

VICTORIA PARK HIGH SCHOOL



PREPARED FOR LIFE

ADMISSION POLICY

The Admission Policy of **Victoria Park High School** has been determined by the Governing Body in terms of section 5(5) of the South African Schools Act, 1996 (No. 84 of 1996). The policy is consistent with the Constitution of the Republic of South Africa, 1996 (No. 108 of 1996) and that of the National Education Policy Act 1996 (Act No.27 of 1996) and the applicable provincial law.

OUR MISSION STATEMENT

At Victoria Park High, we believe in the power of individuality.

We break the mould and question the status quo.

We believe that everybody can be somebody.

We believe in exploring and amplifying the various talents that make each of our pupils unique.

We believe that where you are going is more important than where you have come from.

We believe in the pursuit of excellence and the enjoyment of the journey along the way.

We believe in giving our pupils opportunity to find themselves by providing them with a variety of activities and facilities.

We believe in fostering a pioneering spirit to tackle life's challenges head-on.

We believe that everything you have is everything you need.

We believe in bravery and self-belief.

We believe in the power of encouragement and in building confident and empowered young hearts and minds.

We believe in dreaming big and working hard.

We believe that talent can get you far but persistence can get you further.

We believe that happy learners flourish in a disciplined environment where the boundaries are clearly defined.

At Victoria Park High education is an education in life. It is a five year window of equipping the next generation with the maturity, dedication and open-mindedness required to readily embrace their uniqueness and leave their mark on the world.

At Victoria Park High, we believe that preparation for life turns opportunities into success.

FACILITY

Contact Details

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MEDIUM OF INSTRUCTION

Victoria Park High School is a co-educational day school, without boarding facilities. Applicants must have a command of English, the medium of instruction. Afrikaans and Xhosa are offered as subjects of choice.

RELIGIOUS INSTRUCTION

Victoria Park High School is an inter-denominational school, based on sound Christian principles, respecting all religious beliefs.

ORIENTATION

The learner must be academically orientated and be able to scholastically fulfil the necessary requirements for admission. It will be understood that once a learner is accepted at **Victoria Park High School** the learner will be bound by the Code of Conduct and will be expected to participate in the entire school programme.

ENROLMENT CAPACITY

The Principal, in consultation with the Governing Body, reserves the right to review the number of classes per grade and the number of pupils allocated per grade.

Every effort will be made to ensure that the ratio of male and female in every grade will be approximately equal.

The number of learners accepted each year will be dependent on the capacity of the school with regard to;

- Teacher pupil ratio
- Classroom size – utilization of available classrooms
- Curriculum and extra-curricular choices
- The adequate provision of learning and teaching support materials
- The pupil ratio with regard to ablution/bathroom and hall facilities
(As stipulated under the Health and Safety regulations)
- It is the express wish of the Principal and the Governing Body that in the best interest of the learners, the ideal number of learners per register class be kept to ± 30 per class.
- However, certain subjects will attract more than the prescribed number of 30 learners.
- Each grade consists of 6 register classes. The total enrollment per grade is 180.
- There will be certain years when this number will be increased to 7 register classes to cater for a larger intake of learners.

APPLICATION FORMS

An advertisement (Grade 8 only) will appear in the Herald and on the school's web page stating the availability of the forms to be collected from the Admissions Secretary at the school. These forms will be made available between 07:30 and 15:30 Monday to Thursday and on Friday between 07:30 and 14:30

Grade 8

Application forms will be delivered to schools named below, for distribution to Grade 7 learners.

The forms will be available on the **2nd Monday of February** with a return date for the completed forms by no later than the **17 March** of the same year.

Grade 9 –10

Application forms are available from the **2nd Monday of June** with a return date for the completed application to be no later than the **last Friday in July**.

Grade 11 Application forms are only available at the Principal's discretion.

Grade 12 Application forms are not available for this grade.

ADMISSION AGE

The age requirements for admission have been published in General Notice 2433 (Government Gazette 19377) of 19 October 1998.

The Governing Body of **VICTORIA PARK HIGH SCHOOL** will adhere to these requirements when considering a learner's application.

As a guideline, the appropriate age for the admission of a learner is:

Grade Age

8	13 -14 years
9	15 years
10	16 years

11 17 years

12 18

A learner who is 16 years of age or older and who has never attended a formal high school and who is seeking admission for the first time or has not made sufficient progress within his or her peer group, must be advised to enroll at an Adult Basic Education and Training (ABET) Centre.

REPETITION

In principle, learners should progress with their peer groups. The norm for repetition is one year per school phase where necessary. Multiple repetition in one grade is not permissible.

ZONING

The Governing Body of **Victoria Park High School** does not apply zoning, but due consideration is given to learners of parents who live and work within the area.

Applications will be considered, as per our criteria, from learners who are attending the schools named below (in no order of importance).

Charlo Primary

Clarendon Primary School

Erica Girls' Primary

Greenwood Primary

Herbert Hurd Primary

Lorraine Primary

Mount Pleasant Primary

Settlaars Primary

Sunridge Primary

Victoria Park Grey (this is not the primary school of VPHS)

SELECTION CRITERIA FOR ADMISSION

The Governing Body and the Principal of Victoria Park High are bound by the constitution of the country to ensure that all applications will be treated fairly. However, it must be appreciated that by virtue of the number of applications received, not all applicants will be accepted and some fair process of selection is inevitable.

The selection criteria are as follows:

- Due consideration will be afforded to learners who show good academic, sport, cultural, leadership and behavioral qualities
- Learners who attend the above mentioned schools will receive advantageous consideration
- Applications from learners attending other English medium schools and private English medium schools will then be considered
- Learners of parents who work within the area, will be given due consideration
- Learners who have biological brothers/sisters (siblings) presently or previously at **Victoria Park High School**
- Parents who are permanently employed
- Parents who are on transfer from outside the greater metropolitan area of Port Elizabeth may complete an application form. The same norms and standards will apply.

In all instances with regard to the above mentioned the learner will need to be:

- Age appropriate for the grade
- Residing permanently with their parents/legal guardian/s

APPLICATIONS RETURNED FOR CONSIDERATION

On receipt of the completed admission form, the form will be checked for accuracy. **Should the relevant documents not be supplied or the form be completed incorrectly, the application will not be processed.**

The Admissions Secretary at **Victoria Park High School** has been appointed by the Principal to liaise with the parents of prospective new applicants and if necessary, will assist with the completion of the application form and any other queries which the parents may wish to discuss.

The application will only be accepted if accompanied by the following documents:

- ✓ Passport/Identity PHOTOGRAPH of the applicant
- ✓ Official BIRTH CERTIFICATE of applicant (unabridged if available)
- ✓ Latest school REPORT
- ✓ Certified copies of BOTH PARENTS' Identity documents
- ✓ Certified copies of Identity document of ACCOUNT PAYER (if not one of the parents)
- ✓ Certified copy of proof of home address where the applicant resides

- ✓ Valid residence/study permit as stipulated by South African Home Affairs in accordance with the terms of the Aliens Control Act 96 of 1991

N.B. No photostat copies will be permitted to be made at the school office

The current school, where the learner is a pupil, will be contacted to ascertain academic achievement, sporting achievements, behavior and family conduct.

Once all the above issues have been considered and the application has met all the admission criteria, the parent of the applicant will be contacted to confirm the applicant's acceptance as a learner at **Victoria Park High School**.

This will be followed by the necessary paper work.

Having submitted an application does not automatically guarantee acceptance.

Without prejudice, the Principal reserves the right to accept or reject an application.

REGISTER OF ADMISSION

All correctly completed application forms are filed and are kept as a register of admission.

ADMISSION COSTS

No fee will be charged on collection of the application form.

On Acceptance

Once the learner has been accepted, there is a non-refundable book fee, which is payable within two weeks of receiving notification of acceptance. (This fee will be revised each year in accordance with current trends) The text book fee will be used towards providing the learner with text books for the time he/she is a learner at **Victoria Park High School**.

ALL GRADE 8 LEARNERS

All Grade 8 learners will be required to complete the Raven Standardized Progressive Matrices test which should highlight any remedial problems. The test is administered by our Guidance Counsellor and is treated in the strictest confidence. If necessary, the results of the test can be used to address the academic needs of the learner.

FINANCIAL OBLIGATION

In terms of Section 39 of the South African Schools Act, the parties to this form are liable to pay compulsory school fees as determined by the Governing Body of the school. According to this Act, both parents are jointly and severally responsible for the payment of school fees irrespective of any divorce or maintenance agreement in place. Further, in terms of Section 40 and 41 of the same act, the Governing Body may enforce the payment of these compulsory school fees.

The school may conduct an enquiry and/or information search about the parents/guardian/sponsor with a credit information bureau. The school may transmit details of how the parents/guardians/sponsors have performed in meeting their obligations in terms of their school fees and share such information with other credit grantors for the purpose of making any credit risk management related decisions. If parents/guardians/sponsors fail to meet their school fee obligations the school may record the non-performance with a credit information 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.

LEARNER RESPONSIBILITY

On acceptance, the learner will be required to abide by the code of conduct as determined by the Principal and the Governing Body.

RIGHTS AND OBLIGATIONS OF PARENTS

The Governing Body must inform all parents regarding their rights and obligations in respect to the governance and affairs of the school, including the process of deciding the school budget and any decision of a parent meeting relating to school fees and the code of conduct for learners.

Parents have an obligation to support their children to attend school regularly.

Parents are expected to attend school meetings where academic information is conveyed to parents. The annual Grade meetings and report discussion evenings are not to be missed.