



HIGHVELD PRE-PRIMARY SCHOOL

7 Noodsberg Road, The Hill Ext Telephone 435-0412/3

ENROLMENT PROCEDURE

**GRADE
R**

The Staff and Governing Body of Highveld Pre-Primary take this opportunity to welcome you to our School.

* When completing the **Application for Admission**, please print all details clearly. *False information supplied will be seen as fraudulent and could result in criminal charges being laid against you. The following **CERTIFIED** documentation **MUST** be submitted with the Application Form (Application will **not** be accepted until all documents are attached): **Original documents must accompany photocopies, if documents need to be verified.***

- Certified photocopy of the child's Birth Certificate
- Certified photocopies of both parents Identity Document
- Certified photocopy of the child's **Passport (Immigrants only)**
- Certified photocopy of Valid Study Permit (**if child is an immigrant**)
- Certified photocopies of both parents **Passport (Immigrants only)**
- Certified photocopy of Work Permit (**Immigrant parents only**)
- Certified photocopy of child's recent nursery school report
- Certified photocopy of **Proof of Residency** (Recent accounts only i.e. recent water & lights, telephone/cell, clothing account, Bank Statement – (**Accounts must be in your name**))
- 1 x recent photograph of child (**ID/Passport size only – No computer printed photos**)
- Certified photocopy of Immunisation/Clinic Card
- Legal documents for guardians (**if child is not your biological child**)

* Once ALL forms have been completed correctly and ALL relevant documents attached, return form to the school office.

* Notification of acceptance or non-acceptance of your child to Highveld Pre-Primary will be sent to you via sms. So please make sure you have provided us with the correct phone number.

* **Parents are to note that:** Highveld Pre-Primary School is run privately and as such, school fees are COMPULSORY and no exemption may be applied for.

School Fees for 2023: R19800.00 per annum. Please note we anticipate a minimum of 10% increase for School Fees for 2024, which you will be advised of as soon as the Governing Body has done the Budget in September 2023. **Please note: A payment of R4000.00 must be paid on acceptance.**

* **PLEASE NOTE** – *Applicants are NOT guaranteed placement into Grade R.*

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MRS E DOUWIE
PRINCIPAL