



# **HIGHVELD PRIMARY SCHOOL**

9 Rainier Road, The Hill Ext Telephone 435-0412/3

## **ENROLMENT PROCEDURE**

The Staff and Governing Body of Highveld 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 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 Primary will be sent to you via sms so please make sure you have provided us with the correct phone number.

**School Fees for 2023:** R13200.00 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 R3000.00 must be paid on acceptance.**

.....  
MRS E DOUWIE  
PRINCIPAL