

Learner Name: \_\_\_\_\_ Admin No.: \_\_\_\_\_

# *Crescent Girls' High School*



## **APPLICATION FOR ADMISSION**



# MISSION STATEMENT

The Code of Conduct for learners at Crescent Girls' High School is underpinned by the Islamic value system as prescribed by Islamic Shariah. With a distinctive Islamic character, the school sees itself as the custodian of the holistic development of every learner and attests to provide our learners with an academic education and co-curricular and extra-curricular programmes which will equip them to take their rightful place in a changing society and to meet the challenges of the future.



**School:**

Tel : 031 577 9986  
266 Parlock Drive  
Parlock, Durban, 4051  
Email: [crescent@ieosa.org.za](mailto:crescent@ieosa.org.za)  
[www.crescentgirls.co.za](http://www.crescentgirls.co.za)

**Head Office:**

Tel: 031 301 9744  
P.O. Box 2301  
Durban, 4000  
Email: [info@ieosa.org.za](mailto:info@ieosa.org.za)  
[www.ieosa.com](http://www.ieosa.com)

**APPLICATION FOR ADMISSION**

**Thank you for applying to Crescent Girls' High School for admission for your daughter.**

**1. DOCUMENTS AND INFORMATION REQUIRED FOR THE ADMISSION OF A LEARNER**

- 1.1. All applications for admission to the School must be made in writing and may be submitted by hand or by post. The following documents must be submitted:
  - 1.1.1. The School's prescribed application form completed and signed by the learner's parent /guardian.
  - 1.1.2. A copy of the learner's unabridged birth certificate.
  - 1.1.3. Proof that the learner has been immunized, i.e. an immunisation certificate.
  - 1.1.4. An original transfer card for the learner where she is transferring from the previous school (independent or public) to Crescent Girls' High School.
  - 1.1.5. The latest 3 original report cards (or equivalent document) issued by the previous school; or a copy of any reports that will assist the school in understanding the educational needs of the learner, including, for example, physiotherapy reports, speech reports, occupational therapy reports and remedial reports; and
  - 1.1.6. A copy of both parents' I.D.
  - 1.1.7. A copy of the latest Utility bill showing the parent's name and address.
  - 1.1.8. The latest pay slip of both parents/guardian responsible for payment of school fees.
  - 1.1.9. If parents are divorced provide a copy of a court order indicating legal custody and guardianship of learner.
- 1.2. Please note that it is an offence to provide false information regarding the child.
- 1.3. The School reserves its rights to verify all information and documentation supplied by an applicant for admission and reserves its rights to take action against any applicant who intentionally provides false information and documentation.

**2. APPLICATION FOR ADMISSION BY NON-CITIZENS OF SOUTH AFRICA**

- 2.1. Learners who are not citizens of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs or whose parents have been recognised as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998, as amended) may apply for admission to the School. All documents listed above must be submitted as part of the admission application, as well as a certified copy of the parents' residence permit(s) and /or work permit.
- 2.2. Learners or their parents who are not citizens of South Africa and who entered South Africa on a study permit may apply for the admission of the learner to the School, provided that all documents listed above are submitted as part of the admission application with a certified copy of any study permit held by the learner.

### **3. PROCEDURE TO BE FOLLOWED**

3.1. The School will process all applications as follows:

3.1.1. The School will consider all admission applications received to determine whether the learners concerned are eligible for admission to the School in terms of the admissions criteria.

3.2. Learners who are eligible for admission to the School may be invited to attend an interview.

3.3. An interview is not a precondition for admission to the School and is intended only to assess the school readiness of the learner and whether she would benefit from the programme of the School given her proficiency in English, being the language of learning and teaching at the School. School readiness and language proficiency are important to the academic progress of any learner at the School.

3.4. Given the purpose of an interview, not all applicants will be invited to an interview and not all applicants interviewed are guaranteed admission to the School.

3.5. The School will send all applicants a letter confirming whether their application has been successful.

3.6. Where an application for admission is successful, parents will be required to accept the place offered to the learner concerned and pay a deposit of R3000 by the date indicated in the letter of acceptance issued by the School. This deposit will be deducted from the school fees payable for the first school term in which the learner attends the School. The School reserves its right to offer the place to another learner should a successful applicant not accept an offer made by the School and pay the deposit by the stipulated deadline.

Where an application for admission to the School is successful and the applicant accepts the place offered, the parents concerned are to pay the relevant school fees unless they have been totally exempted from paying all of the fees. A schedule of the annual school fees payable to the School for the relevant year of admission is attached to the admission application form and is also available from the office at the School.



## APPLICATION FOR ADMISSION LEARNER

**SURNAME :** \_\_\_\_\_ **NAME :** \_\_\_\_\_

**1. DOCUMENTS TO BE SUBMITTED WHEN APPLYING FOR ADMISSION:**

- 1.1 A copy of your child's/ward's Birth Certificate/Identity Document.
- 1.2 A copy of your child's/ward's Immunization Certificate.
- 1.3 Copies of both Parents'/Guardians' Identity Documents.
- 1.4 A copy of your child's/ward's latest 3 school and madrasah reports.
- 1.5 A transfer document from your child's/ward's previous school (this must be handed to the Secretary on or before your child's/ward's first day at this school).
- 1.6 A copy of the latest Utility bill showing the parent's name and address.
- 1.7 If parents are divorced provide a copy of a court order indicating legal custody and guardianship of learner.
2. *Please note the following:*
  - 2.1 Completion of an application form does NOT guarantee your child/ward's place at school.
  - 2.2 The application for admission is subject to the Trust Board's approval.
  - 2.3 All sections of this document MUST be completed.
  - 2.4 All copies of documents must be certified as true.

**3. SCHOLASTIC PARTICULARS OF CHILD**

1. Requested date of admission:	2. Name of attending school :
3. Current grade:	4. Last grade completed by your child/ward :
5. Grade for which your child/ward requires admission:	

**FOR OFFICE USE ONLY**

1. Birth Certificate:	2. Immunization Certificate:
3. Transfer Document:	4. School Report
5. Madrassah Report:	6. Admission Fee:
7.1. Date Application Taken: _____	8.1. Date Application Received: _____
7.2. Taken by: _____	8.2. Received by: _____
9. Date Admission Confirmed: _____	10. Admission No.: _____

FOR OFFICE USE:	PRINCIPAL'S COMMENTS:
<b>Comments :</b>	
<b>Board's Approval :</b>	
<b>Date :</b>	<b>Date :</b> <span style="float: right;"><b>Signature:</b></span>

**4. PERSONAL DETAILS OF LEARNER:**

*Surname:*

*First Name:*

*Date Of Birth:*

*Place Of Birth:*

*Citizenship:*

*Identity Number:*

*Religion:*

*Home Language:*

*Home Address:*

*Correspondence Address :*

**5. MEDICAL DETAILS OF LEARNER**

*Name Of Learner's Doctor :*

*Landline No:*

*Cell No. :*

*Medical Aid Number (if applicable):*

*Please provide details of learners disabilities, allergies or any other medical conditions below:*

**ANY OTHER INFORMATION RELEVANT TO THE LEARNER**

**6. DETAILS OF PARENT/GUARDIAN**

**6.1 FATHER/GUARDIAN:**

*Surname:*

*Name:*

*Residential Address:*

*Postal Address:*

*Occupation:*

*Name Of Company:*

*Work Address :*

*Contact Details: Home:*

*Work:*

*Mobile:*

*Email:*

*Father's/Guardian's Signature:*

**6.2 MOTHER/GUARDIAN:**

*Surname:*

*Name:*

*Residential Address:*

*Postal Address:*

*Occupation:*

*Name Of Company:*

*Work Address :*

*Contact Details: Home:*

*Work:*

*Mobile:*

*Email:*

*Mother's/Guardian's Signature:*

**6.3 If parents are divorced please provide the following information:**

6.3.1 Name of Parent who has custody of the child: \_\_\_\_\_

6.3.2 Should the other parent have contact with the child? Yes  No

6.3.3 Name of person who has legal guardianship of the child: \_\_\_\_\_

6.3.4 Name of parent/guardian with whom the child resides: \_\_\_\_\_

**7. CONTACT PERSON (IF PARENT/GUARDIAN NOT AVAILABLE)**

<i>Name:</i>	<i>Relationship to Learner:</i>
<i>Address:</i>	
<i>Contact Details: Home:</i>	<i>Work:</i>
<i>Mobile:</i>	<i>Email:</i>

**DETAILS OF OTHER CHILDREN/WARDS ATTENDING THIS SCHOOL:**

<i>1. Name:</i>	<i>Grade:</i>
<i>2. Name:</i>	<i>Grade:</i>
<i>3. Name:</i>	<i>Grade:</i>



## 8. UNDERTAKING

I \_\_\_\_\_ ID NO. \_\_\_\_\_ being

the Parent/Guardian of \_\_\_\_\_ ID NO. \_\_\_\_\_

attending the Crescent Girls' High School do hereby undertake;

1. To abide, at all times, by the rules and regulations governing the school and the schools' Code of Conduct for Learners.
2. To ensure that my child/ward attends school regularly and complies with the rules and regulations of the school.
3. To provide the school with a term's notice if I intend to remove my child/ward from the school, failing which I will be liable to a term's fees in lieu of such notice.
4. To pay all school fees at the beginning of each term and any levies as determined by the Governing Body of the School.
5. To bear the subsequent steps taken by the Board of Governors to ensure timeous payment of fees, should I default in payment of fees.
6. To hold myself liable and to compensate the school if my child/ward causes damage to any asset or property belonging to the school or its property or to any asset leased to it.
7. To hold harmless and absolve the Owners, Governing Body, Principal and Staff against any claims that may arise if any loss/injury incurred to the person or possession of my child/ward.
8. To accept the decision of the Board should my child/ward be in breach of the School's Code of Conduct.

Dated at Durban this \_\_\_\_\_ Day of \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

### **AS WITNESSES:**

1. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. INDEMNITY FORM**

I \_\_\_\_\_ ID NO. \_\_\_\_\_

being the Parent/Guardian of \_\_\_\_\_ ID NO. \_\_\_\_\_

attending the Crescent Girls' High School do hereby indemnify the school, its Trustees and Office Bearers against any liability as may be occasioned in respect of my child/ward whilst my child/ward will be attending the school.

If my child/ward caused any damage to any asset or property belonging to the school or its property or to any asset leased to it, I hold myself liable to compensate the school thereof.

I hereby give the school consent for my child/ward to participate in the school's extra-curricular activities including educational excursions, in respect whereof I indemnify it against any claim for damage or loss as may arise as a result thereof. I understand that my child/ward will participate in such activities at her own risk.

I especially indemnify the Owners, Governing Body, Principal, Staff or any of its agents or personnel under its employ against any claims that may arise if any loss/injury or damage my child/ward may suffer whilst my child/ward is attending the School, and I agree that I shall have no claim whatsoever against the school or any of its agents or personnel under its employ.

Dated at Durban this \_\_\_\_\_ Day of \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

**AS WITNESSES:**

1. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

