

WINDSOR

HIGH SCHOOL

SMUTS ROAD. RONDEBOSCH EAST 7780

OFFICE: 6962974 . FAX 697 4775

STAFF / SPORT: 6962975



NAME OF LEARNER:

CURRENT SCHOOL:

APPLICATION FOR ENROLMENT AT WINDSOR HIGH SCHOOL GRADE 8 OF 2012

PLEASE NOTE:

PLEASE ENSURE THAT ALL THE FOLLOWING DOCUMENTS ARE ATTACHED TO THIS APPLICATION.

THE TERM "PARENT" AS DEFINED IN THE SASA REFERS TO THE PERSON/S RESPONSIBLE FOR THE CHILD.

APPLICATIONS WILL BE CONSIDERED AS INCOMPLETE AND CANNOT BE PROCESSED IF ANY ONE OF THE FOLLOWING REQUIREMENTS IS OUTSTANDING OR ANY SECTION OF THE QUESTIONNAIRE INCOMPLETE.

- * **2 Recent ID photos of Learner: Please write learner's name on the back of the photo and put it in a clear money bag.**

- * Certified Copies of:

- Learner's birth certificate / identity document
- Identity document of Parent / Guardian
- Proof of immunisation

- * Proof of Address (electricity, telephone or rates account original not older than 3 months;

- * Latest available Report of learner (Grade 6 final report – please continue to submit latest copies of learner's reports throughout the year, i.e Grade 7 March, June, September)

* OPTIONAL: Copies of certificates, etc. that may assist the committee to get a broader view of the learner.

PLEASE NOTE:

Closing date for the first round of applications is **Friday 3 June 2011.**

Please refer to the abridged Windsor High Admission Policy on page two before completing this application. Completing an application before the due date is NOT a guarantee of acceptance. Please apply to more than one school .

OFFICE USE ONLY		OFFICE CHECKLIST	
LEARNER ACCEPTED (Y/N)		I.D. PHOTO'S x 2	
DEPUTY SIGN ACCEPTANCE		CERTIFIED COPY OF LEARNER'S BIRTH CERTIFICATE	
PRINCIPAL SIGN ACCEPTANCE		CERTIFIED COPY OF PARENTS I.D. DOCUMENTS	
PARENT ACCEPTS (Y/N)		ORIGINAL COPY OF UTILITY BILL NOT OLDER THAN 3 MONTHS	
RECEIPT NUMBER		LATEST AVAILABLE REPORT FOR LEARNER	
CEMIS UNIQUE NUMBER		IMMUNISATION FORM/ PROOF	
DATA CAPTURED (Y/N)		OTHER SUPPORTING DOCUMENTS	
REGISTER CLASS 2012			

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ABRIDGED ADMISSION POLICY OF WINDSOR HIGH SCHOOL – 2012

This policy must be read in conjunction with the WCED policy for the Management of Admission and Registration of Learners at Ordinary Public Schools (circular 0026/2010)

1. Applications:

- 1.1 It is the purpose of this policy to maintain a constant number of learners at the school with due regard to the limited classroom physical space available at the school.
- 1.2 Applications will only be considered for admission to Grade 8 for the year 2012.
- 1.3 No applications grades 9 – 12 for the year 2012 can be considered in 2011.
- 1.4 A total of 140 learners will be accepted for admission to Grade 8 in 2012.
- 1.5 Applications of prospective learners must be completed in full with all supporting documents attached and reach the school by the 3 June 2011.
- 1.6 All applications duly completed as indicated above – and on the official Windsor High School application form will be considered by the Admissions Committee of the school.
- 1.7 The committee will be guided by the policy criteria outlined in Clause 2 below.
- 1.8 Timely submission of an application form does not guarantee admission to the school, i.e., admission is not on a “first come, first served” basis.
- 1.9 While no application fee is charged it should be noted that should the learner be accepted and the parent acknowledges that acceptance, a first payment of R600 of the school fee for 2012 must be paid into the school’s bank account. Should the parent later withdraw the acceptance, that amount will not be refundable.
- 1.10 Parents will be informed of the status of their application circa 1st July 2011.

2. Admission Criteria:

- 2.1 In anticipation of the number of applicants exceeding the available space, an Admissions Committee, constituted by the school and headed by the principal or a competent person so delegated, shall consider all applications and **shortlist** within the following guidelines:
 - 2.1.1 75% (105 out of 140) shall be learners who reside within close proximity to the school (+/- 5 kilometre radius) in the area we serve – Rondebosch East, Lansdowne, Crawford, Kenwyn, Kenilworth and Wetton. Applicants residing in other areas of the Southern Suburbs shall be considered on the merit of their applications in this category.
Recommendations of applicants by the principals of primary schools situated in the areas above will also be considered.
 - 2.1.2 15% (21 of 140) shall be learners who have siblings of good standing currently enrolled at the school or whose siblings of good standing were previously enrolled at the school.
 - 2.1.3 10% (14 of 140) shall be learners who do not fall into any of the categories outlined above and who will be considered on the merit of their applications.
 - 2.1.4 Learners who may fall into one or more of the broad categories outlined above shall not be “double counted” or “doubly disadvantaged” as the case may be.
 - 2.1.5 Please note that the above are **shortlisting** criteria and not necessarily the final criteria used to accept or deny an application.
- 2.2 The Admissions Committee shall reserve the right to apply further criteria to decide on the final outcome of the application of any shortlisted applicant.
- 2.3 All successful applicants will be informed circa 1 July 2011 of the results. Parents are in turn expected to submit a written acknowledgment indicating whether or not the placement is accepted and make a first payment of the school fee for 2012 of R600.
- 2.4 Places not taken up in this way will be offered in order of merit to applicants on the standby list.

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APPLICATION FORM**1. PARTICULARS OF LEARNER: (COMPLETED BY THE PARENT)**

Surname: _____

Full First Names: _____

Residential Address: _____

Postal Code: _____

Gender:

Male		Female	
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Home Language:

English		Afrikaans		Xhosa		Other	
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If other, please specify: _____

Date of Birth:

D	D	M	M	Y	Y	Y	Y

ID No:

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Does the Learner suffer from any allergies or chronic ailments?

Yes		No	
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If "Yes" Specify: _____

Has the Learner undergone any operations?

Yes		No	
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If "Yes" indicate date and specify nature of operation : _____

Learner has been immunised against:

Tuberculosis (BCG)	YES	NO
Poliomyelitis	YES	NO
Diphtheria	YES	NO
Tetanus (DT)	YES	NO
Whooping Cough (DPT)	YES	NO
Haemophilus influenza Type B (HIB)	YES	NO

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2. DECLARATION BY THE LEARNER (COMPLETED IN THE LEARNER'S HANDWRITING)

I, _____ declare that:
(Full Name of Learner),

- (a) I am/was a learner in Grade _____ at:
_____ (Name of School) during _____ (year).
- (b) I attained my present grade fairly and honestly.
- (c) The report card showing that I passed my previous grade is an accurate and correct one.

Signed at _____ (Place) on this _____ day of _____ 2010.

Signature of Learner

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SPORTS:

SPORTS CODE OFFERED BY WINDSOR HIGH	LEARNER PARTICIPATED IN AT PRIMARY SCHOOL LEVEL	LEARNER INTERESTED IN	OTHER
ATHLETICS			
SOFTBALL			
CRICKET			
RUGBY			
SOCCER			
NETBALL			
VOLLEYBALL			
CROSS COUNTRY			

CLUBS AND SOCIETIES:

OFFERED BY WINDSOR HIGH	LEARNER PARTICIPATED IN AT PRIMARY SCHOOL LEVEL	LEARNER INTERESTED IN DOING	OTHER
SCRIPTURE UNION			
MUSLIM SOCIETY			
ENVIRONMENTAL CLUB			
INTERACT			
DRAMA			
DEBATING CLUB			
SCHOOL'S QUIZ			

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Gender: Male Female

Residential Address: _____

Postal Code: _____

Postal Address: _____

Contact Details:

Cellular: _____

Home: (____) _____

Office: (____) _____

Fax: (____) _____

E-Mail: _____

Alternative telephone number (family member or other) in case of emergency:

Name & relationship of emergency contact: _____

Medical Aid:

Name: _____

Membership No: _____

Family doctor: _____ phone: _____

PARTICULARS OF SIBLINGS ATTENDING WINDSOR HIGH SCHOOL

Full Name & Surname	Grade

4. PARTICULARS OF ACADEMIC RESULTS

ATTACH LATEST REPORTS TO THE LAST PAGE OF THIS APPLICATION

Year and Month of Report:	_____ / _____	Grade: _____
LIST THE SUBJECTS BELOW	LIST THE RESULT BELOW	LIST AWARDS BELOW

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Declaration:

<p>I/we , _____ , the undersigned (Parent / Guardian) of _____ (Name of Learner)</p> <p>hereby declare that the information furnished above is true and correct to the best of our knowledge. We realise that any deliberate deception constitutes a fraudulent action and that furnishing of such information disqualifies my application for admission to Windsor High School.</p> <p>Signed at _____ on this _____ day of _____ 201____.</p> <p>_____</p>	
<p>Names in Print</p>	<p>Signature of Parents (Responsible for all fees)</p>

5. PAYMENT OF SCHOOL FEES:

The current school fee for all grades at Windsor High School is **R4800** per annum.
 This fee will be subject to increase in 2012 in line with the budgetary needs of the school.
 Please indicate below the most likely method of payment which will be used:

Please note that a discount is usually granted for full upfront payments.

Please indicate by means of an **X**

Cheque		Cash		Direct Deposit		Debit Order	
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10 instalments January - October 2012	
Once off payment: January 2012	

PLEASE NOTE THAT AN APPLICATION FOR PARTIAL OR FULL EXEMPTION CAN BE MADE. FORM WILL BE AVAILABLE IN 2012. INDICATE WHETHER YOU WILL APPLY TO THE SCHOOL GOVERNING BODY FOR SUCH AN EXEMPTION:

YES	
NO	

Declaration:

<p>I/we , _____ , the undersigned (Parent / Guardian) of _____ (Name of Learner)</p> <p>hereby declare that the information furnished above is true and correct to the best of our knowledge. I/we commit myself to all undertakings as set out in Section 5 above. I accept</p>

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responsibility for payment due in accordance with the agreement set out herein and further agree to forfeit all rights / monetary payments if I break this contract.

Signed at _____ on this _____ day of _____ 2011.

1. _____

1. _____

2. _____

2. _____

Names in Print

Signature of Parents

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