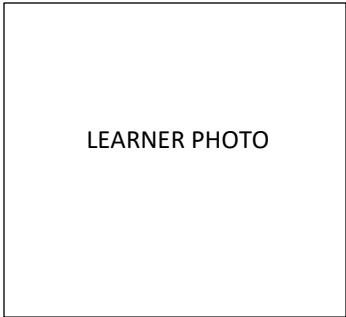




# ALLEN GLEN HIGH SCHOOL

## 2024 LEARNER INFORMATION FORM ALL GRADES



Thank you for your interest In Allen Glen High School. This form must be completed by parents /Legal guardians / caregivers who wish to enroll their children at Allen Gien High School for the 2024 academic year.

- E-mailed forms are not accepted.
- This form may not be returned to the school via a current learner attending Allen Glen High School.
- A receipt needs to be issued when handing in your application. Please do not drop it off with security or any other person.
- Incomplete forms will not be accepted by the school.
- The school does not guarantee automatic enrolment for learners attending a local primary school/working and/or living in the area and/or having a sibling at Allen Glen High School.
- Placement is based on space availability.

When submitting this information Form, please ensure that copies are certified, alternatively present the original supporting documents to the Admissions Secretary.

Enquiries: Admissions Co-ordinator.

Telephone: 011 475 4971 or email [admissions@allenglenhs.co.za](mailto:admissions@allenglenhs.co.za)

SUPPORTING DOCUMENTATION SUMMARY		RECEIVED	OUTSTANDING
NAME OF LEARNER: _____ GRADE APPLYING FOR: _____ ONLINE REFERENCE NUMBER: _____ (ONLY APPLICABLE FOR GRADE 8 APPLICATION)			
TWO Recent ID size photographs of the learner. .			
A Certified Copy of learner's birth certificate or ID			
A Certified Copy of most recent school report			
TWO Certified Copies of both parents/guardians/ caregiver ID DOCUMENTS			
A Certified copy of the COURT ORDER GRANTING GUARDIANSHIP (if applicable)			
A Certified Copy of the Divorced Agreement & Maintenance Agreement (where applicable)			
In case of a deceased parent', A certified copy of the DEATH CERTIFICATE			
A Certified Copy of Residential address (Recent Municipal Water & Light Account)			
A Certified Copy of proof of work address e.g., Company Letterhead			
<b>NON-SOUTH AFRICAN LEARNERS: IMPORTANT NOTICE:</b> <b>In terms of the Immigration Act No.13 of 2002 regulation, dated 22 May 2014, Section 12(1)(a)</b> <b>The annual school fee amount will be due and payable on confirmation of your child's acceptance to Allen Glen High School,</b> <b>to facilitate the learner's application for a valid study visa at Allen Glen High School.</b>			
Certified Copies of a valid passport for the learner			
Certified Copies of a current study visa for the learner			
Certified Copies of the parents' valid passports / valid visa			

## LEARNER INFORMATION

Full names	
Surname	
Preferred Name	
ID Number	
Nationality	South African <input type="checkbox"/> OR Other: <input type="checkbox"/>
Passport Number	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnicity	
Home Language	
Language of Instruction	
Other Languages	
Dexterity	Right-handed: <input type="checkbox"/> Left-handed: <input type="checkbox"/> Ambidextrous: <input type="checkbox"/>
Learner cellphone number	
Learner email address	
Address where learner resides	
Previous school attended	
Previous Grade	
Do you receive a social grant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sporting involvement	
Cultural involvement	
Deceased Parents (If applicable)	Mom only <input type="checkbox"/> Dad only <input type="checkbox"/> Both parents deceased <input type="checkbox"/>
Family Status	<ul style="list-style-type: none"> <li>• Parents Married <input type="checkbox"/></li> <li>• Parents Divorces <input type="checkbox"/></li> <li>• Single Parent <input type="checkbox"/></li> <li>• Biological Parent &amp; stepparent <input type="checkbox"/></li> <li>• Foster care <input type="checkbox"/></li> <li>• Grandparents <input type="checkbox"/></li> </ul> Both parents <input type="checkbox"/> / Mom only <input type="checkbox"/> / Dad only <input type="checkbox"/> / Legal guardian <input type="checkbox"/> / Other <input type="checkbox"/>

**SIBLINGS CURRENTLY ATTENDING ALLEN GLEN HIGH SCHOOL  
(living in the same household)**

Name & Surname (1)	
Name & Surname (2)	
Name & Surname (3)	
Name & Surname (4)	

**MEDICAL & HEALTH DETAILS OF THE LEARNER & EMERGENCY CONTACT DETAILS**

Medical aid number	
Medical aid provider	
Main Member	
Doctors Name	
Doctors contact number.	
Preferred Clinic or Hospital	
Chronic illness	
Allergies	
physical Disabilities	
Neurological Disabilities	
Academic Difficulties	Reading <input type="checkbox"/> English Language <input type="checkbox"/> Mathematics <input type="checkbox"/>

**NEXT OF KIN INFORMATION:**

Name & Surname	
Contact number	
Alternative contact number	
Relationship to learner	

**1st PARENT/GUARDIAN / SPONSOR INFORMATION**

PERSONAL INFORMATON										
SURNAME										
FIRST NAMES										
INITIALS										
TITLE										
HOME ADDRESS	WORK ADDRESS					POSTAL ADDRESS				
NAME OF COMPANY										
OCCUPATION										
POSITION HELD										
MAIN CONTACT. (RECEIVE SCHOOL										
TELEPHONE (HOME)										
TELEPHONE(WORK)										
TELEPHONE(CELL)										
TELEPHONE(FAX)										
EMAILADDRESS (WORK)	@									
EMAIL ADDRESS (HOME)	@									
ID NUMBER										
DATE OF.BIRTH										

**SPOUSE OR 2<sup>nd</sup> PARENT/GUARDIAN/ SPONSOR INFORMATION**

PERSONAL INFORMATION									
SURNAME									
FIRST NAMES									
INITIALS									
TITLE									
HOME ADDRESS	WORK ADDRESS					POSTAL			
EMPLOYER NAME									
OCCUPATION									
POSITION HELD									
TELEPHONE (HOME)									
TELEPHONE (WORK)									
TELEPHONE (CELL)									
TELEPHONE (FAX)									
EMAIL ADDRESS (WORK)	@								
EMAIL ADDRESS (HOME)	@								
ID NUMBER									
DATE OF BIRTH									

## UNDERTAKING BY PARENTS GUARDIANS SPONSOR

1. I/We hereby apply to have the child whose name appears on this form registered as a learner at Allen Glen High School and confirm that he / she complies with the basic criteria.
2. I/We hereby certify that we have legal custody and / or guardianship in respect of the abovenamed learner.
3. I/We undertake to adhere to the school rules and disciplinary code and to the various alterations in the rules and disciplinary code that may be amended from time to time. Furthermore I/We agree to.
  - 3.1 To conduct ourselves in a way that does not harm the school's reputation or embarrass staff members or learners.
  - 3.2 Not to exhibit disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches,
  - 3.3 That the use of loud/or offensive language, swearing, cursing, using profane language or displaying temper is prohibited.
  - 3.4 Not to threaten to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent / carer, or learner regardless of whether or not the behaviour constitutes a criminal offence.
  - 3.5 Not to make use of abusive or threatening emails or text/voicemail/phone messages or other written communication,
  - 3.6 Not to make use of defamatory, offensive, or derogatory comments regarding the school or any of the learners/parents/staff, at the school on Facebook or other social media. Any concerns that I have must be made through the appropriate channels by speaking to the Grade Supervisor or Principal, so that all concerns can be dealt with fairly, appropriately, and effectively for all concerned,
  - 3.7 That the use of physical aggression towards another adult or child is prohibited. This includes physical punishment against my own child on school premises.
  - 3.8 That I may not approach someone else's child to discuss or chastise them because of the actions of this child towards my own child (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
  - 3.9 To apply self-constraint and show respect, courtesy and tolerance towards each other, educators, learners, fellow spectators, coaches, referees, judges, and opponents.
  - 3.10 Not to intimidate educators, participants, coaches, referees, or judges.
  - 3.11 To conduct ourselves in accordance with the code of ethics required by a particular cultural activity or sporting code.
  - 3.12 That physical violence, defamatory and offensive language or indecent signs during sport matches, or other activities, is strictly prohibited.
  - 3.13 To refrain from making negative remarks or using improper language when interacting with referees, other officials, judges, players, or their opponents' supporters.
  - 3.14 When attending any activity of the school we shall comply with the requests and arrangements of the school concerned and / or the organisers..
  - 3.15 That the use of alcohol and illegal drugs during any school activity is strictly prohibited.
  - 3.16 That no weapons or dangerous objects may be brought onto the school grounds, unless intended for official work purposes, such as in the case of SAPS officers.
  - 3.17 That parents may only smoke in the designated smoking areas, and only if this does not interfere with the learners\* education or activities. Consult the school's smoking policy, which stipulates the designated smoking area.
  - 3.18 That Parents, supporters and spectators, are requested to maintain the indicated distance from the side lines of any particular sports field or court, and not to go into the play area or any other demarcated area on the school grounds or during an activity.
  - 3.19 Keep school grounds neat and tidy, as littering is prohibited.
4. I/We undertake to ensure that my / our child is familiar with the school's Learner Code of Conduct.
5. I/We understand and confirm that the principal or any person duly authorised, will act in loco parentis in any matter and at any time during which I/we have entrusted my/our child to the care of the school.
6. I/We understand that while every reasonable effort will be made to prevent losses or damage to learners' clothing and equipment, the school cannot be held liable for such.
7. I/We undertake to reimburse the school for any damage to property that may be caused by my/our child.
8. I/We undertake to give notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have.
9. I/We agree that my/our child be permitted to undertake group psychometric test which have been approved by the Director of Education.

	Parent Initials		
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**SCHOOL FEE INFORMATION**  
**ALLEN GLEN HIGH SCHOOL IS A FEE-PAYING SCHOOL**

**LEGISLATION OF PUBLIC-SCHOOL FEES:**

Public school fees are a statutory duty in terms of the South African Schools Act and not a contractual duty. Furthermore, the issue of whether a particular parent admitted the child to Alien Glen High School or signed an admission form is irrelevant to their liability.

Moreover, the South African Schools Act's wide definition of parents in terms of Section 1 is designed to ensure that public schools do not become embroiled in disputes between parents, and that both parents are jointly and severally liable for the payment of school fees.

A Divorce Order and/or Maintenance Agreement is not binding on third parties but only between the divorcing parties. To this end, a maintenance agreement cannot be enforced on Allen Glen High School being a third party.

The interpretation that burdens both parents with responsibility for school fees is consistent with the injunction in Section 28(2) of the Constitution that a child's best interest is of paramount importance in every matter concerning the child.

School fees are levied in terms of Section 38 and 39 of the South African Schools Act No. 84 of 1996. In terms of Section 40 of this Act, parents have a legal obligation to pay school fees. The school does not have to enter into a contract with parents/legal guardians/caregivers to pay school fees.

**IMPORTANT INFORMATION:**

1. Payment of school fees is a statutory duty which a learner's parents/legal guardians/caregivers must pay. The parents/legal guardians/ caregivers are jointly and severally liable unless and to the extent of them being exempted.
2. The Schools' Governing Body has the authority to charge compulsory school fees.
3. In order to enforce the payment of school fees as a statutory duty, all monies received by the school will be allocated to the oldest outstanding school fees first.
4. School fees are due and payable annually, in advance, at the beginning of each school year and such payment is compulsory to the extent that an exemption from payment of school fees has been granted.
5. However, purely in order to reduce the financial burden on parents, TEN OR ELEVEN EQUAL INSTALMENTS, commencing January and ending October / November of each academic year will be acceptable.
6. Alternative payment dispensations will be allowed as presented and approved by the School Governing Body's Finance Committee, subject to the clear understanding that:
  - These undertakings in no way change the fact that the payment of school fees is a statutory duty and not a voluntary agreement, particularly not a credit agreement as defined in terms of the National Credit Act No. 34 of 2005.
  - Should parents/legal guardians/caregivers' default and fail to pay any single instalment by the due date, the full amount that is outstanding will immediately become due and payable.

Parent Initials		
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7. The School Governing Body may, by process of law, enforce the payment of school fees by parents/legal guardians/caregivers in terms of The South African Schools Act No. 84 of 1996, Section 40 and reserves the right to:
  - Hand over defaulting parents/legal guardians/caregivers' irrespective of any Maintenance and/or Court Orders which may exist between the parties, to a third-party collector.
  - Share personal details of defaulting parents/legal guardians/caregivers with Allen Glen High School's appointed third-party debt collectors in an attempt to recover outstanding school fees.
  - List the defaulting parents/legal guardians/caregiver with the relevant credit bureau, in the event of any school fees due not being paid.
  - Claim that all legal costs — including interest, attorney/client fees and collection costs for the recovery of school fees — will be for the account of the parent/legal guardian/ caregiver.
  
8. Exemption from school fees is available to qualifying parents in terms of the South African Schools Act No. 84 of 1996, Section 39:
  - Exemptions are granted as stipulated in the Exemption Regulation Gazette No. 29311 dated 13 October 2006.
  - Parents who wish to be exempted from the payment of school fees must apply annually to the SGB.
  - A parent who wishes to be exempted from compulsory school fees for each individual learner must apply in writing by completing the Application form for Exemption of School Fees which is obtainable from the Finance Office during school hours (7:30 –14:00)
  - According to the above Act, Exemption forms may only be handed out and returned by parents / legal guardians in person.
  - The income of both parents / legal guardians/caregivers, irrespective of their marital status or the maintenance agreement, is used in the calculation of exemption.
  - The exemption amount granted is based on the Gross Annual Income of both parents/legal guardians/caregivers and not affordability.
  - Exemption shall be denied should any information supplied be found to be **false** or **untrue**.

**• IMPORTANT NOTICE:**

- **According to the Exemption Regulation, dated 18 October 2006, Non-South Africans fall into 2 categories, those who have citizenship and those who don't. A person with citizenship has green South African ID book and may apply for exemption. Parents and learners with Refugee status may also apply for exemption. Parents and learners who have work & study permits may not apply for exemption, as they would have had to prove to the Department of Home Affairs that they have medical aid and sufficient funds to pay for educational fees. All valid & current statutory documentation must be supplied at the time of application.**

Parent Initials		
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9. The school or its appointed agent, may conduct a tracing or a credit enquiry on the parents/legal guardians/caregivers.
10. The parents/legal guardians/caregivers are OBLIGED to notify the school in writing of any change of personal income.
11. The legislation of school fees will be valid from the day on which the learner is admitted to Allen Glen High School to the day on which the learner officially leaves the school.

\_\_\_\_\_  
Signature Parent (1) / Legal Guardian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

ID Number: \_\_\_\_\_

\_\_\_\_\_  
Signature Parent (2) / Legal Guardian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

ID Number: \_\_\_\_\_

## ANNEXURE A

**SOUTH AFRICAN SCHOOLS ACT, NO. 84 OF 1996 REGULATIONS FOR THE EXEMPTION OF  
PARENTS FROM PAYMENT OF SCHOOL FEES**

**CHECKLIST FORM**

(MARK WITH A CROSS IN APPLICABLE BOX)

1.	Were you informed about the amount of the annual school fees to be paid? (See Fees at a Glance current year. New fees only to be established at Annual General Meeting yearly)	YES	NO
2.	Were you informed that you are liable for the payment of school fees unless you are totally exempted from paying school fees? (As per Agreement signed in respect of School Fees)	YES	NO
3.	Were you informed about your right to apply for an exemption from paying school fees? (As per Information re School Fees signed by yourself)	YES	NO
4.	Do you wish to apply for such an exemption? This is not the exemption application form.	YES	NO
5.	Do you wish to be assisted in making such application?	YES	NO
6.	Were you provided with the forms for application for exemption? (Forms only available from beginning of each year)	YES	NO

NAME OF LEARNER: \_\_\_\_\_

GRADE: \_\_\_\_\_

NAME OF PARENT: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PARENT

DATE: \_\_\_\_\_

**SIGNED FORM TO BE RETURNED TO FINANCE DEPARTMENT IMMEDIATELY**

**EXEMPTION APPLICATION FORMS ARE AVAILABLE FROM THE FINANCE OFFICE**



I/We hereby authorise you to Issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other bank or branch to which r/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on and continuing until this Authority and Mandate is terminated by me/us by giving you one calendar's month notice in writing

The individual payment instructions so authorised to be issued must be issued and delivered monthly (on the first day of every month) in the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very next ordinary business day.

I/We understand that the withdrawals hereby authorised will be processed through a computerised.

system provided by the South African Banks. also understand that details of each withdrawal will be printed on my bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the Agreement. This number must be added to this form in Section E before the issuing of any payment instruction.

**A. MANDATE**

I/We acknowledge that all payment instructions issued by you shall be treated by my/our abovementioned Bank as if the instructions have been issued by me/us personally,

**B. CANCELLATION**

I/We agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you.

**C. ASSIGNMENT**

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

**E. THE AGREEMENT REFERENCE**

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Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ACCOUNT HOLDER

Date: 

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# ALLEN GLEN HIGH SCHOOL

## DECLARATION BY PARENT/GUARDIAN

IN THE EVENT OF ONLY ONE PARENT/ GUARDIAN, AND THE WHEREABOUTS OF THE OTHER PARENT IS NOT KNOWN

TO: FINANCE DEPARTMENT

I, Mr/Mrs/Ms \_\_\_\_\_ ID Number: \_\_\_\_\_

the parent of \_\_\_\_\_ (Name of Learner) declare that I do

not know the whereabouts of the biological **Father/Mother (Parent)/Guardian 2) and that he/she is not responsible for any school fees.**

SIGNED \_\_\_\_\_

PRINT NAME \_\_\_\_\_



## SCHOOL FEE STATEMENT OPTIONS

Please tick your preferred method of receiving statements. Should you elect to receive an emailed version only, kindly ensure that your email address/es are updated on a regular basis with **BOTH the Finance and Admin Departments**.

**PAYMENT OPTIONS:**

**E-MAIL ADDRESS**

1.	Email statement only		
2.	Email AND printed statement		
3.	Printed statement only		

**SCHOOL FEE PAYMENT OPTIONS:**

	10 equal monthly payments		Monthly Debit Order
	11 equal monthly payments		Monthly EFT payment
	Once-off payment of full annual amount		Monthly Cash payment