

VICTORIA PARK HIGH SCHOOL



PREPARED FOR LIFE

ADMISSION POLICY

**Having submitted an application does not automatically guarantee acceptance.
Without prejudice, the Principal reserves the right to accept or reject an application.**

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

This school is committed to providing facilities for a well-balanced education which concentrates on mind, body and soul, that will enable and encourage children to develop their full potential so that they can play a useful, fulfilling role in the community and the larger society.

FACILITY

Contact Details

Physical Address

Victoria Park High School
Victoria Park Drive
Walmer 6070

Postal Address

P.O. Box 5868
Walmer 6065

TELEPHONE: 041 508 6400

FAX: 041 581 2982

E-mail Address: info@vphs.ecape.school.za

CORRESPONDENCE (Preferred method of communication with VPHS/parents)

Parents are asked to email the school. Our email address is info@vphs.ecape.school.za marked for the attention of the staff member or subject concerned (if known).

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, respecting all religious beliefs

ORIENTATION

The learner must be academically orientated and be able to scholastically fulfill 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. The forms may be collected from the Admissions Secretary at the school. These forms will be made available between 07:30 and 15:00 Monday to Thursday and on Friday between 07:30 and 14:00.

AVAILABILITY OF FORMS

Application forms may be down loaded from our web page, but the completed original application form (hard copy) and necessary documentation must be delivered to the secretary's office.

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 **2nd Friday of 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 day in July**.

Grade 9-11 Applications will only be considered if and when a vacancy occurs in the relevant grade.

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.

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:

1. Learners to whom VPHS is the closest school
2. Learners whose parents work closest to VPHS
3. Learners with siblings who are attending (have attended) VPHS
4. Learners who have shown sound behavioral qualities and academic effort
5. Learners who participate in extra mural activities
6. Learners who are age appropriate for the grade
7. Learners who reside 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.

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.

NB. The application form will not be processed;

1. Unless **copies** of the documents, as per the list below, are enclosed with the application form.
2. If the application is unsigned by the parent/s or guardian.

Documents required: N.B. Photostat copies will not be made at the school office

- I.D. Photograph of Learner
- Certified Copy** of birth certificate of the learner
- Latest school report
- Copies of BOTH PARENTS' identity documents
- In the case of a Legal Guardian,
 - a copy of the Guardian's identity document
 - a copy of the legal court appointment document
- Proof of address where Learner resides/ lease agreement showing address
- Death certificate of deceased parent (where applicable)
- Copies of SCHOOL FEE ACCOUNT PAYER'S I.D. document, if not the parent
- Valid residence permit Valid study permit Valid passport (where applicable)

GRADE 9, 10 & 11 LEARNERS ONLY- ONCE THE LEARNER IS ACCEPTED.

The following documents will be required on the first day of attendance

- Transfer Card Portfolio of work

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

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

Confirmation of this acceptance and all the necessary paperwork will be sent.

REGISTER OF ADMISSION (Waiting list)

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, a non-refundable **payment** is required in order to secure the placement of the learner at VPHS. This deposit is payable **within two weeks of receiving notification of acceptance**. (This fee will be revised each year in accordance with current trends).

This payment can be made at our Bursar's office, swipe card facilities are available, or via EFT payment. Our banking details are;

BANK	Standard Bank
BRANCH CODE	05 04 17 00 (Rink Street)
ACCOUNT NO.	080 34 0024
REFERENCE	Learner's surname and initials 2019

FINANCIAL OBLIGATION

Victoria Park High School is a **Proudly Fee Paying School**.

In terms of Section 39 of the South African Schools Act, the parties to the application form are liable to pay compulsory school fees as adopted and ratified by the majority of parents at an annual general meeting held at Victoria Park High 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.

In the event of the school fees being the subject of a non-payment issue, the SGB reserves the right to conduct an enquiry and or credit search with a credit information bureau. Parents who fail to meet their school fee obligations will be listed with the credit information bureau.

NOTICE PERIOD (IN THE EVENT OF A LEARNER LEAVING VPHS)

A month's written notice is required in the event of a learner leaving VPHS. Should written notice not be given, a month's school fees in lieu of notice will apply.

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 of 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 in upholding the code of conduct
- ❖ To make sure the learner attends school regularly.
- ❖ To make every effort to pay their school fees diligently and in so doing, their child will benefit from the services offered by the school.
- ❖ To attend any meetings as requested by the Principal/Teachers/SGB.