POSTAL ADDRESS								
				P.O. Box:								
Suburb:												
Town:				Town:								
Province:				Province:								
Code:				Code:								
Cell phone:						Fax number:						
Telephone (h):						E-mail address:						
STREET ADDRESS OF PLACE OF WORK (No. and Street):												
Suburb:												
Town:												
Province:												
Code:												
Telephone (w):												
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:				

THIS SECTION MUST BE FILLED IN BY THE PERSON (BIOLOGICAL PARENTS/LEGAL GUARDIAN OR SPONSOR) WHO WILL BE 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, _____ 2019, at _____

SIGNATURE

DATE

WITNESS 1:

WITNESS 2:

Name: _____

Name: _____

Signature: _____

Signature: _____

FEES AND PAYMENTS:

- ❑ The present school fees (2019) are R2590.00 per month Feb-Oct and the hostel fees (incl. school fees) are R81.60 per month Feb-Oct. 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 Centre 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 2020 will only be confirmed once all the documentation and R2 500.00 for school fees for day girls and R5 700.00 for boarders are deposited into the school account by Monday 4 November 2019. 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 school fees are paid before the end of February and 5% discount is given if the year's hostel fees are paid before the end of February.
- ❑ Arrangements may be made with the school office to pay equal payments over 9 months (February – October) by stop order or debit order.

BANKING DETAILS OF VICTORIA GIRLS' HIGH SCHOOL

Bank:	Standard Bank Grahamstown
Branch Code:	051001
Account No:	082033099

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

DECLARATION AND UNDERTAKING BY BIOLOGICAL PARENT(S)/ LEGAL GUARDIAN:

- ❑ I/We understand that this application form does not entitle my/our daughter/ward to a place at VGHS in 2020.
- ❑ 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 its entire staff fully *in loco parentis* with regards 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 instalments paid, calculated at 10 % on the amount of each instalment.
- 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 month 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 month, 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

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Facsimile 046 636 1620
Beaufort House 046 636 1561
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Mather Pike House 046 636 2547
Renfrew House 046 636 1598



VICTORIA GIRLS' HIGH SCHOOL

Beaufort Street
P.O. Box 601
Grahamstown
6140

13 March 2019

OUR VISION: At VG we support and respect one another in a safe and happy environment. Our broad spectrum of activities and facilities enriches all, as we strive for excellence.

Dear prospective Parents/Guardians

Thank you for considering Victoria Girls' High School for your daughter/ward. This Proudly South African, English medium school offers your daughter/ward an outstanding education.

Many learners apply annually to be enrolled at Victoria Girls' High School, but unfortunately only a few places are available. (We therefore suggest that you apply to other schools as well). Please take careful note of the **ENROLMENT PROCEDURE**, **VGHS ADMISSION POLICY** and **APPLICATION DOCUMENTS** if you want us to consider your daughter's/ward's application:

ENROLMENT PROCEDURE

Step 1:

Please complete the Application for Admission Form and return that, with all the documents required, to the office of Victoria Girls' High School by 13 June 2019 at 14:00.

No late submissions may be accepted.

Your application may only be considered if the following documents are included:

1. Certified copy of latest **end of the year** School Report
2. Certified copy of the Birth Certificate of the learner
3. Certified copies of **both parents'/guardian's I.Ds (or a Death Certificate, if applicable)**
4. Certified copy of I.D. of person responsible for the account (if not the parent or guardian)
5. Receipt or deposit slip for R50.00 administration fee (refundable upon request in 2020 if not accepted for 2020.)
6. I.D. photograph of applicant attached to cover
7. Proof of address, for example an account displaying the address.

Step 2:

If your daughter/ward is selected on the basis of the VGHS Admission Policy, you could be contacted telephonically by 8/9 July 2019.

Kindly bear in mind that **not all applicants are accepted**.

Step 3:

By 9 August 2019, a letter will be posted to all applicants to confirm the outcome of the application as per telephonic conversation on 8/9 July 2019; including those who cannot be accommodated in terms of the VGHS Admission Policy. They will be informed to make alternative arrangements for 2020.

Step 4:

By the first week in December 2019 information packages will be made available to provisionally accepted learners at schools in Grahamstown/couriered to families where the child provisionally accepted is not at a school in Grahamstown.

The package will include:

- o Contract (Memo of Agreement)
- o Agreement by the learner (Confirmation & acknowledgement)
- o Code of Conduct
- o Boarders' information
- o A reminder of fees to be paid in advance
- o Any other documents deemed necessary

Step 5:

Parents/Guardians of provisionally accepted learners must pay the required fees (R2 500.00 for day-girls and R5 700.00 for boarders) by or on 4 November 2019. The amount for boarders includes school and hostel fees. Please deposit the fees directly into the school account and mark the deposit slip clearly with both the name and surname of the child.

Banking details: VGHS Standard Bank 082033099 Branch 051001.

Withdrawals from hostel after 30 September 2019 will be liable for Term 1 2020 Hostel Fees.

Late submission of forms and/or forms filled in incorrectly and/or incomplete

forms and/or non-payment will disqualify the applicant and the place will be given immediately to someone on the waiting list.

Step 6:

Enrolment can only be confirmed in January 2020 when learners submit their final 2019 school report and a transfer form from their previous school and parents/guardians return the completed forms to the school during the meeting for new learners and parents/guardians.

Step 7:

January 2020: enrolment finalised upon

1. Submission of final school report and transfer form
2. Submission of completed and signed forms required
3. Payment of remainder of first term school (and hostel, if applicable) fees

Thank you, once again, for considering Victoria Girls' High School for your daughter's/ward's school career, for adhering to the procedure and for assisting us in our administration. We look forward to working with you in the interest of your daughter/ward.

Yours sincerely

Warren Schmidt

PRINCIPAL