



PRESTIGE COLLEGE HAMMANSKRAAL

APPLICATION FOR:

PO Box 1455, Hammanskraal, 0400
Tel: +27 (0) 12 711 8600 Fax: +27 (0) 12 711 8645/6
E-mail: admin@prestigecl.co.za / admission@prestigecl.co.za

School
Residence
Grade
Year

PHOTO

DATE

ADMISSION NUMBER

LEARNER INFORMATION

Full names: _____
Surname: _____
Preferred name: _____
Date of birth: _____
ID Number:
Nationality: RSA Other
Religious denomination: _____
Gender: Male Female
Ethnic group: _____
Home Language: _____
Learner's language preference: _____
Learner mobile number: _____
Learner e-mail address: _____
Admission date:
Grade in 2020: _____
Years in Grade for 2020: _____
Years in phase for 2020: _____
Pre-primary education attended: _____
Method of transport: Private Taxi Bus
Taxi / Bus registration number: _____
Name of driver: _____
Contact number: _____

INFORMATION OF PREVIOUS SCHOOL/NURSERY

First registration of learner in Gauteng: YES NO
Learner attended school last year: YES NO
If yes, in which Province/Country: _____
Previous School: _____
Telephone number: _____
Address: _____
Highest grade in previous school: _____
Reason for leaving the school: _____

SIBLING INFORMATION

Do you have any learners currently/previously in this school? YES NO
Name of other learners(s): _____

BROTHERS AND SISTERS		
Name	Grade	Name of school
1.		
2.		
3.		

FAMILY INFORMATION

Family Status : Both parents Childrens home
Single parent - unmarried Re-composed
Single parent - divorced Widow/Widower
Foster care Other
Parents deceased : Mother Father None

LEARNER MEDICAL INFORMATION

Chronic diseases: _____
Allergies: _____
Medication: _____
Previous operation: _____

MEDICAL AID INFORMATION

Medical aid name: _____
Telephone number: _____
Member number: _____
Primary member: _____

FAMILY DOCTOR INFORMATION

Name: _____
Telephone number: _____
Business address: _____
Have you had any of the following diseases/been treated for:

German measles <input type="checkbox"/>	Measles <input type="checkbox"/>	TB <input type="checkbox"/>	Diabetes <input type="checkbox"/>
Chicken pox <input type="checkbox"/>	Mumps <input type="checkbox"/>	Asthma <input type="checkbox"/>	Epilepsy <input type="checkbox"/>
	Diphtheria <input type="checkbox"/>	Ulcer <input type="checkbox"/>	Migraine <input type="checkbox"/>
		Tonsils <input type="checkbox"/>	Heart Disease <input type="checkbox"/>

NEXT OF KIN INFORMATION

Name: _____
Contact Number: _____
Alternative conatct number: _____
Relation: _____

BIOLOGICAL PARENT / LEGAL GUARDIAN 1 INFORMATION

Full names: _____	Title: _____	Initials	_____	_____	_____	_____
Surname: _____	ID/Passport no: _____					
Preferred name: _____	Communication preference: <input type="checkbox"/> SMS <input type="checkbox"/> E-mail <input type="checkbox"/> By hand					
Home language: _____	Home Address: _____					
Postal address: _____	_____	Postal code	_____	_____	_____	_____
Employer: _____	_____	_____	Postal code	_____	_____	_____
Occupation: _____	Phone Home: _____					
Work Address: _____	Work: _____					
_____	Mobile: _____					
_____	E-mail Address: _____					
Postal code	_____	_____	_____	_____	_____	_____
Signature: _____	Is the learner living with this parent? <input type="checkbox"/> YES <input type="checkbox"/> NO					

BIOLOGICAL PARENT / LEGAL GUARDIAN 2 INFORMATION

Full names: _____	Title: _____	Initials	_____	_____	_____	_____
Surname: _____	ID/Passport no: _____					
Preferred name: _____	Communication preference: <input type="checkbox"/> SMS <input type="checkbox"/> E-mail <input type="checkbox"/> By hand					
Home language: _____	Home Address: _____					
Postal address: _____	_____	Postal code	_____	_____	_____	_____
Employer: _____	_____	_____	Postal code	_____	_____	_____
Occupation: _____	Phone Home: _____					
Work Address: _____	Work: _____					
_____	Mobile: _____					
_____	E-mail Address: _____					
Postal code	_____	_____	_____	_____	_____	_____
Signature: _____	Is the learner living with this parent? <input type="checkbox"/> YES <input type="checkbox"/> NO					

PERSON / COMPANY / CLOSED CORPORATION / TRUST RESPONSIBLE FOR ACCOUNT

Fill this part in if individual person	Fill this part in if company/corporation/trust
Title: _____	Title: _____
Initials	_____
_____	_____
Full names: _____	Name: _____
Surname: _____	Registration No: _____
Preferred name: _____	Language preference: _____
ID/Passport no: _____	Contact no: _____
Home language: _____	Fax number: _____
Language preference: _____	Business address: _____
Communication Preference: <input type="checkbox"/> SMS <input type="checkbox"/> E-mail <input type="checkbox"/> By hand	_____
Mobile no: _____	Postal code
Home no: _____	_____
E-mail address: _____	Postal address _____
Home address: _____	_____
_____	Postal code
Postal Code	_____
_____	_____
Postal Address: _____	_____
_____	_____
Postal Code	_____
_____	_____

SUMMARY AGREEMENT BETWEEN PRESTIGE COLLEGE HAMMANSKRAAL AND THE UNDERSIGNED

Declaration and undertaking

I declare that the particulars furnished on this form to be true and correct, and I undertake to comply with the rules, regulations and decisions of the school, and any amendments thereto, which may be applicable to students and parents in general. I declare that I have perused the applicable school rules and policies and understand the contents thereof and accept it as binding on myself and the learner concerned.

School fees

I have read, understood and accept the financial policy of the school. I accept full responsibility for all amounts due to the school and I agree to pay the school fees strictly according to due dates. Failure which the account will be handed over to debt collectors. I understand that the school will take the necessary legal steps to recover any outstanding fees. I agree to give one calendar month's notice before removing my child from school. I undertake not to give notice later than October as November doesn't serve as a notice month.

I accept responsibility for the payment of fees for the above child before or on the seventh of each month:

- Bank payment
Internet transfer
D6 wallet payment

No cash for school fees will be accepted on the premises.

Indemnity

1. I hereby give permission that the learner may participate in all academic, sport and cultural activities presented by the school in an organised manner.
2. I grant permission that my child may be transported by a public bus company approved by the school management. If there is only a small group of learners that need to be transported, parents/teachers with valid drivers licences may be asked to transport them.
3. I accept that all reasonable precautions will be taken for the safety and wellbeing of my child and that I will be held responsible for the payment of the medical and/or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the gross negligence of the responsible staff.
4. I hereby delegate my powers as parent/guardian to the Principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I know, he/she is physically able to participate in any organised activities and he/she resides in good health.
5. I confirm that all medical information supplied in the Learner Information section of this form is accurate and complete. This information may be used in case of an emergency.
6. I undertake to inform the school if any of the above information may change.
7. I undertake to support my child to obey the Code of Conduct and the disciplinary system of Prestige College as included in the Policy of the school.
8. I hereby confirm that the school is allowed to use imagery of my child in any official publication.

Prestige Values

I undertake to uphold the values of Hammanskraal Prestige College whenever I am involved in school related functions or activities. I will also be available to attend parents' meetings and functions to support the education of my child. I will respond timeously to letters, SMS's and calls made by the school.

Prestige College hereby undertakes to offer quality teaching and other services of a high standard, to the best of our ability.

Father/Legal Guardian 1:

Mother/Legal Guardian 2:

o.b.o Prestige College

Date : / /

Date : / /

Date : / /

**Please note that registration is only confirmed when the application has been authorized by the principal.
The applicant will receive a letter to confirm final admission to Prestige College Hammanskraal.**

PASTE COPY OF UNABRIDGED BIRTH CERTIFICATE AND ID IF OVER 16

A large, empty rectangular box with rounded corners, intended for pasting a copy of an unabridged birth certificate and ID if the applicant is over 16 years old.

PASTE COPY OF MOST RECENT REPORT HERE

PASTE CONFIDENTIAL ASSESSMENT FROM PREVIOUS SCHOOL HERE

A large, empty rectangular box with rounded corners, intended for pasting confidential assessment information from a previous school.

FOREIGN STUDENTS: PASTE COPY OF STUDY PERMIT HERE



LEARNER QUESTIONNAIRE

**ONLY TO BE COMPLETED BY LEARNER
NOT FOR PARENTS**

NAME & SURNAME: _____

BOY GIRL

AGE

Grade in 2020

I promise to be completely honest and truthful in answering all the questions as asked. I understand that if the information given here is found to be false, my registration will immediately be canceled and no refunds will be made.

Date : / /

Signature: Applicant _____

PLEASE ANSWER THE FOLLOWING QUESTIONS TRUTHFULLY

1. What is the name of your present school? And the name of your Principal?	
2. Why do you want to leave the school?	
3. What do you like most about your present school?	
4. Who is your most loved teacher and why?	
5. Which teacher do you really dislike and why?	
6. What do you not appreciate at all at your present school?	
7. Have you ever been in trouble in your present or previous schools? What type of trouble? What was the outcome?	
8. Have you ever been suspended or expelled from a previous school?	
9. Where did you hear about Prestige College?	
10. Why did you apply at Prestige College?	
11. What do you expect to experience at Prestige College?	
12. Which other schools have you applied to?	
13. What is your favourite subject? What was your last % achieved?	
14. Are you acquainted in using the Internet? What do you use it for?	
15. What have you done extra at your previous school; what other activities were you involved in?	
16. Do you participate in sport? Which codes? Any special achievements?	
17. Can you sing, play a musical instrument?	

PLEASE ANSWER THE FOLLOWING QUESTIONS TRUTHFULLY

Do you think you have any musical or art talent that is just not developed yet?	
18. Who do you live with?	
19. If you do not live with your parents, why not?	
20. Who is the person closest to you that you really trust?	
21. Do you know anything about the values of Prestige College? What?	
22. What values do you have? Why are they important to you?	

Write a paragraph about: "The day that I was in big trouble..."

Write a paragraph about something you are very proud of.

Write a few sentences to convince the authorities at Prestige College why you should be allowed or given a chance to register at Prestige College.



SUBJECT CHOICE FORM

GRADE 8 / 9

LEARNER'S DETAIL

Name :		Grade in 2020 :	
Surname :			

SECTION A: COMPULSARY SUBJECTS

1. English Home Language
2. Mathematics
3. Natural Science
4. Human & Social Science
5. Economic and Mangement Science
6. Life Orientation
7. Technology
8. Creative Arts

SECTION B: ELECTIVES

INDICATE YOUR SUBJECT CHOICE FOR 2020 BY MAKING A CROSS IN THE BOXES PROVIDED

CHOOSE ONE FIRST ADDITIONAL LANGUAGE :

AFRIKAANS

SETSWANA

Learners who have not had any of the above languages in their previous school, may have to write a language proficiency test to determine the best subject. A recommendation will be made by the admissions office.

ANY COMBINATION OR SUBJECT MAY BE CANCELLED IF THERE ARE NOT AT LEAST 15 LEARNERS TAKING THE SUBJECT

Principal's Signature :

Student's Signature :

Parent's Signature :

Date :

ANY SPECIAL REMARK / ARRANGEMENT MUST BE SIGNED BY THE PRINCIPAL



SUBJECT CHOICE FORM

GRADE 10

LEARNER'S DETAIL

Name :		Grade in 2020:	
Surname :			

SECTION A: LINE 1 AND 2 ARE COMPULSORY SUBJECTS

CHOOSE 1 SUBJECT FROM LINE 3 AND 4 AND WRITE IN THE BLOCKS PROVIDED

1. English Home Language
2. Life Orientation
3. Mathematics **OR** Mathematical Literacy
4. Afrikaans **OR** Setswana as a 1st Additional Language

SECTION B: ELECTIVES

CHOOSE 3 SUBJECTS FROM THE LIST BELOW AND WRITE IN THE BLOCKS PROVIDED

1. Physical Science
2. Life Science
3. Geography
4. Accounting
5. Business Studies
6. History
7. Drama
8. Design
9. Tourism

Please see conditions for combinations as attached

ANY COMBINATION OR SUBJECT MAY BE CANCELLED IF THERE ARE NOT AT LEAST 15 LEARNERS TAKING THE SUBJECT

Principal's Signature :	Student's Signature :	Parent's Signature :	Date :
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ANY SPECIAL REMARK / ARRANGEMENT MUST BE SIGNED BY THE PRINCIPAL



BACKGROUND INFORMATION

TO BE COMPLETED BY BOTH PARENTS / GUARDIANS

PLEASE ANSWER THE FOLLOWING QUESTIONS TRUTHFULLY

1. Your preferred contact number	
2. Has your child ever failed a grade? If yes, which grade?	
3. Which grade did he/she repeat, when?	
4. How do you know about Prestige College?	
5. What is your first impression of the school?	
6. Why do you want to bring your child to this school?	
7. Tell me about the school where you have been?	
8. Why do you want to leave that school?	
9. Have you ever been involved with any disciplinary action that was taken against your child? Tell us the story.	
10. Give us a brief summary of the home background where your child grows up.	
11. Who live together in your house? Other family members, siblings etc.?	
12. Who is the disciplinarian of the child concerned?	
13. Who shall be dealing with disciplinary action steps taken by the school should there be any?	
14. If divorced, who has legal custody of the child?	
15. Who is paying the child's school fees?	
16. Any special circumstances we should be aware of? (Eg. Adopted child?)	
17. Was your child ever involved in some traumatic experience? (Accident/robbery etc.)	
18. How are you involved in your child's school activities and learning?	

PASTE COPY OF BOTH PARENTS/GUARDIANS ID'S HERE

PASTE COPY OF MEDICAL AID CARD HERE (BOTH SIDES)

**PASTE SALARY ADVICE/3 MONTHS' BANK STATEMENTS OF PERSON
RESPONSIBLE FOR ACCOUNT HERE**

PASTE PROOF OF RESIDENCE OF PARENTS HERE



RESIDENCE-LIFE INTERVIEW

TO BE COMPLETED BY PARENT, LEARNER AND INTERVIEWER

Date of Interview: _____ Interviewer: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS TRUTHFULLY

1. Has the learner been in a boarding facility previously? Where? When?	
2. Have you received and read the Residence Rules and Information Book?	
3. Do you understand the correctional procedures?	
4. Are you aware of the serious offenses which may lead to immediate suspension or expulsion from school?	
5. Our gates lock at 17h00 and open at 6h00. Learners must be back on campus by 17h00 and all vehicles must be OFF CAMPUS by 17h30. No late-coming will be tolerated. Have you taken note of this rule?	
6. Have you read the policy on Cell phone and laptops? The residence staff will accept no responsibility for lost / stolen / broken phones or computers.	
7. Have you disclosed all medical information on the medical form?	
8. Are there any special dietary requirements that we should be aware of?	
9. Do you accept and understand that we will not cater for allergies without a proper Pathologist's report?	
10. Do you understand and accept that we can't cater for individual likes and dislikes regarding food?	
11. Have you received and read the list of necessities and have you taken note of the fact that you have to hand in 2 spare keys to the learner's guardian?	
12. All items on the list of necessities must be marked. No clothing will be washed if the name does not appear clearly on it. Will you mark your child's clothes?	
13. All requests for permission to leave the premises must be in written form (fax or e-mail) . All requests for permission must be submitted to us at least 1 day in advance . Will you be able to communicate the necessary permission to us in writing?	
14. Do you understand and accept that it is your responsibility to replenish your child's basic needs and check his/her clothing during Exeat Weekends?	
15. Parents must contact us to arrange for learners to stay on the campus during Exeat Weekends. We will assume your child goes home and no food will be prepared if no arrangements are made. Do you understand	

that it is YOUR responsibility to make these arrangements with the guardian and that the school will not be held accountable if your child leaves the campus to visit friends etc. without your knowledge if you fail to make the necessary arrangements during exeat weekends?	
16. Learners who leave the campus without the necessary permission may be expelled. Will you ensure that your child understands the seriousness of such an offence?	
17. Do you understand and accept that Prestige College is a Christian school? We do not belong to any denomination but believe in Biblical values and expect all children to subscribe to our value system and to attend church services.	
18. Will you take full responsibility to notify us of any changes in your contact details?	
19. Do you accept the Residence Staff is in loco parentis with you with regards to your child and his/her disciplinary issues?	
20. Do you understand and accept that your child cannot be accommodated and fed if you do not honour your financial responsibilities?	
21. Do you understand and accept that NO ARRANGEMENTS will be made for outstanding boarding fees?	
22. Do you accept all requirements and directives in the interview as legal and binding?	
23. Do you accept that the attached Code of Conduct is a binding agreement between your child and Prestige College residence and staff and will you inculcate the values therein in your child?	
24. Do you agree and accept that this contract is binding for the FULL DURATION of your child's stay in Prestige College Residence?	

PLEASE READ THE CODE OF CONDUCT BELOW AND SIGN IT

It is an honour and a privilege to be a boarder at Prestige College and therefore I promise to adhere to the following code of conduct at all times:

1. To honour God and His creation.
2. To respect staff and fellow boarders.
3. To make sure that I know and obey the rules of the residences.
4. To respect the property of the school and others.
5. Not to intrude upon the basic human rights of others.
6. To be punctual.
7. To cooperate with staff, prefects/monitors and other boarders.
8. To model the school values of respect, integrity, honesty and responsibility.
9. To honour my parents and represent them well at Prestige College.

Parent/Legal Guardian:

Learner:

Interviewer

Date : / /

Date : / /

Date : / /



CONTRACT AND UNDERTAKING

TO BE COMPLETED AND SIGNED BY PARENT AND LEARNER

I, The parent/guardian of the applicant mentioned in this document, hereby agree that I have received, read and understood the relevant documents as mentioned below. I undertake to abide by the rules and regulations of Prestige College and will teach my child to do the same.

I further understand that this school is an e-learning school and I therefore have to ensure that my child has the services of an electronic device, such as a Chromebook, applicable from grade 8 to 12. I also have to ascertain that this device is in a working condition at all times and carry to school in a safe way. I also understand that it is the responsibility of my child to look after this device as the school cannot take responsibility for such devices. All reasonable measures are taken and are in place at school such as cameras, IT Policy and rules to adhere to when in use in and out of class.

1. Value system
2. Parent contract
3. School General Code of Conduct
 - Uniform Policy
 - Financial Policy
 - Discipline
 - Drugs and Alcohol Policy
4. IT Policy
5. Subject choice Policy
6. Promotion requirements

Detailed school policies are available at school and on the school website
(www.prestigecol.co.za)

Parent/Legal Guardian:

Learner:

PRINT NAME: _____

PRINT NAME: _____

Signature: _____

Signature: _____

Date : / /

Date : / /

Please answer the following questions as required by the GDE and School Board for research purposes. All information will be treated with the highest confidentiality.

Number of children in this household

Distance from school

COMMUNICATION WITH APPLICANT

Date	Number called/personal	Person spoke to	Conversation/request made	Admin staff responsible
Date	Number called/personal	Person spoke to	Conversation/request made	Admin staff responsible
Date	Number called/personal	Person spoke to	Conversation/request made	Admin staff responsible
Date	Number called/personal	Person spoke to	Conversation/request made	Admin staff responsible



PRESTIGE COLLEGE HAMMANSKRAAL

APPLICATION DOCUMENTS RECEIVED

Grade:
 Year:

CHECK LIST

LEARNER'S DETAIL

Name :

Surname :

LEARNER DOCUMENTS RECEIVED

(mark with X)

REMARKS

		YES	NO	
1	School application form			All details checked?
2	Most recent school report			
3	Unabridged Birth Certificate AND Copy of ID if over 16			Age correct?
4	X2 recent ID photos			
5	Confidential Assessment form completed by present school			
6	Learner questionnaire completed			
7	Subject Choice form completed			
8	Admission test attached			Please attach test to this form
	English			
	Maths			
	Afrikaans			
	Tswana			
9	Study permit needed?			
10	Boarding Questionnaire and interview completed?			

AGE IN 2020

Grade:	Age:	Born:
Gr 000	4	2016
Gr 00	5	2015
Gr 0	6	2014
Gr 1	7	2013
Gr 2	8	2012
Gr 3	9	2011
Gr 4	10	2010
Gr 5	11	2009
Gr 6	12	2008
Gr 7	13	2007
Gr 8	14	2006
Gr 9	15	2005
Gr 10	16	2004
Gr 11	17	2003
Gr 12	18	2002

PARENTS RESPONSIBLE FOR ACCOUNT INFORMATION

(mark with X)

REMARKS

		YES	NO	
1	Parents ID / Passport			
2	Medical aid card			
3	Salary advice or 3 months bank statements			
4	Proof of residence			
5	Parent information questionnaire			Please attach completed blue form
6	Parent Contract signed			

PAYMENTS MADE

(mark with X)

REMARKS

		YES	NO	
1	Application fee: R300			
2	Registration fee: R2200			
3	E-learning Platform / Books: R1000			

ACCEPTED

STUDENT NUMBER

AUTHORISED BY:

NOT ACCEPTED

ACCEPTED FOR GRADE

DATE : / /

Remarks to be considered for admission: