



Heart and Soul

APPLICATIONS FOR YORK HIGH SCHOOL

APPLICATION TO HIGH SCHOOL:

As different schools have varying procedures, it is critical for you to find out what these are. For some schools applications for Grade 8 close as early as February of the year before admission.

In many cases the initial application to a high school is made with the final Grade 6 report as the primary indicator of a learner's performance. This means that the final term of Grade 6 is of critical importance.

High schools generally select applicants on the basis of:

- **Academic performance (a general level of 60% or better in summative assessments)**
- **Good work habits**
- **Behaviour and commitment to the School**
- **Extra-mural involvement**
- **As a Dinaledi school preference is given to successful Maths results passed on a competence test or District co-efficient**

Most high schools send confidential questionnaires to the primary schools to validate the information provided by the applicant.

Entry to quality high schools is competitive, with most schools preferring to avoid acceptance of applicants who are problematic in any of the above areas.

APPLICATIONS FOR YORK HIGH SCHOOL

Applications are due in by the **end of the first quarter of a learner's Grade 7 year**. York High will have application forms available directly from the school.

There is no 'automatic acceptance' for learners into York High School, however:

- Learners whose results at the end of Grade 6 meet academic requirements as listed in the bulleted items, and who fulfill the other admission criteria could gain automatic acceptance. Learners who do not initially meet these requirements may receive an interview and be put on a waiting list. It must be emphasized that parents from many schools are applying to send their children to York High School and these waiting list places are taken up quickly.
- Learners who are well short of the four criteria mentioned above will not be interviewed and it is recommended that they apply at other schools as well.
- Learners who are unlikely to be successful in the academic environment at York High School will be assisted with a list of possible alternative schools and colleges (refer www.fetcolleges.co.za) in consultation with parents.
- As we have been categorised as a **Dinaledi or Focus School for Maths and Science** excellence, the learner may have to (should the school decide) sit a competence test to assist a placement decision.



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PART B

APPLICATION FOR A FIRST ADMISSION TO YORK HIGH SCHOOL

CLOSING DATES FOR ADMISSIONS: Applications are due in by the end of the first quarter of a learner's Grade 7 year.

Late Applications:-

All parents who make enquiries after the published closing dates will have their child's names placed on a **Waiting List**. This will also apply should completed applications be handed in after the closing dates.

The receipt of an application by prospective parents does not automatically guarantee a place in the School. Enrolment at the school will be confirmed in writing.

THIS DOCUMENT MUST BE READ IN ITS ENTIRETY BEFORE PART C CAN BE FILLED IN (PART A & B TO BE RETAINED BY PARENT OR LEGAL GUARDIAN)

PLEASE NOTE:

1. Priority of admission will be given to those learners living with their parents/ legal guardian within our feeder area.
2. This application only becomes valid on completion of Part C of this application form.
3. **Application DOES NOT guarantee admission.**
4. On written acceptance of your placement an advance of R1,500 of the following year's school fees is required.

CRITERIA FOR ENROLMENT AND ATTENDANCE AT YORK HIGH SCHOOL FROM GRADE 8-12

In addition to the standard admission requirements the following will also apply. (Refer to Part A)

1. **Payment of Fees:**
The Parents and the Governing Body are responsible for the maintenance of the school buildings, grounds and other facilities and services as well as salaries of staff employed by the Governing Body. The costs are borne by parents through the payment of fees. ALL parents are obliged to pay school fees in accordance with the South African Schools Act no 84 of 1996 unless exempted or partially exempted in terms of the same act.
2. **Age:**
Learners will not be accepted if they are more than two years above the average age for the grade.

3. Lapse of schooling:

Learners who have let their schooling lapse for a long period of time will not be accepted. The matter should be taken up with the EMDC.

4. Medium of Instruction:

English is the medium of instruction. Competence in English is essential for acceptance. The school does not offer bridging courses.

5. Curriculum Subjects:

These are the subject choices for FET (Grade 10-12)

Line 1 * English Home Language

Line 2 * Afrikaans First Additional Language

Line 3 * Mathematics/ Mathematical Literacy

Line 4 Physical Sciences/ Physical Sciences/ Life Sciences/ Computer Applications Technology/ Business Studies/ Geography

Line 5 History/ Geography/ Life Sciences/ Business Studies/ Consumer Studies

Line 6 History/ Geography/ Accounting/ Business Studies/ Computer Applications Technology/ Visual Arts

Line 7 * Life Orientation

* Core subjects

6. Feeder Area:

Please note, priority of admission will be given to those children with completed forms who are from our feeder area. Such learners must be timeously enrolled as we only have limited space. Applications from outside of the South Cape/Karoo EMDC will not be considered. Late applications will not be considered once the school is full.

7. Hostel Facilities:

Hostel facilities are available to a limited number of applicants. This applies to applicants within the Eden/ Karoo EMDC area but who do not reside in George and close surrounding areas and will remain limited to 55 boys and 55 girls. (Application forms supplied on request). Please note that all admission criteria will apply.

8. Documentary proof required:

A learner will not be admitted without the requisite documents:

- a) proof of age i.e. certified copy of Birth Certificate or ID
- b) proof of residential address, i.e. certified copy of Deed of Sale/Lease Agreement/ Rates Certificate and telephone, electricity and water accounts
- c) proof of previous academic achievements (last school report with marks and comments)
- d) certified copies of the first page of ID book of both parents/ legal guardians

9. Extra-Curricular Activities:

The school has an extensive extra-curricular programme. Each learner must participate in at least one winter & one summer sport, and is expected to participate in a cultural/service activity each term.

10. Contract:

Part C and D of the application form must be completed in full upon application. This contract with the Governing Body covers your commitment regarding the payment of compulsory fees. Among other things, through the contract you will also have to ensure that your child complies with the school rules and Code of Conduct at all times.

- 11. Statement of payment of school fees:**
You are required to submit a statement of payment of school fees from your child's present school. The outstanding balance of school fees for the current and previous year must be shown.
- 12. Proof of Residence:**
You are required to furnish documentary proof that you reside permanently at the address given in your application. Only certified copies of Deed of Sale/ Lease Agreement, Rates Assessment, the last telephone, electricity or water accounts will be accepted.
- 13.** If your child is living with a **legal** guardian within our area, we need a legal affidavit to confirm this, and the reason behind the arrangement.
- 14.** In accordance with the South African Schools Act No 84 of 1996, all learners must re-register before the start of each academic year.
- 15.** An interview with a member of the School's Management Team and or Governing Body may be required as part of your child's application for admission or re-admission. This would be arranged through the Admissions Secretary.

TERMS AND CONDITIONS OF ACCEPTANCE:

Preamble

In terms of section 5 (5) of the South African Schools Act of 1996, the Governing Body of a public school must determine the admission policy of that school.

The Governing Body of **YORK HIGH SCHOOL** has accordingly constituted the following as the admissions policy of the school, in the belief that its provisions are consistent with:

- The Constitution of the Republic of South Africa (Act 108/1996)
- The National Education Policy Act and any applicable policies determined in terms of this Act (Act 27/1996)
- The South African Schools' Act (Act 84/1996) and subsequent amendments
- The Western Cape School Provincial School Education Act (Act 12/ 1997)
- The Promotion of Administrative Justice Act (Act 2000)

POLICY:

It is the aim of the school:

- to provide an environment where every learner will be equipped to achieve his/ her potential through hands on learning
- for each learner to contribute to a healthy working atmosphere in the school
- to maintain an overt Christian character and ethos whilst promoting freedom of religion

It is the policy of the school that:

- no learner will be refused admission on the grounds of race, religious belief or financial circumstance, within the parameters that York High School is a school where the medium of instruction is English (i.e. given that the School Governing Body has, in its language policy, determined that the school will be a single medium school where the medium of instruction is English. Learners admitted to the school need to be sufficiently proficient in English so as not to prejudice their ability to progress academically.)

- any learner admitted to the school is admitted to the total school programme and will not be suspended from classes, denied access to cultural, sporting or social activities on the grounds of an inability by his parents to meet the required school fees.
- the admission of learners will be so managed that the school's intake includes representation of the major demographic segments of the community it serves, without prescribing any predetermined numbers or proportions in respect of such representability.

In order to achieve the foregoing, but also to ensure a just and equitable selection process, the measures listed below will be implemented during the management of the enrolment process.

1. In February each year the closing date for applications will be set and advertised (usually last day of term 1).
2. Applications received by the closing date will be given preference over late applications.
3. Applicants who live with their parents/ legal guardians in the natural service area of the school will enjoy precedence over those residing outside the natural service area.
4. An applicant whose age varies by more than two years relative to the average of the grade will not be accepted to the school.
5. The capacity of the school to provide adequately for the educational needs of the applicant (including but not limited to the language needs and other special needs) will be considered before offering a place to a learner.
6. Initial applications will be processed and a response forwarded to parents by mid-year, each year.
7. Only after the applications received by closing date have been dealt with, will the school consider late applications, and then only if there is still place available in the school.
8. All applicants and their parents could be given an interview with the Headmaster and/or his representative.
9. In considering applications, a potential learner will in the first instances be expected to:
 - 9.1 have **passed** the grade immediately below the grade into which admission is sought
 - 9.2 want to be educated in the school, be supportive of the ethos of School and be willing to contribute in the four critical areas of York High school life i.e. **academic** as well as **sport, culture and service**.
 - 9.3 be able to cope academically with the specific pressures and unique demands of a competitive school.
10. Where a process of selection has to be applied as a consequence of the number of applicants exceeding the number of available places in the school **or grade** for which application is made, applicants will be considered according to the following, except where placement in the school would not be in the interest of the learner concerned:-
 - Residents of the York High Hostel
 - Applicants whose proven record is such that they are clearly willing and able to **contribute** meaningfully to the advancement of the school's educational programme, as gauged from an admission questionnaire or in a personal interview
 - Applicants whose proven record is such that they are clearly willing and able to **benefit educationally** and in other respects from the education offered by the school, as gauged from an admission questionnaire or in a personal interview

- Applicants who are siblings of current and immediate past learners of York High School
- Applicants who are sons and daughters of past learners of the school

The natural service area of the school is as follows:-

All areas in and around George, Great Brak, Wilderness and Sedgefield. Hostel applications will be considered for applicants residing beyond these areas that fall directly under the control of the Eden/Karoo EMDC. We do **not** take boarders from outside of this area.

The capacity of the school is 940 learners, ideally distributed 200 per grade in Grade 8, and 9 and 180 in grades 9,10,11 and 12.

The capacity of the school is based on:

- the number of WCED teachers
- the size of the classrooms in the school
- the need to provide the educational stimulus provided by designated, exclusive and appropriately developed space for:
 - Science and Biology laboratories
 - Occupational Health & Safety Act
 - Computer laboratories
 - Technology workshops
 - Music rooms
 - School Hall
 - a Lecture Theatre
 - a subject choice based on educationally valid principles

The administrative necessity to support the educational process on the administrative front by providing designated and exclusive space for:

- a Staff common room
- a Staff workroom
- offices for management, administrative and support staff

Final total number of admissions:

The final number accepted into the school at any one time may vary from the above on the basis of specific enrolments and subject choices by individual learners/ parents in a particular year, but shall in any event not exceed the calculated capacity by more than 5% in any one grade without the ratification by the School Governing Body of a motivated explanation from the School Management Team for such excess.

1. Governing Body

The parent/ legal guardian acknowledges that York High School is a fee paying school and that the Governing Body is empowered with the authority to make decisions affecting the governance of the school and that such decisions are binding upon him/ her and the learner.

2. Admission Criteria

The acceptance of any learner at York High School as a learner shall be subject at all times to the admission criteria laid down by the Governing Body and in accordance with the SA Schools Act No 84 of 1996. Once admission is finalized an advance of school fees is required on confirmation of acceptance of the place.

3. **School Rules and Regulations**

Any learner enrolled at York High School shall be expected to sign and adhere to the School Rules and Regulations as laid out in the prospectus otherwise known as "Codes of Conduct", which the parent/ legal guardian hereby acknowledges having received.

4. **School Fees**

4.1 School fees are determined annually by the School Governing Body and accepted at the Budget meeting if the majority of the parents present vote to that effect.

4.2 Payment of school fees is compulsory, unless parents qualify for full or partial exemption.

4.3 This fee becomes due and owing upon commencement of the first school term each year. On **acceptance** an advance of school fees of **R1,500** is payable.

4.4 School fees may be paid in full, quarterly or 10 monthly instalments. This arrangement may be revised at the discretion of the School Governing Body.

4.5 In the event of the learner being withdrawn from the school during the year, considerations will be given to refunding a portion of fees paid, providing due written notice of the withdrawal is received by the bursar. Any such refund will be entirely at the discretion of the Governing Body.

4.6 The School Governing Body shall only be entitled to increase school fees during the year after due process, as stipulated in the SA Schools Act.

4.7 **Enrolment fee: Advance of school fees to be paid once the learner has been accepted.** The amount of this advance will be determined annually by the School Governing Body and will automatically be credited to each learner's account in the new year.

4.8 Legal action will be taken against parents/ legal guardians who either fail to pay their school fees or fail to make suitable arrangements regarding the payment of fees. All additional costs incurred will be for the account of the parent/ legal guardian.

4.9 Any notice required to be given in terms hereof shall be in writing and delivered or dispatched by pre-paid registered mail and in the latter event, such notice will be deemed to have been received by parent/ legal guardian on the 7th day after the date of posting thereof.

5. **Learner's Welfare**

The learner's continued enrolment at the school with reference to health, welfare and disciplinary matters, shall be determined by the Governing Body in accordance with any guidelines laid down by the Department of Education.

6. **Documents**

The parent/ legal guardian shall be obliged to furnish the Governing Body or Principal with any documents or information relevant to the learner's enrolment, welfare or the efficient management of the school, within fourteen (14) days of being requested to do so.

7. **Consent**

The parent/legal guardian consents to the learner taking part in the extramural activities of the school, including games, athletics, tours and any other excursions arranged by the school. Parents are advised that the school will periodically organise transportation for learners and give their consent for their child/children to be transported if necessary.

8. **Parental Obligations**

The parent/ legal guardian shall be obliged to:-

- 10.1 inform the school of any change of address, telephone/cell number or email address

- 10.2 inform the school of an emergency contact number
- 10.3 inform the school of any case of infectious illness in the learner's household
- 10.4 ensure that the learner attends school regularly
- 10.5 ensure that the learner complies with the Rules and Regulations of the school, otherwise known as the "Code of Conduct" as set out in Clause 3 above
- 10.6 respect the tradition, character and the Christian ethos of the school.

9. Damage/ Loss to School Property

The parent/ legal guardian shall be liable for any loss of or damages whatsoever cause or nature or howsoever arising which may be caused to school property or equipment as a result of any willful act or omission on the part of the learner.

10. Indulgences

No indulgence or extension granted by the Governing Body to the parent/ legal guardian shall in any way be construed as a waiver of the Governing Body's rights or as creating a precedent.

11. Costs

Should it be necessary for the Governing Body to institute any legal proceedings against the parent/ legal guardian for whatever reason, including the enforcement of the terms and conditions hereof, then the parent/ legal guardian hereby agrees that he/ she will be liable for all the costs incurred by the Governing Body, inclusive of legal costs on the Attorney and Client scale, collection charges, tracing costs and interest at the rate prescribed in the Prescribed Rates of Interest Act.

12. Amendments

- 12.1 The Governing Body shall be entitled to amend the terms and conditions hereof upon written notice to the parent/ legal guardian.
- 12.2 The said amendments shall be deemed to have been accepted by the parent/ legal guardian and incorporated herein, unless he/she notifies the Governing Body of his/ her objection to such an amendment in writing within fourteen (14) days of receipt of such notice of amendment.

13. Jurisdiction of the Magistrate's Court

The Parent/ legal guardian consents to the jurisdiction of the Magistrate's Court having jurisdiction over their persons in respect of any legal proceedings arising out of this agreement, notwithstanding the fact that the cause of action exceeds such Court's ordinary jurisdiction and that these consents are consents in writing.

14. Information

The parent/ legal guardian acknowledges that should he/she give false information or provide false documentation when application for admission is made, the Governing Body may at its discretion reject the application or require the parent/ legal guardian to remove his/ her child from the school.