



HILLCREST HIGH SCHOOL

2027 APPLICATION FOR ADMISSION OF A LEARNER

CLOSING DATE FOR APPLICATIONS: 15 MAY 2026

GRADE IN 2027:	MAINSTREAM	LSU	ADMIN NUMBER (OFFICE USE)	SIBLING
LEARNERS' FIRST NAME	LEARNER'S SURNAME		TEMP:	
			FINAL:	

THIS FORM MUST BE COMPLETED IN FULL BY THE LEARNER'S PARENTS OR LEGAL GUARDIAN AND MUST BE SUBMITTED BY ONE OF THE SIGNATORIES BELOW.

IMPORTANT NOTES

- A) ENGLISH is the medium of instruction.
 B) It is imperative that **ALL** the documents listed below are attached to your application. Only once we have received **ALL** the documentation required will your application be processed.

1. COPY OF UNABRIDGED BIRTH CERTIFICATE
2. MOST RECENT SCHOOL REPORT AND THE PREVIOUS YEAR END REPORT
3. COPY OF eTHEKWINI METRO ELECTRICITY ACCOUNT OR RATES CERTIFICATE OR TELEPHONE ACCOUNT AS PROOF OF RESIDENCE
4. COPY OF I.D. DOCUMENTS FOR BOTH PARENTS/LEGAL GUARDIANS
5. COPY OF YOUR 2024 AND 2025 SCHOOL FEE STATEMENT FROM YOUR CHILD'S CURRENT SCHOOL.
6. SIGNED CODE OF CONDUCT
7. FINANCIAL CLEARANCE FORM

- C) An **advance payment of R2000** will be payable once your child has been accepted into Hillcrest High School to secure your child's place. This amount will come off the total fee amount.
- D) Please note that being called for an interview does not necessarily mean that the learner has been accepted into the school.
- E) This signed enrolment document takes precedence over all other documents E.g., School fee commitment form.

ADDITIONAL INFORMATION REQUIRED FOR LEARNER SUPPORT UNIT (LSU) APPLICATIONS:

DOCUMENTATION REQUIRED FOR CASE REVIEW

- Full Psychological Assessment, not older than 2 years old: Psycho-Educational
- Speech Therapy and/or Occupational Therapy Assessments if these have been conducted.
- Medical or other relevant reports.
- Referral form completed by the learner's current teacher.
- Copies of the learner's work. This should include a Maths test, an essay or other creative writing and an English comprehension.
- Any other supporting documentation you may wish to submit.

MAINSTREAM

LEARNER SUPPORT UNIT

PARENT means the parent or guardian of a learner; the person legally entitled to the custody of the learner or the person who undertakes to fulfil the obligations of a parent, guardian or legal custodian towards the learner's education at school.

LEARNER INFORMATION

NB. THE NAMES REFLECTED ON THE BIRTH CERTIFICATE ARE THE ONLY NAMES WE ARE ALLOWED TO USE FOR THE LEARNER.

1. Surname: First names:

Known As:

ID Number

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Date of birth: dd/mm/yyyy Home language: Sex:

Grade applied for: Race: (FOR DEPT OF EDUCATION)

Last school attended:

2. Person to receive the report:
Title Initials Surname

Relationship to the learner:

3. Who does the learner live with:

4. Does the learner have a brother or sister at Hillcrest High School? If yes, Full name:

5. Where did you hear about Hillcrest High School? Open Day/Expo Advertisement

Social media Your child's school You are already a parent at HHS

6. Residential address: (domicilium citandi et executandi)
.....Postal Code: Home telephone:

7 Postal addresses for report/school fee statements:
..... Postal Code:

8. Is the learner an immigrant? Date arrived in country:
(Attach proof – study permit)

Country of origin:

9. Religious affiliation:

10. Email address/addresses for report/school fee statement:
.....

MEDICAL DETAILS

Name of medical aid:

Medical aid number:

Principal member's name:

Doctor's name:

Drs.Tel:

Allergies / ailments:

Person to contact in the event of an emergency or to discuss issues/problems with learner:

Name:

Contact Numbers:

If the learner is not on medical aid, which hospital would you like your child taken to in an emergency?

.....

Has the learner been immunised against the following:

Tuberculosis: Poliomyelitis: Diphtheria /tetanus:

Measles:Whooping cough:

ENROLMENT AGREEMENT

1. I/we the undersigned declare that the above particulars are to the best of my/our knowledge correct.
2. False/Incomplete/Fraudulent/Non-divulgence of details on this application can result in the cancellation of your application, even if your child has been accepted or is already attending the school.
3. I/we undertake to:
 - Ensure that my/our child/ward attends school regularly.
 - Ensure that my/our child/ward complies with the rules and regulations of the school, of which I am/we are aware.
 - Pay all costs incurred for any damage done or losses incurred as a result of actions by my/our child/ward to school property or books and/or equipment.
4. I/we, further undertake to:
 - To furnish proof of the correctness of my/our child's age.
 - To inform the school in writing of any change of address or telephone number.
 - To inform the school in writing of any case of infectious illness in my/our household.
5. I/we agree that the Hillcrest High School Principal or an educator in control at the school may act in my/our place and consent to necessary treatment in the event of any injury or accident in which my/our child/ward may be involved. I/we agree that I/we shall be responsible for any medical expenses incurred as a result in full knowledge that this will not jeopardise any claim which I/we or my/our child/ward may have against the Department of Education arising out of such incident.

6. I/we agree that I/we am/are in receipt of a copy of the school's Code of Conduct, and I/we agree that my/our child/ward will be required to act in accordance with the Code of Conduct. I/we agree that I/we are aware that conduct on the part of my/our child/ward as set out below may, after due process, result in disciplinary action which may lead to his/her suspension or expulsion from school.
7. I/we undertake to comply with the written Fee Collection Policy which I/we confirm I/we have read and understood, which Policy document I/we further undertake to complete and sign annually within 7 days of the commencement of the school year. I/we understand that arrear accounts may be handed over to lawyers for debt recovery and to the credit bureau for blacklisting. I/we understand further that any costs incurred in the event of the account being handed over, that these costs will be for my/our account. In the event of my/our failing to sign said Policy annually the last completed and signed Policy document shall prevail subject to the right of the school to levy the current school fees.
8. The School may, in terms of the National Credit Act No. 34 of 2005, hold and process by computer or otherwise, any information obtained about the parent/s as a result of their liability for school fees. The School may conduct a credit enquiry and/or a credit information search about the parent/s with a credit information bureau, persons acting as their agent and/or other credit grantors. The School may transmit details of how the parent/s have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors for the purposes of making any credit risk management related decisions.
9. I/We as parent/s/guardian, and the applicant, accept that the information provided to the School was given voluntarily and that the school may:
 - Store the data in its files and electronic systems.
 - Generate academic, attendance, behavioural and other school related records.
 - Use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of the applicant at the school (including, but not limited to contacting the parents: placing the applicant in class; entering him/her in exams, competitions, leagues and the like; updating the school roll and past learners register; and researching and reporting on school demographics or performance).

PROTECTION OF PERSONAL INFORMATION (POPI)

I/we confirm that I/we have read and noted the contents of the Privacy Notice issued in terms of the Condition 6, Section 18 of the Protection of Personal Information (POPI) Act and that I/we am/are happy for my/our personal information to be processed as outlined in this document.

ACCOUNT INFORMATION

School fees are essential to the existence of the school and are without exception, compulsory and are payable in advance. The sum of the fees is *approved* by the *parent* body and is directly related to the costs of running and maintaining the school.

Any deviation in the method of payment must be mutually agreed upon with the Fees and Admissions Committee.

The parent chose both their physical address specified as their residential address AND their email address/es contained in this document as their chosen legal domicile for service of all legal notices and processes. They will advise the school in writing of any new addresses or emails, which will then become their new legal domicile.

(N.B. I/we understand that should any document have been sent to me/us at the chosen address, in law I/we will have been deemed to have received such document, notwithstanding the fact the I/we may subsequently have moved from that address, unless I/we have advised the school, in writing, of my/our new address.)

- (i) In the event of a learner being removed from the school before the completion of Grade 12, **A FULL TERM'S NOTICE IN WRITING** shall be given to the principal.

- (ii) Should such notice not be received by the Hillcrest High School Principal before the commencement of the learner's last term at the school, then the fees for the following term may, at the discretion of the Governing body, become payable in lieu of notice.
- (iii) In the event of a learner being unable to attend the school as a result of illness or incapacity for any length of time, no refund of any part of the fees will be considered for any reason whatsoever.

I/we, the undersigned, jointly and severally, undertake to pay all school fees levied by the Governing Body and to enter into the agreement relating thereto.

.....
Signature of Biological Father/Guardian

.....
I.D. number:

.....
Signature of Biological Mother/Guardian

.....
I.D. number:

N.B. THIS APPLICATION FORM MUST BE SUBMITTED IN PERSON BY ONE OF THE SIGNATORIES ABOVE.

PLEASE NOTE: A PUPIL WILL NOT BE CONSIDERED FOR ADMISSION INTO THE SCHOOL WITHOUT ALL OF THE RELEVANT DOCUMENTS SIGNED AND RETURNED TO THE SCHOOL WITH THIS APPLICATION FORM.

FOR OFFICE USE ONLY

APPLICATION APPROVAL SIGN OFF

FRONT OFFICE DOCUMENTATION COMPLETE: SIGN OFF		GRADE CONTROLLER ADMISSIONS: SIGN OFF	
FINANCE/FEES: SIGN OFF		FINAL APPROVAL PRINCIPAL: SIGN OFF	

DATE OF RECEIPT OF APPLICATION:		LETTER SENT		DEPOSIT RECEIVED	
INTERVIEW DATE		INTERVIEW COMPLETED BY:			
SCHOLARSHIP TYPE		PERCENTAGE		LETTER SENT	