



# BERGVLIET HIGH SCHOOL

## ADMISSIONS

### CALENDAR & REQUIREMENTS – GRADE 9 - 11

January 2014

## Application Process

It is important to submit your application timeously and as requested by us. If you get this wrong, your child may be one of the unsuccessful applicants that we are not able to offer a place at the school.

Application forms for the current year up until and including Term 3 are dependent on availability of space.

Application forms for learners wishing to apply for Grades 9 to 11, 2015 are only made available from the first week in August. The possibility of a space becoming available can only be established during Term 4 and parents will be notified by mail or e-mail at the end of Term 4 whether they have been successful.

**Applicants from outside the Cape Town Metropole** - Only if you are applying from afar may you request an electronic version of the application form from us on [admissions@bhs.org.za](mailto:admissions@bhs.org.za). **Please note:** We do require the **original application and certified documentation** to be mailed or couriered to us by the closing date in order for the application to be processed. Once processed, a receipt number will be issued to you.

**Applicants within the Cape Town Metropole**, - You are required collect your application form and submit it in person as **we do not send or accept faxed or e-mailed application forms and are required to issue you a receipt.**

**For clarity, please note:** Applications will not be processed without provision of all of the requested documentation and in the case of a divorce, irrespective of the divorce agreement both natural parents will be held responsible for the fees in terms of the S.A. Schools Act. Therefore, the application form must be signed by **both** natural parents or legal guardians and the person responsible for payment of school fees if not a natural parent/legal guardian.

The following documentation is required with your application:

- Completed Certified copies** of **both** parents/legal guardians I.D. documents and if applicable, the person responsible for paying the school fees. A **certified copy** of child's Unabridged Birth Certificate is required in the case of a divorced and/or a natural parent no longer accepting responsibility for the child applying to the school.
- Certified copy** of child's Birth Certificate **or** Identity document/current Passport.
- Certified copy** of child's Study Permit (where applicable).
- Certified copies** of two most recent school reports and remedial reports (where applicable). The latter is not required to decide acceptance at our school but rather to ascertain whether we can provide the adequate support for your child. Please bring a certified copy of your child's Grade 7, Term 1 report to the interview or provide one as soon as it is available.
- Certified copy** of Lease Agreement **or** a **certified copy / original** Municipal Rates account not older than 3 months. **For clarity, please note:** If you and your family reside with another party, we require a sworn affidavit from that party stating that you and your child reside with them **permanently** and in such cases, the owner of the property will need to provide us with this documentation and a **certified copy** of their I.D. document. We do not accept any personal accounts or bank statements as proof of address.
- Confidential Report** - this needs to be completed by your child's current school Principal, Grade Head or designate. Once completed, it can be faxed to us by them on the fax number provided therein.
- ID Photograph** of child (passport size).
- Learner Questionnaire** (Grades 9 - 12).
- Subject Choice Form** (Grades 10 – 12 only)
- Visual Art Form and requested portfolio** (if applicable).
- Music Application Form** (if applicable).

**Application to School 2015 Closing Date: Friday, 12 December 2014.**

**NB: Any application received after this deadline will be regarded as late and will only be processed in the New Year.**

## Interview Process and Final Offer of a Place by School

Interviews for Grade 9 – 11 applicants are at the discretion of the Principal. Parents will be notified by mail or e-mail.

Parents who have applied for Grade 9 – 11, 2015 will be notified by mail or e-mail at the end of Term 4 whether they have been offered a place in 2015 or not.

All those who have been accepted will receive the following documentation:

- Obligations and Conditions of Acceptance Form.
- Textbook Payment Form.
- Medical Form

**Final Offer of a Place: Week ending Friday, 5 December 2014.**

## Acceptance of Place by Parent

We need to know that you are accepting the offer of a place at Bergvliet High and ask that all requested documentation is returned and the Textbook and Subject Resources Levy paid **by Wednesday, 10 December 2014**. You may, of course, accept the offer of a place immediately you receive it. You don't have to wait until 25 July. We also need to know if you're not accepting the offer of a place in order to offer the opportunity to another family on the waiting list. If we do not receive any notification either way by the deadline date we will offer the opportunity to another family.

**Acceptance of a Place: By Wednesday, 10 December 2014.**

Please be advised that submission of an application form is not a guarantee that your child will be accepted at Bergvliet High School and we urge you to make application to more than one school of your choice or in your area.

Non-compliance with the above requirements could result in your application being regarded as a late application and that may be the reason why your child may not be successful in obtaining a place at our school. **PLEASE NOTE:** Should any queries arise, you will be asked to produce your receipt number.

Should you have any pre-acceptance queries, please contact Ms Barnes, our Admissions Secretary, or post-acceptance queries, please contact Mrs Price, our Registrar, on the contact information below. Please use your Receipt No. as reference.

Admissions Secretary / Ms Barnes  
[admissions@bhs.org.za](mailto:admissions@bhs.org.za)  
021 712 0284 Ext. 203  
**BERGVLIET HIGH SCHOOL**  
**FIRGROVE WAY**  
**BERGVLIET**  
**7806**

The Registrar / Mrs Price  
[vprice@bhs.org.za](mailto:vprice@bhs.org.za)  
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