



HOUT BAY INTERNATIONAL SCHOOL ADMISSION APPLICATION FORM

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Date of Application:

SECTION A: STUDENT DETAILS

Personal Details

SURNAME:		PHOTOGRAPH:		
FIRST NAME:				
MIDDLE NAMES:				
Preferred First Name:				
DATE OF BIRTH: (DD/MM/YYYY)				
RELIGION:		GENDER:	Male	Female
FIRST/HOME LANGUAGE:		OTHER LANGUAGES:		

Citizenship

SOUTH AFRICAN CITIZEN:	Yes	No	RSA IDENTITY NUMBER:	
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If not a South African citizen:

NATIONALITY:		PASSPORT NUMBER:		
RESIDENCY STATUS:	Permanent	Temporary	Diplomatic	Refugee/ Asylum seeker
STUDY VISA REQUIRED:	Yes	No		

Enrolment Details

APPLYING FOR:	Primary (up to yr 6)	High (from yr 7)	REQUESTED DATE OF ENTRY:	
APPLYING FOR GRADE:				

Please submit a copy of the student's:

- Unabridged Birth certificate
- Passport and current visa/Permanent Resident certificate

SECTION B: STUDENT'S ACADEMIC DETAILS**Current School's Details**

CURRENT SCHOOL:			
CURRENT GRADE:		STARTED AT THE SCHOOL IN GRADE:	
PRINCIPAL'S NAME:		CONTACT NUMBER:	
PRINCIPAL'S EMAIL ADDRESS:			

A Student Confidential Report will be sent to the current school for completion by the principal specified above

SECTION C: STUDENT'S SIBLING DETAILS**Siblings Currently at ISHB**

STUDENT'S FIRST NAME	STUDENT'S LAST NAME	CURRENT AGE	CURRENT GRADE AT ISHB

Siblings not at ISHB

STUDENT'S FIRST NAME	STUDENT'S LAST NAME	CURRENT AGE	CURRENT GRADE

Please submit the student's last two Academic Reports

SECTION D: LEARNING SUPPORT, SEN/MEDICAL NEEDS

My child has received Additional Learning Support:	Yes	No
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If Yes, please indicate in which areas:

READING:		MATHEMATICS:	
SPELLING:		SOCIAL SKILLS:	
HANDWRITING:		OTHER:	

Additional Comments:

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My child has Special Educational / Medical Needs:	Yes	No
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If Yes, please indicate any appropriate information below:

CONDITION #1:		CONDITION #2:	
ASSESSED BY: (Psychologist, Therapist, Doctor)		ASSESSED BY: (Psychologist, Therapist, Doctor)	
DATE OF LAST EDUCATIONAL REPORT:		DATE OF LAST EDUCATIONAL REPORT:	
SPECIAL DISPENSATION / SPECIAL MEDICAL NEEDS:		SPECIAL DISPENSATION / SPECIAL MEDICAL NEEDS:	

**Please submit the student's latest Special Educational Needs (SEN)
Educational Assessment Report**

SECTION E: DETAILS OF PARENT 1**Personal Details**

SURNAME:		TITLE: (Mr, Mrs, Prof, Dr)		
FIRST NAME:		RELATIONSHIP TO STUDENT:		
PROFESSION:		GENDER:	Male	Female

Contact Details

PHYSICAL ADDRESS:		HOME TELEPHONE NUMBER:		
		CELLPHONE NUMBER:		
		PRIMARY CONTACT FOR STUDENT?	Yes	No
POSTAL CODE:		SAME AS STUDENT ADDRESS?	Yes	No
EMAIL ADDRESS:				

Citizenship

SOUTH AFRICAN CITIZEN:	Yes	No	RSA IDENTITY NUMBER:	
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If not a South African citizen:

NATIONALITY:				PASSPORT NUMBER:	
RESIDENCY STATUS:	Permanent	Temporary	Diplomatic	Refugee/ Asylum Seeker	
HOME LANGUAGE:					

Employment Details

NAME OF EMPLOYER:		POSITION/TITLE:	
PHYSICAL ADDRESS:		NUMBER OF YEARS IN EMPLOYMENT:	
		WORK TELEPHONE NUMBER:	
POSTAL CODE:			

Please submit a copy of:

- South African Identity document
OR
- Passport and Permanent Resident Certificate / current Visa

SECTION F: DETAILS OF PARENT 2**Personal Details**

SURNAME:		TITLE: (Mr, Mrs, Prof, Dr)		
FIRST NAME:		RELATIONSHIP TO STUDENT:		
PROFESSION:		GENDER:	Male	Female

Contact Details

PHYSICAL ADDRESS:		HOME TELEPHONE NUMBER:		
		CELLPHONE NUMBER:		
		PRIMARY CONTACT FOR STUDENT?	Yes	No
POSTAL CODE:		SAME AS STUDENT ADDRESS?	Yes	No
EMAIL ADDRESS:				

Citizenship

SOUTH AFRICAN CITIZEN:	Yes	No	RSA IDENTITY NUMBER:	
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If not a South African citizen:

NATIONALITY:				PASSPORT NUMBER:	
RESIDENCY STATUS:	Permanent	Temporary	Diplomatic	Refugee/ Asylum seeker	
HOME LANGUAGE:					

Employment Details

NAME OF EMPLOYER:		POSITION/TITLE:	
PHYSICAL ADDRESS:		NUMBER OF YEARS IN EMPLOYMENT:	
		WORK TELEPHONE NUMBER:	
POSTAL CODE:			

Please submit a copy of:

- South African Identity document
OR
- Passport and Permanent Resident Certificate / current Visa

SECTION G: DETAILS OF STEP-PARENT OR GUARDIAN

Personal Details

SURNAME:		TITLE: (Mr, Mrs, Prof, Dr)		
FIRST NAME:		RELATIONSHIP TO STUDENT:		
PROFESSION:		GENDER:	Male	Female

Contact Details

PHYSICAL ADDRESS:		HOME TELEPHONE NUMBER:		
		CELLPHONE NUMBER:		
		PRIMARY CONTACT FOR STUDENT?	Yes	No
POSTAL CODE:		SAME AS STUDENT ADDRESS?	Yes	No
EMAIL ADDRESS:				

Citizenship

SOUTH AFRICAN CITIZEN:	Yes	No	RSA IDENTITY NUMBER:	
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If not a South African citizen:

NATIONALITY:			PASSPORT NUMBER:	
RESIDENCY STATUS:	Permanent	Temporary	Diplomatic	Refugee/ Asylum Seeker
HOME LANGUAGE:				

Employment Details

NAME OF EMPLOYER:		POSITION/TITLE:	
PHYSICAL ADDRESS:		NUMBER OF YEARS IN EMPLOYMENT:	
		WORK TELEPHONE NUMBER:	
POSTAL CODE:			

Please submit a copy of:

- South African Identity document
- OR
- Passport and Permanent Resident Certificate / current Visa

SECTION H: RESPONSIBILITY

Please select the suitable person by placing an X in the appropriate box (if you select other please indicate who e.g. COMPANY):

	Parent 1	Parent 2	Step-parent / Guardian	Other (please specify)
WHO HAS CUSTODY OF THE STUDENT:				
WHO IS THE LEGAL GUARDIAN OF THE STUDENT:				
WHO IS LEGALLY RESPONSIBLE FOR FEES:				
WHO IS LEGALLY RESPONSIBLE FOR EXTRAS:				
WHO IS LEGALLY RESPONSIBLE FOR CO-CURRICULAR PAYMENTS:				

SECTION I: PAYMENT OF FEES & EXTRAS

Please note that Parents/Guardians are responsible for all payments to be paid to the school at all times. All payments are made payable to **IES INTERNATIONAL HOUT BAY SCHOOL (PTY) LTD** and can be made via CHEQUE, EFT (Electronic Funds Transfer) or CREDIT CARD (located in the Finance Department). The School's Banking Details are as follows:

Name: IES International Hout Bay School (Pty) Ltd
Bank: First National Bank
Branch (Code): Vineyard Road (204209)
Account number: 62396909180
Type of Account: Current Account
Swift Code: FIRNZAJJ (for International Transfers)
Reference: Please use the child's FULL NAME at all times

Should a student be sponsored by a company/trust, etc, the payment of fees/extras still remains the responsibility of Parents/Guardians. If such an arrangement exists please complete the box below:

NAME OF COMPANY/TRUST/SPONSOR:	
CONTACT NAME:	
TITLE/POSITION:	
ADDRESS:	
POSTAL CODE:	
TELEPHONE NUMBER:	
FAX NUMBER:	
CELL PHONE NUMBER:	
EMAIL ADDRESS:	

A Financial Clearance Form will be sent to the current school for completion by the bursar.

Please submit Proof of Payment for the R750 application fee

SECTION J: CHECKLIST OF APPLICATION DOCUMENTS

Please note that in order to process this application timeously the following documents must be submitted with this application:

TO BE SUBMITTED BY ALL STUDENTS	SUBMITTED
A RECENT PASSPORT SIZE PHOTOGRAPH OF STUDENT	
COPY OF STUDENT’S UNABRIDGED BIRTH CERTIFICATE	
COPY OF STUDENT’S PASSPORT / VISA / PERMANENT RESIDENT CERTIFICATE / RSA IDENTITY DOCUMENT	
COPY OF STUDENT’S LAST TWO ACADEMIC REPORTS	
COPY OF STUDENT’S SPECIAL EDUCATIONAL NEEDS (SEN) REPORT	
COPY OF PARENT 1’s RSA IDENTITY DOCUMENT <u>OR</u> PASSPORT AND VISA/PERMANENT RESIDENT CERTIFICATE	
COPY OF PARENT 2’s RSA IDENTITY DOCUMENT <u>OR</u> PASSPORT AND VISA/PERMANENT RESIDENT CERTIFICATE	
COPY OF STEP-PARENT/GUARDIAN’S RSA IDENTITY DOCUMENT <u>OR</u> PASSPORT AND VISA/PERMANENT RESIDENT CERTIFICATE	
<u>FOREIGNERS:</u> COPY OF MEDICAL AID CERTIFICATE (for Visa purposes)	
PROOF OF PAYMENT FOR R750 APPLICATION FEE	

ADMISSION PROCESS

Documents

All required documents as per checklist in Section J must accompany this application.

Application Fee

The Application Fee of R750 (non-refundable) must accompany this application – no application will be processed without proof of payment.

Assessment

All prospective students will have to be assessed. An Admission Assessment will be scheduled by the Director of Admissions. The assessments are age appropriate and will take from one to three hours depending on the age of the applicant.

Successful Applicants

Successful applicants will receive a provisional Letter of Offer upon:

1. Submission of all required documents
2. Availability of space
3. A successful Admissions Assessment
4. A positive review of their previous academic records
5. Completion of a Student Confidential Report from the previous school

Enrolment at ISHB is dependent on the following payments made:

1. Registration Fee of R5,500 (non-refundable)
2. Foreign Student Levy of R750 (non-refundable)
3. Deposit of R20,000 (refundable)
4. Term's Fees (payable before the first day of attendance)

Please note that no applicant may attend school without payment of the term's fees and submission of a valid and updated Study Visa (if required).

Foreign Students

All foreign students are required by law to obtain and present a valid Study Visa in the name of the International School of Hout Bay before they may commence studies at ISHB. Proof of application is no grounds for admission.

By law the School is required to inform the Director General of the Department of Home Affairs of all new foreign students who are offered a place in the school. Should the applicant not accept the Letter of Offer, the School is also required to inform the Director General of the Department of Home Affairs in order to officially cancel the application.