

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.

PROTECTION OF PERSONAL INFORMATION ACT. ACT OF NO 4 OF 2013

The purpose of the Act is to protect personal information, to strike a balance between the right to privacy and the need for the free flow of and access to information and to regulate how personal information is processed. All information provided is treated in the strictest of confidence. Special rules apply to the processing of personal information of children. (Section 35) This information will be used for the purpose of:

- enrolling the learner at VPHS and the ensuing years as a learner at the school
- to register the learner with the Department of Education
- in the event of non-payment of the school fees, to forward the relevant parents' information to the school's attorneys
- the retention of the necessary information for the school's current and past pupil data base. (VPHS archives)

OUR MISSION STATEMENT

This school is committed to providing facilities for a well-balanced education which concentrates on mind, body and soul and which 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 5086 400: **FAX:** 041 581 2982: E-mail Address: info@vphs.ecape.school.za

CORRESPONDENCE (Preferred method of communication with VPHS and parents)

Parents are asked to email the school. Our email address is info@vphs.ecape.school.za

Mark for the attention of the staff member or subject concerned (if known).

Parents are requested to provide the school with a working email address for all correspondence. As the postal service is unreliable, this means of communication will not be used.

Should parents require assistance with applications, the Admissions Secretary has been appointed by the Principal to assist parents. The direct email address of the Admissions Secretary is: swilliam@vphs.ecape.school.za Telephone No. 041 5086 412

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 isiXhosa are offered as language 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 7 register classes. The total enrollment per grade is +/-200.

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.

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. **The school is unable to print any forms and documentation.**

Grade 8

The forms will be available on the **2nd Monday of February** with a return date for the completed forms by no later than the **1st Friday in 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, (including a copy of the current June report) to be no later than the **last day in July**.

Grade 9-10 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 years

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 repetitions in a grade are not permissible.

ZONING

The Governing Body of **Victoria Park High School** does not apply zoning, but due consideration is given to learners who live 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 with siblings who are currently attending VPHS (not cousins or friends)
2. Learners to whom VPHS is the closest school (criteria for admission is at the discretion of the SGB and the Principal)
3. Learners who have shown sound behavioral qualities and academic effort
4. Learners who participate in extra mural activities (sporting & cultural activities)
5. Learners who are age appropriate for the grade
6. Learners who reside permanently with their parents/legal guardian/s

The documents (not originals only copies) listed hereunder to be included with the returned completed application form:

Learner's:	Proof of the learner's home address
Birth certificate	Proof of income for school fee payer/s
Latest school report	Current school fee statement
Valid study permit (if applicable)	Death certificate (if applicable)
Valid residence permits (if applicable)	I.D. photograph of the learner
Valid passport (if applicable)	I.D. of both biological parents

GRADE 9, 10 & 11 LEARNERS ONLY

Once the learner is accepted, the following documents will be required on the first day of attendance. **Transfer Form Portfolio of work**

APPLICATIONS RETURNED FOR CONSIDERATION

Incomplete application forms will not be considered.

On receipt of the completed form, the Admissions Secretary will check the applications for accuracy.

In order to authenticate the information provided, the current school will be contacted to ascertain academic achievements, sporting achievements, behavior and family conduct.

SUCCESSFUL APPLICATIONS

Should the application be successful, the Principal will telephonically contact the parents of the applicant to confirm the learner's acceptance at **Victoria Park High School**.

Written confirmation and the necessary paperwork will follow via email.

UNSUCCESSFUL APPLICATIONS

Parents whose applications are unsuccessful will be contacted via email.

All unsuccessful applications for all grades are retained on a waiting list, which is forwarded to the Department of Education.

ADMISSION COSTS

No fee will be levied on collection or return of the application form.

ON ACCEPTANCE

Once the learner has been accepted to VPHS, a non-refundable payment is required in order to secure the placement of the learner at VPHS. **This payment is payable within two weeks of receipt of notification of acceptance.** (This fee will be revised annually in accordance with current trends)

This payment can be made at our Bursar's office, swipe card facilities are available, or via EFT payments. Our school fee 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 (and applicable year)

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 are liable to pay compulsory school fees as adopted and ratified by the 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 SGB 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.

Failure to settle the outstanding school fees by 30 November of the same year will result in the account being handed to the school's attorneys for collection.

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

RIGHTS AND OBLIGATIONS OF PARENTS

Parents have a right to be informed of:

Their child's academic progress

The governance and affairs of the school

Any decisions relating to meetings regarding school fees and school budgets

To receive notifications relating to school matters

PARENT'S OBLIGATIONS

To support their children, the Principal and Staff in upholding the Code of Conduct

To ensure that the learner attends school daily

To diligently honour their financial obligations towards the school

To attend any meetings as requested by the Principal/ Teachers/SGB

(November 2019)