



Grade

Student Number

LEARNER'S INFORMATION

SURNAME:	
FIRST NAME:	
OTHER NAME/S (IF APPLICABLE)	
GENDER (TICK) ☐ MALE ☐ 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 ☐ NO ☐	YES ☐ NO ☐
DOES THE LEARNER SPEAK ENGLISH?	YES ☐ NO ☐
FAMILY MEMBERS ATTENDING HIGHGATE PRIVATE SCHOOL (IF ANY):	
1.	GRADE:
2.	GRADE:

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

- | | |
|---|--|
| ☐ Birth Certificate | Certified Copy of ID/ Passport for person responsible for fees payment Proof |
| ☐ Progress Report- Latest | ☐ of Residence (Municipality Bill) |
| ☐ Study Permit - (Non- Namibian) | ☐ 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:

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:

PARENTAL INFORMATION

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)

☐ RELATIVE

☐ ADOPTIVE PARENT

☐ HOST FAMILY

☐ FOSTER PARENT

☐ STEP- PARENT

☐ FAMILY FRIEND

☐ OTHER(SPECIFY)

FAMILY EMERGENCY CONTACTS

	NAME	RELATIONSHIP	TELEPHONE	HOME LANGUAGE
1.				
2.				
3.				
4.				

DEMOGRAPHIC DETAILS OF STUDENT

COUNTRY OF BIRTH:			
RESIDENTIAL STATUS:	☐ CITIZEN	☐ PERMANENT	☐ TEMPORARY
HOME LANGUAGE; (TICK ALL APPLICABLE)	☐ ENGLISH	☐ AFRIKAANS	☐ OTHER (SPECIFY)

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

☐ AT HOME WITH BOTH PARENTS	☐ MOSTLY WITH ONE PARENT
☐ AT HOME WITH GUARDIAN	☐ ALWAYS WITH SINGLE PARENT

PREFERRED MODE OF TRANSPORT FOR CHILD

☐ OWN TRANSPORT	☐ SCHOOL BUS	☐ TAXI
☐ WALKING	☐ OTHER (SPECIFY)	

STUDENT RESTRICTIONS IN EXTRA- CURRICULAR ACTIVITIES

IS THE CHILD RESTRICTED FROM TAKING PART IN SOME SPORTING ACTIVITIES AT SCHOOL	
☐ YES	☐ NO
IF YOUR ANSWER IS "YES", GIVE REASON	
☐ MEDICAL CONDITION	☐ PHYSICAL DISABILITY

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 GROSS NEGLIGENCE.

IN THE EVENT OF AN EMERGENCY WHERE I CANNOT BE REACHED, I AUTHORIZE THE SCHOOL TO:

1. ADMINISTER FIRST AID IF 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.

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? IF YES, PLEASE SPECIFY:		YES ☐	NO ☐
DOES THE CHILD HAVE ALLERGIES? IF YES PLEASE SPECIFY:		YES ☐	NO ☐
IS THE CHILD ON MEDICAL AID?		YES ☐	NO ☐
DOES THE CHILD HAVE A PRIVATE DOCTOR? NAME OF DOCTOR AND PRACTICE:		YES ☐	NO ☐
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 11.
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-transferrable.
8. To enrol, 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. The student's report will only be provided if all arrears are cleared.
10. Transfer letters will be issued only when outstanding fees have been cleared.
11. The school reserves the right to withdraw a child from class if fees are not paid for more than 30 days.
12. 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.
13. Where notice to disenroll a child is not given, this contract shall remain in force. Payments shall continue to be made where in-person or virtual service is rendered.
14. Amounts outstanding for more than 3 months will be handed over to the debt collectors for recovery.
15. The school reserves the right to increase school fees without notice and this will not apply to fees paid already.
16. The school regrets that it cannot extend credit to students. All additional services must be paid for in advance at the school.
17. 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.
18. 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.
19. In the event that a student is suspended, fees shall continue to be paid and there will be no refund.
20. 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.
21. 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.
22. Parents/ guardians agree to notify the school of any allergies or medical conditions, dietary needs or other medical conditions their child may have.
23. 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.
24. The school reserves the right to offer any content as their teaching and learning materials at any time.
25. The school reserves the right to offer the details of any published information at any time.
26. The school reserves the right to offer methods of payment it deems necessary at any time.
27. Parents / guardians are liable to any damages caused by the student while at school.
28. The school will not be liable or accept responsibility or liability through acts of omission or negligence by employees to student's personal property.
29. Students found in possession or using any prohibited substances shall be removed from the school.
30. 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.

Registration Fees (once off)

Kinderkaten	N\$1,500.00
Grade 1-3	N\$1,600.00
Grade 4-6	N\$1,650.00
Grade 7	N\$1,700.00
Grade 8-9	N\$1,800.00
Grade 10-11	N\$1,900.00

I certify that the information is true and correct.

Name of Parent _____

Signature: _____

"I certify that the information provided is true and correct. Highgate Private School will treat all information as confidential and use it solely for admission and educational purposes."

Date: _____