



# Highgate Private School

## Enrolment Form 2026

ERF 1076 Bateleur Street, Hocklandrand, Windhoek

Highgate

Highgate Private School

[info@highgateprivateschool.edu.na](mailto:info@highgateprivateschool.edu.na)

+264 81 141 8250 HocklandRand, Windhoek

Grade

Student Number

### LEARNER'S INFORMATION

SURNAME:	
FIRST NAME:	
OTHER NAME/S (IF APPLICABLE)	
GENDER (TICK) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH ____/____/____
BIRTH CERTIFICATE NO.:	RELIGION (DENOMINATION):
PHYSICAL ADDRESS:	
STREET:	
SUBURB. :	
TELEPHONE NUMBER _____	MOBILE NUMBER _____

### ADDITIONAL INFORMATION:

PREVIOUS SCHOOL/ KINDERGARTEN		GRADE APPLIED FOR _____	
IS THE CHILD TRANSFERRING? YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>	
DOES THE LEARNER SPEAK ENGLISH?:		YES <input type="checkbox"/> NO <input type="checkbox"/>	
FAMILY MEMBERS ATTENDING HIGHGATE PRIVATE SCHOOL ( IF ANY):			
1.		GRADE:	
2.		GRADE:	

### Required Documents (Please Attach Copies): (For Office Use Only)

- |   |   |
|---|---|
| <input type="checkbox"/> Birth Certificate              | <input type="checkbox"/> Certified Copy of ID/ Passport for person responsible for fees payment |
| <input type="checkbox"/> Progress Report- Latest        | <input type="checkbox"/> Proof of Residence (Municipality Bill)                                 |
| <input type="checkbox"/> Study Permit - (Non- Namibian) | <input type="checkbox"/> Copy of alert medical report   |

☐ Application Processed By: \_\_\_\_\_ ☐ Date: \_\_\_\_\_

PARENTAL INFORMATION

PERSON RESPONSIBLE FOR SCHOOL FEES PAYMENT

☐

FATHER

☐

MOTHER

☐

GUARDIAN

FATHER

TITLE:☐MR ☐DR ☐PROF

SURNAME:

FIRST NAME/S:

ID NUMBER:

OCCUPATION:

EMPLOYER:

WORK ADDRESS:

TELEPHONE WORK:

MOBILE 1 :

MOBILE 2 :

EMAIL ADD:

RESIDENTIAL ADDRESS:

POSTAL ADDRESS:

PARENTAL INFORMATION

MOTHER

TITLE:☐MRS ☐DR ☐PROF

SURNAME:

FIRST NAME/S:

ID NUMBER:

OCCUPATION:

EMPLOYER:

WORK ADDRESS:

TELEPHONE WORK:

MOBILE 1:

MOBILE 2:

EMAIL ADD:

RESIDENTIAL ADDRESS:

POSTAL ADDRESS:

GUARDIAN INFORMATION

(If the child is not staying with biological parents)

TITLE: ☐MR ☐DR ☐PROF ☐HON

SURNAME:	FIRST NAME/S:
ID NUMBER:	OCCUPATION:
EMPLOYER:	
WORK ADDRESS:	TELEPHONE WORK:
MOBILE 1:	MOBILE 2:
EMAIL ADD:	
RESIDENTIAL ADDRESS:	POSTAL ADDRESS:
RELATIONSHIP OF GUARDIAN TO STUDENT (TICK)	
<div><div><input type="checkbox"/> RELATIVE <input type="checkbox"/> FOSTER PARENT <input type="checkbox"/> OTHER(SPECIFY)</div><div><input type="checkbox"/> ADOPTIVE PARENT <input type="checkbox"/> STEP- PARENT</div><div><input type="checkbox"/> HOST FAMILY <input type="checkbox"/> FAMILY FRIEND</div></div>	

## Family Emergency Contacts

	Name	Relationship	Telephone	Home Language
1.				
2.				
3.				
4.				

## DEMOGRAPHIC DETAILS OF STUDENT

COUNTRY OF BIRTH:			
RESIDENTIAL STATUS:	<input type="checkbox"/> CITIZEN	<input type="checkbox"/> PERMANENT	<input type="checkbox"/> TEMPORARY
HOME LANGUAGE; (TICK ALL APPLICABLE)	<input type="checkbox"/> ENGLISH	<input type="checkbox"/> AFRIKAANS	<input type="checkbox"/> OTHER (SPECIFY) .....

## WHAT IS THE CHILD'S LIVING ARRANGEMENT (TICK ONE)

<input type="checkbox"/> AT HOME WITH BOTH PARENTS	<input type="checkbox"/> MOSTLY WITH ONE PARENT
<input type="checkbox"/> AT HOME WITH GUARDIAN	<input type="checkbox"/> ALWAYS WITH SINGLE PARENT

## PREFERRED MODE OF TRANSPORT FOR CHILD

<input type="checkbox"/> OWN TRANSPORT	<input type="checkbox"/> SCHOOL BUS	<input type="checkbox"/> TAXI
<input type="checkbox"/> WALKING	<input type="checkbox"/> OTHER (SPECIFY)	

## STUDENT RESTRICTIONS IN EXTRA- CURRICULAR ACTIVITIES

IS THE CHILD RESTRICTED FROM TAKING PART IN SOME SPORTING ACTIVITIES AT SCHOOL	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF YOUR ANSWER IS "YES", GIVE REASON	
<input type="checkbox"/> MEDICAL CONDITION	<input type="checkbox"/> PHYSICAL DISABILITY

## School Indemnity and Consent

I give permission for my child to appear in school photographs or videos, to be used solely for school-related purposes. I understand that the school will not be held liable for any illness, injury, accident, or mishap involving my child while at school, on school outings, during sports activities, or while using school transport, except in cases of proven negligence. In the event of an emergency where I cannot be reached, I authorize the school to:

1. Administer first aid as reasonably necessary,
2. Seek medical assistance for my child as deemed appropriate by a qualified medical practitioner; and
3. I accept full responsibility for any medical expenses that may arise.

INDEMNITY & CO

Name of Parent/ Guardian \_\_\_\_\_ Signature \_\_\_\_\_

STUDENT MEDICAL DETAILS

DOES THE CHILD SUFFER FROM ANY OF THE FOLLOWING MEDICAL CONDITIONS?: (TICK)

HEARING ☐ SPEECH ☐ VISION ☐ ☐ MOBILITY

DOES THE CHILD SUFFER FROM ASTHMA?: YES ☐ NO ☐

DOES THE CHILD HAVE ANY OTHER CONDITIONS BESIDES THE ABOVE?: YES ☐ NO ☐  
IF YES, PLEASE SPECIFY:

DOES THE CHILD HAVE ALLERGIES?: YES ☐ NO ☐  
IF YES PLEASE SPECIFY:

IS THE CHILD ON MEDICAL AID?: YES ☐ NO ☐

DOES THE CHILD HAVE A PRIVATE DOCTOR?: YES ☐ NO ☐  
NAME OF DOCTOR AND PRACTICE:  
LOCATION OF DOCTOR'S PRACTICE:  
DOCTOR'S TELEPHONE NUMBER:

SCHOOL UNIFORM

IT IS THE POLICY OF HIGHGATE PRIVATE SCHOOL THAT UNIFORM IS WORN BY ALL PUPILS. I AGREE TO ABIDE BY THE SCHOOL'S POLICY OF WEARING APPROPRIATE SCHOOL UNIFORM BY:

☐ ENSURING THAT MY CHILD WEARS SCHOOL UNIFORM EVERY DAY

☐ ENSURING THAT ALL UNIFORMS HAVE CLEAR NAME TAGS FOR EASY IDENTIFICATION WHEN LOST AND FOUND.

Terms and Conditions

1. Acceptance for enrolment will be determined after paying all the required amount in full, including registration fees and the first instalment.
2. A testimonial letter and current school report from the previous school is a requirement, for Grades 8 to 12.
3. A certified copy of the child's Birth Certificate must be attached.
4. A certified copy of the student permit (for non-Namibians) must be attached.
5. School fees is paid monthly on or before the 3rd day of every month in monthly instalments over 11 months or once off for the whole year. (NB. Fees are NON-REFUNDABLE.
6. Registration fees are non-refundable.
7. First instalment is non-refundable and non-transferable.
8. To enroll, the student's application form must be completed in full by parent/s or guardian and all required documents are attached.
9. Completed application form to be submitted to the reception for processing.
10. The student's report will only be provided if all arrears are cleared.
11. Transfer letters will be issued only when outstanding fees have been cleared.
12. The school reserves the right to withdraw a child from class if fees are not paid for more than 30 days.
13. In terms of the Ministry of Education regulations, parents need to give a one month's notice prior to withdrawing the child/ children. Where the school is not given notification, fees for that month will be charged.
14. Where notice to disenroll a child is not given, this contract shall remain in force.
15. Payments shall continue to be made where in-person or virtual service is rendered.
16. Amounts outstanding for more than 3 months will be handed over to the debt collectors for recovery.
17. The school reserves the right to increase school fees without notice and this will not apply to fees paid already.
18. The school regrets that it cannot extend credit to students. All additional services must be paid for in advance at the school.
19. The school is unable to refund or stop charging fees when a student is absent due to illness or injury or other emergencies, unforeseen events or change in personal circumstances.
20. The school reserves the right to institute student's withdrawal including immediate withdrawal from the school for serious or aggravated disciplinary or behavioural matters including continued or repeated misconduct.
21. In the event that a student is suspended, fees shall continue to be paid and there will be no refund.
22. By enrolling to Highgate Private School, parents/ guardians' consent to the reasonable use of the student's details for academic purposes, including images filming or recordings of the student for the schools' promotional purposes.
23. The school shall not be liable for either death or personal injury suffered by any student except as may arise through negligence of the school.
24. Parents/ guardians agree to notify the school of any allergies or medical conditions, dietary needs or other medical conditions their child may have.
25. Parents agree that the school may administer any non-prescriptive medication or first aid to the student as claimed appropriate before seeking medical, dental or optical treatment as may be reasonably necessary.
26. The school reserves the right to offer any content as their teaching and learning materials at any time.
27. The school reserves the right to offer the details of any published information at any time.
28. The school reserves the right to offer methods of payment it deems necessary at any time.
29. Parents / guardians are liable to any damages caused by the student while at school.
30. The school will not be liable or accept responsibility or liability through acts of omission or negligence by employees to student's personal property.
31. Students found in possession or using any prohibited substances shall be removed from the school.
32. A child may be withdrawn from attending class after 8 consecutive school days of non-attendance without a valid reason or notice. Parent(s) must inform or request for permission from the school in writing.

I have read and understood the Terms and Conditions

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

REGISTRATION FEES  
(ONCE OFF)

Kindergarten	N\$ 1500.00
Grade 1 to 3	N\$ 1600.00
Grade 4 to 6	N\$ 1650.00
Grade 7	N\$ 1700.00
Grade 8	N\$ 1750.00
Grade 9	N\$ 1800.00
Grade 10	N\$ 1850.00
Grade 11 FT	N\$ 1850.00
Grade 11 PT	N\$ 1850.00

I certify that the information I have given in this form is true & correct -

Name of Parent \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Thank you for taking time to complete your child's Enrolment Form. We at Highgate Private School, understand that the information you have provided is, PRIVATE and CONFIDENTIAL and will be treated as such. The information is only useful for enabling the school to properly enroll your child.