

Office Use:  
Sibling:  
Feeder zone:



## RIEBEEK COLLEGE GIRLS' HIGH SCHOOL

The Admissions Secretary, P.O. Box 361, Uitenhage, 6230

Tel: 041 9922442

Fax: 041 9911077

E-mail: [admissions@riebeekcollege.co.za](mailto:admissions@riebeekcollege.co.za)

**APPLICATIONS WILL OPEN ON THE 14<sup>TH</sup> OF APRIL 2023 AND CLOSE ON THE 15<sup>TH</sup> OF MAY 2023**

### APPLICATION FOR ADMISSION 2024

#### PLEASE NOTE:

1. Completion of this application form does not automatically guarantee acceptance of your child at Riebeek College.
2. 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.
3. The number of learners accepted each year will be dependent on the capacity of the school.
4. No vacancies currently exist for Grades 5-7 and Grades 9-11. Applications for these grades will be kept on a waiting list until the end of 2024.
5. Space is limited - Please do apply to other schools.
6. Learners with siblings (not cousins or friends) who are currently at Riebeek College and learners who live within 5km of the school will be considered first.
7. Grade 4 Applications: If you have not received correspondence regarding your child's acceptance from the school by the end of June 2023, kindly contact the school.
8. Grade 5-11 Applications: If you have not received correspondence regarding your child's acceptance from the school by the end of August 2023, kindly contact the school.
9. You will be informed of the school's decision by either email or sms.
10. The decision of the Admission Panel is final, and no appointments will be granted once the outcome has been communicated, all enquiries regarding the outcome of the application should be directed to:  
[admissions@riebeekcollege.co.za](mailto:admissions@riebeekcollege.co.za)
11. Appeals should be done within a month of having received a declined letter.
12. No documents will be returned once submitted. Please ensure that copies are submitted to the school.
13. The school uses the D6 as the main channel of communication. Please download if accepted.

<b>LEARNER'S FULL NAME &amp; SURNAME:</b>	
<b>GRADE APPLIED FOR:</b>	

PLEASE SUPPLY THE FOLLOWING DOCUMENTS:		
Learner's 2022 end of year report		OFFICE USE
Learner's most recent 2023 report		OFFICE USE
<ul style="list-style-type: none"> <li>Learner's <b>Unabridged</b> Birth Certificate</li> <li>Alternatively: Abridged Birth Certificate</li> </ul> Passport accompanied by an Affidavit.		OFFICE USE
Learner's ID Photo		OFFICE USE
Learner's Immunization Card (clinic card)		OFFICE USE
ID of Payee (if not a parent)		OFFICE USE
ID of Biological/Legal Father		OFFICE USE
ID of Biological/Legal Mother		OFFICE USE
Proof of Residence:  1) Bank Statement 2) Lease Agreement (signed by both parties) 3) Municipal account in name of account payer. 4) <b>If in name of a secondary person include an affidavit for both parties from (SAPD) with a copy of his/her ID.</b>  <i>*The secondary person should be willing to give more information regarding the affidavit should the school need one.</i>  <i>* Should false information be given regarding residential address, the application will be discarded, as this proves to be fraudulent.</i>		OFFICE USE
Certificate of Conduct (completed by current principal)		OFFICE USE
Transfer Form ( <u>only required once learner has been accepted</u> )		OFFICE USE

*Please attach the learner's ID photo here*

- If a parent is deceased**, please attach a certified copy of the death certificate.
- If a parent is unemployed**, please attach letter from SARS or an affidavit from SAPD (NOT FROM A WARD COUNCILLOR)

*(Parent as defined by the SA Schools Act 84 of 1996)*

*In terms of the Regulation for Admission of learners to Public Schools (General Notice 4138 of 2001) parents are requested to supply the principal with the above documentation*

**LEARNER'S DETAILS:**

<b>SURNAME:</b>																				
<b>FIRST NAMES:</b>																				
<b>ID NUMBER:</b>																				
<b>IMMIGRANT:</b> (IF A NON SA CITIZEN PLEASE INCLUDE COPIES OF PASSPORT & STUDY PERMIT)	<b>PASSPORT NUMBER:</b>																			
	<b>STUDY PERMIT NUMBER:</b>																			
<b>DATE OF BIRTH:</b>																				
<b>AGE:</b>						YEARS										MONTHS				
<b>NATIONALITY:</b>																				
<b>HOME LANGUAGE:</b>																				
<b>POPULATION GROUP:</b> (REQUIRED FOR DEPARTMENT PURPOSES)																				
<b>ADDRESS WHERE LEARNER RESIDES:</b>																				
<b>WHO DOES LEARNER RESIDE WITH:</b>																				
<b>HOME TELEPHONE NUMBER:</b>																				
<b>LEARNER CELL NUMBER:</b>																				
<b>RELIGION:</b>																				
<b>DOES LEARNER HAVE A SISTER AT RIEBEEK COLLEGE:</b>										YES					NO					
<b>IF YES, PLEASE SUPPLY NAME &amp; GRADE:</b>																				
<b>IF FAMILY MEMBER WAS A RIEBEEK GIRL, PLEASE INDICATE BELOW HOUSE PREFERENCE:</b>																				
ELTON					ELIZABETH					ELEANOR										
<b>SECOND LANGUAGE CHOICE:</b> (ONLY APPLICABLE TO SENIOR GRADES)					ISIXHOSA (HOME)					AFRIKAANS (FIRST ADDITIONAL)										
<b>DO YOU WISH LEARNER TO BE A BOARDER?</b>										YES					NO					
<b>WE HEREBY GRANT RIEBEEK COLLEGE PERMISSION TO PUBLISH PHOTOS OF OUR DAUGHTER ON ITS SOCIAL MEDIA PLATFORMS</b>										YES					NO					

**CURRENT SCHOOL DETAILS:**

<b>NAME OF SCHOOL:</b>			
<b>ADDRESS:</b>			
<b>TELEPHONE NUMBER:</b>		<b>FAX NUMBER:</b>	
<b>HAVE REMEDIAL CLASSES BEEN REQUIRED:</b>			
<b>SPECIFY DETAILS OF REMEDIAL:</b>			

**LEARNER EXTRAMURAL HISTORY AND ACHIEVEMENTS:****SPORT:**

DOES LEARNER PARTICIPATE ACTIVELY IN THE SCHOOL PROGRAMME?

IF ANSWER IS "No" PLEASE SPECIFY THE REASON:

PLEASE SPECIFY THE SPORT(S) IN WHICH SHE PARTAKES  
AND TEAM:**CULTURAL:**

SPECIFY SOCIETIES IN OR OUT OF SCHOOL:

**LEADERSHIP:**

LEADERSHIP AT SCHOOL, SPORT, SOCIETIES (GIVE DETAILS):

**AWARDS:**

DETAILS OF PRIZES, MEDALS, ETC. IN OR OUT OF SCHOOL:

**SPECIAL TALENTS:**

EXCLUDES ACADEMICS OR SPORT EG ART, MUSIC, ETC:

**LEARNER MEDICAL AND PSYCHOLOGICAL HISTORY:**

MEDICAL AID:

MEDICAL AID NUMBER:

MAIN MEMBER:

NAME OF DOCTOR:

TEL. NO. OF DOCTOR:

MEDICAL CONDITIONS:

SPECIAL CONDITIONS REQUIRING COUNSELING:

DEXTERITY OF LEARNER:

RIGHT HANDED

LEFT HANDED

AMBIDEXTROUS

## GENERAL INFORMATION:

**(ANY OTHER INFORMATION YOU WOULD LIKE THE SCHOOL TO BE AWARE OF)**

[illegible]

### PARENT INFORMATION: TICK THE APPROPRIATE BOX

BIOLOGICAL MOTHER		BIOLOGICAL FATHER		LEGAL GUARDIAN		STEPPARENTS		
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## PERSONAL DETAILS:

SURNAME:																
FIRST NAMES:																
ID No. / PASSPORT No.:																
POPULATION GROUP: (REQUIRED FOR DEPARTMENT PURPOSES)								HOME LANGUAGE:								
MARITAL STATUS:		SINGLE		MARRIED		SEPARATED		DIVORCED		REMARRIED		WIDOWED		COHABIT		
ADDRESS:																

OCCUPATION:			
EMPLOYER/COMPANY:			
CLOCK NUMBER:		GROSS INCOME: (IF POSSIBLE)	
EMPLOYER ADDRESS:			
TEL NO. : (H)		TEL NO. : (W)	
CELL NO.:			
EMAIL:			
PRINT CLEARLY - WILL BE USED FOR ALL CORRESPONDENCE			
RECEIVING SOCIAL GRANT:	YES	No	

## PERSONAL DETAILS:

SURNAME:																
FIRST NAMES:																
ID No. / PASSPORT No.:																
POPULATION GROUP: (REQUIRED FOR DEPARTMENT PURPOSES)						HOME LANGUAGE:										
MARITAL STATUS:	SINGLE	MARRIED	SEPARATED	DIVORCED	REMARIED	WIDOWED	COHABIT									
ADDRESS:																
OCCUPATION:																
EMPLOYER/COMPANY:																
CLOCK NUMBER:		GROSS INCOME: (IF POSSIBLE)														
EMPLOYER ADDRESS:																
TEL NO.: (H)						TEL NO.: (W)										
CELL NO.:																
EMAIL:																

## EMERGENCY CONTACT DETAILS:

(EXCLUDES PARENTS)

RELATIONSHIP TO LEARNER:																
SURNAME:																
FIRST NAMES:																
ADDRESS:																
TEL NO. : (H)						TEL NO. : (W)										
CELL NO.:																

## PAYMENT OF SCHOOL FEES: BOTH PARENTS ARE LIABLE FOR PAYMENT OF SCHOOL FEES.

**Riebeek College Girls' High School is a fee paying school, in terms of the relevant legislation, and by enrolling your daughter at the school, you are accepting an obligation to contribute financially to her education.**

**PLEASE INDICATE BELOW WHO WILL BE RESPONSIBLE FOR PAYMENT OF SCHOOL FEES.**

<b>FATHER</b>	<b>MOTHER</b>	<b>OTHER</b>
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**IF "OTHER" IS SELECTED PLEASE PROVIDE INFORMATION BELOW:**

<b>RELATIONSHIP TO LEARNER:</b>	
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<b>SURNAME:</b>	
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<b>FIRST NAMES:</b>	
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<b>ID No. / PASSPORT No.:</b>															
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<b>MARITAL STATUS:</b>	<b>SINGLE</b>	<b>MARRIED</b>	<b>SEPARATED</b>	<b>DIVORCED</b>	<b>REMARRIED</b>	<b>WIDOWED</b>	<b>COHABIT</b>
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<b>ADDRESS:</b>	
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<b>OCCUPATION:</b>	
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<b>EMPLOYER/COMPANY:</b>	
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<b>CLOCK NUMBER:</b>		<b>GROSS INCOME: (IF POSSIBLE)</b>	
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<b>EMPLOYER ADDRESS:</b>	
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<b>TEL No. : (H)</b>		<b>TEL No. : (W)</b>	
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<b>CELL No.:</b>	
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<b>EMAIL:</b>	
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PRINT CLEARLY

**DECLARATION BY PARENTS/ LEGAL GUARDIANS:****UNDERTAKING BY PARENTS/GUARDIANS**

1. I/We hereby apply to have the child whose name appears on this form as a learner at Riebeek College Girls' High School and confirm that she complies with the basic criteria.
  2. I/We hereby certify that I/we have legal custody and/or guardianship in respect of the above mentioned learner.
  3. I/We undertake to adhere to the school rules and disciplinary code and to the various alterations in the rules and disciplinary code that may be made from time to time.
  4. I/We understand that while every reasonable effort will be made to prevent losses or damage to learner's clothing and equipment, the school cannot be held liable for such.
  5. I/We undertake to reimburse the school for any damage to school property that may be caused by our child.
  6. In terms of family law, parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.
  7. In the event of non-payment of school fees the school will institute legal action against both parents irrespective of maintenance and court orders which may exist between the parties.
  8. In terms of Section 39 of the South African Schools Act, parents are liable to pay compulsory school fees.
  9. In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
  10. The parties to this application undertake to pay all legal costs, including attorney/client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees.
  11. I/We jointly and severally undertake to pay school fees and I /we understand the following:
    - a) The annual school fees will be a compulsory sum of R20 500 per annum for 2023 as adopted by the majority of parents at the AGM. **(2024) fees not yet available**
    - b) School fees are payable in advance and are due on the first day of school.
    - c) Our terms are as follows:
      - i) Fees can be paid in full at the beginning of the year.
      - ii) Fees can be paid quarterly in advance or in 10 monthly installments (Jan-Oct)
    - d) A sum of R4000 is to be paid on acceptance. An additional R120 is payable in the first week of the term for compulsory badges.
  12. The school may conduct an enquiry and/or information search about the parents with an information bureau, persons acting as their agents and/or credit grantors.
  13. If parent/s fail to meet their school fee obligations the school may record the parent/s non-performance with an 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.
  14. Applications for the exemption of parents from payment of school fees can be obtained from the Principal.
  15. Should there be a dispute on your statement of account please notify the Bursar in writing.
  16. I/We acknowledge that completion of this form does not necessarily imply confirmation of our daughter(s) acceptance at Riebeek College Girls' High School. (This will be done by letter from the principal.)
  17. I/We undertake to give notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have.
  18. I/We understand that the school reserves the right to verify all information supplied to them via this application. In the event of fraudulent documents submitted, the school reserves the right to lay a criminal charge of fraud against any of the parties to this application
- This commitment in its entirety will be valid from the day on which it is signed by the parent/guardian to the day on which the pupil officially leaves the school.

The parent/guardian declares that he/she is the legal guardian of the child and is entitled to sign this document, and shall be bound hereto both as parent/guardian, and in his/her personal capacity.

**ADDRESS:** The signatory/signatories hereto hereby choose *domicillium citandi et executandi* (official physical address) (***Not Postbox number***) as:

.....

**DECLARATION**

I/We .....(parents/guardians)  
hereby declare that the information which we have recorded in this form is true and correct.

Signed on this .....day of.....20.....

.....  
**SIGNATURE FATHER/LEGAL GUARDIAN**

.....  
**SIGNATURE MOTHER/LEGAL GUARDIAN**





# RIEBEEK COLLEGE GIRLS' HIGH SCHOOL

The Admissions Secretary, P.O. Box 361, Uitenhage, 6230

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**Please detach this page for completion by your daughter's current school**

## Certificate of Conduct

We have received an application form for a pupil from your school and would appreciate it if the information below could be provided.

**If possible, please could the completed form be faxed to 041 9911077.**

Thank you in anticipation for your co-operation: Riebeek College School Governing Body

Surname of Pupil:					
First Names of Pupil:				Grade:	
Was a pupil at this school	from:		to:		
Her conduct was:	Exemplary	Good	Satisfactory	Not satisfactory	
Parent involvement:	Good		Satisfactory		Not satisfactory
All fees are:	Paid up to date		Not paid up to date		Exemption

Name of School:					
Address of School:					
Tel. No.:			Fax No.:		
Principal's Signature:				Date:	

**SCHOOL STAMP**