



# Durban Girls' High School

495 Lena Ahrens Road, Glenwood, 4001, South Africa  
Private Bag X14, Congella, 4013, South Africa  
Tel: 031-274 2700 Fax: 031-205 6123  
E-mail: admin@dghs.co.za.  
Website: www.dghs.co.za

DATE ISSUED:

## APPLICATION FOR ADMISSION IN 2025

(TO BE COMPLETED BY BOTH PARENTS/LEGAL GUARDIANS)

1. For a learner to be eligible for admission to this school she must comply with the admission criteria as determined by the Governing Body.
2. The application will not be processed or finalised until all the relevant documentation has been received by the school.
3. If any facts reflected in this application form prove to be incorrect, the school reserves the right to reject the application, whether or not the application has been previously accepted. It is an offence to make a false statement about any item pertinent to this application, such as the age and identity of a child, place of residence, guardianship or previous academic achievement.
4. By making this application for admission to the school, the learner and her parents accept that, on such admission, the learner will be bound by the Code of Conduct and regulations of the school throughout the learner's stay at the school. The Admissions Policy is available on [www.dghs.co.za](http://www.dghs.co.za).
5. This form must be completed in full by the applicant's parent/s or legal guardian.
6. 'Parent' as defined in the South African Schools Act, No 84 of 1996, is:
  - a. the parent or guardian of a learner;
  - b. the person legally entitled to custody of a learner; or
  - c. the person who undertakes to fulfil the obligations of a person referred to in paragraph (a) and (b) towards the learner's education at school.
7. Durban Girls' High School is a fee paying school in terms of Section 39 and 40 of the South African Schools Act, Act No. 84 of 1996.
8. The closing date for applications is as stated on the attached letter.

(PLEASE USE CAPITAL LETTERS FOR CLARITY PURPOSES)

LEARNER'S SURNAME: \_\_\_\_\_

LEARNER'S FIRST NAMES: \_\_\_\_\_

GRADE APPLIED FOR: \_\_\_\_\_

The following documents must be submitted with the application:

DATE RECEIVED:

### FOR OFFICE USE ONLY

FOR OFFICE USE ONLY		
1.	Unabridged birth certificate - certified	
2.	Identity document of learner (if issued) - certified	
3.	Report - end of previous school year and latest - certified	
4.	Immunisation records	
5.	Both parents' identity documents - certified	
6.	Guardianship (if necessary - copy of court ruling) - certified	
7.	Proof of residence as per FICA e.g. electricity account/rates account (latest, original) in parent's name	
8.	One passport size photo of learner	
9.	Current school fee account - recommended	

# 1.Particulars of Learner

Surname: ..... First name: .....  
 Second name: ..... Known as: .....  
 Date of birth: ..... Place of birth: .....  
 Identity number: ..... Race: .....  
 Religion: ..... Language spoken at home: .....  
 Residential address of learner: .....

Learner living with: 

BOTH PARENTS	MOTHER	FATHER	OTHER
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Give details if "Other": .....

Number of children in family:  Position in family, e.g. first:

Citizenship: .....  
 Country of residence: .....  
 Immigrant? If yes, state date of entry into South Africa: .....  
 If immigrant, documentation on entry to country and proof of citizenship or study permit? .....  
 If not South African - Residence Permit Number: .....

## 1.1. Scholastic

Current Grade: .....  
 Name and postal address of present school: .....  
 Telephone no: ..... Email address: .....  
 Number of years at above school: .....  
 List other schools attended (excluding pre-primary schools): .....

Has learner been expelled from/refused admission to any school? 

YES	NO
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Has learner repeated any grade? 

YES	NO
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If the learner has attended a school that does not have English as the medium of instruction, provide details: .....

## 1.2. Family Association with Durban Girls' High School

	YEAR FROM	YEAR TO
1.2.1. SISTER/S: Name: .....		
Name: .....		
1.2.2. MOTHER: Name: .....		
Maiden Name: .....		
1.2.3. GRANDMOTHER/S: Name: .....		
Name: .....		

### 1.3. Learner Profile

NAME OF LEARNER: \_\_\_\_\_

A brief resumé of achievements from previous school years and current school year, including sporting and cultural activities.

1. Academic: .....

.....

.....

2. Leadership: .....

.....

.....

3. Extra-curricular - school involvement:

EXTRA-CURRICULAR ACTIVITY	TEAM OR LEVEL ATTAINED	YEAR

Any other information regarding extra-curricular involvement:

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.....

.....

.....

4. Extra-curricular - out of school involvement:

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.....

.....

.....

5. If a family member attends/ed Durban Girls' High School, please indicate House.

Tick appropriate block.

Kyanite (formerly Connaught) - Blue		Malachite (formerly Buxton) - Green	
Amethyst (formerly Selborne) - Purple		Garnet (formerly Athlone) - Red	
Citrine (formerly Milner) - Yellow			

## 2. Particulars of Biological Parents

Particulars of both biological parents are required.

In the case of a deceased parent please indicate this on the form and include a certified copy of the Death Certificate.

FATHER

Surname: .....

First Names: .....

Prof/Dr/Mr: .....

I.D. Number: .....

Marital Status:

Married/Single/Divorced/Widowed  
(Delete whichever not applicable)

Residential Address (Street):  
.....  
.....  
.....

Number of years at above address: .....

Postal Address:  
.....  
.....  
.....

Home Telephone no: .....

Work Telephone no: .....

Fax no: .....

Cellphone no: .....

e-mail: .....

Place of Work - Name:  
.....  
.....

Place of Work - Address:  
.....  
.....

Occupation: .....

Position Held:.....

No. of years service at present place of work:  
.....

MOTHER

Surname: .....

Maiden Name: .....

First Names: .....

Prof/Dr/Mrs/Miss/Ms: .....

I.D. Number: .....

Marital Status:

Married/Single/Divorced/Widowed  
(Delete whichever not applicable)

Residential Address (Street):  
.....  
.....  
.....

Number of years at above address: .....

Postal Address:  
.....  
.....  
.....

Home Telephone no: .....

Work Telephone no: .....

Fax no: .....

Cellphone no: .....

e-mail: .....

Place of Work - Name:  
.....  
.....

Place of Work - Address:  
.....  
.....

Occupation: .....

Position Held:.....

No. of years service at present place of work:  
.....

Compulsory School Fees are prescribed by law and the Governing Body may enforce their payment by taking legal action (SA Schools Act 84 of 1996 - Section 41). The address specified above as your residential address is hereby acknowledged as the chosen legal domicile for service of all legal notices and processes until and unless the school is advised in writing of your new address (domicilium citandi et executandi).

### 3. Particulars of Step-Parents/Legal Guardians (If applicable)

Surname: .....

Surname: .....

First Names: .....

Maiden Name: .....

First Names: .....

Prof/Dr/Mr: .....

Prof/Dr/Mrs/Miss/Ms: .....

I.D. Number: .....

I.D. Number: .....

Relationship to Learner: .....

Relationship to Learner: .....

Residential Address (Street):

Residential Address (Street):

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.....

.....

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Number of years at above address: .....

Number of years at above address: .....

Postal Address:

Postal Address:

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.....

.....

Home Telephone no: .....

Home Telephone no: .....

Work Telephone no: .....

Work Telephone no: .....

Fax no: .....

Fax no: .....

Cellphone no: .....

Cellphone no: .....

e-mail: .....

e-mail: .....

Place of Work - Name:

Place of Work - Name:

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Place of Work - Address:

Place of Work - Address:

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Occupation: .....

Occupation: .....

Position Held:.....

Position Held:.....

No. of years service at present place of work:

No. of years service at present place of work:

.....

.....

Compulsory School Fees are prescribed by law and the Governing Body may enforce their payment by taking legal action (SA Schools Act 84 of 1996 - Section 41). The address specified above as your residential address is hereby acknowledged as the chosen legal domicile for service of all legal notices and processes until and unless the school is advised in writing of your new address (domicilium citandi et executandi).

## 4. Reports

Reports to be sent to:

Father	Mother	Jointly to Parents	Other
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If "Other" - Name and Relationship: .....

Address: .....

## 5. School Fees

Durban Girls' High School is a fee paying school in terms of Section 39 and 40 of the South African Schools Act, Act No. 84 of 1996.

Mother's Name: .....

Address: .....

I.D. No: ..... Signature: .....

Father's Name: .....

Address: .....

I.D. No: ..... Signature: .....

## 6. In Case of Emergency (ICE)

Who does the school contact first?

Mother	Father	Care Giver
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### 6.1. (ICE1)

Name: .....

Address: .....

Telephone no: ..... Cellphone number: .....

Relationship to Learner: .....

### 6.2. (ICE2) - a person not living with you.

Name: .....

Address: .....

Telephone no: ..... Cellphone number: .....

Relationship to Learner: .....

## 7. Medical

Medical Aid: .....

Medical Aid Plan/Level/Type: .....

Medical Aid Main Member: .....

Membership Number: .....

Doctor: ..... Telephone No: .....

Previous illnesses (nature and seriousness), details of disabilities, allergies or other medical condition of which the school should be aware: .....

.....

.....

## 8. DECLARATION

- 8.1. I undertake:
- to furnish original, authentic documents as required;
  - to inform the school in writing of any change of address or telephone number.
- 8.2 I agree that:
- the onus is on me, as the parent/guardian, to ensure that the application form is complete;
  - if the application form is incomplete, the application may not be considered;
  - if any information supplied is fraudulent, the application will be refused;
  - Durban Girls' High School reserves the right to validate or verify information and documentation submitted.
  - should the DGHS school fees account/monies of any sibling be in arrears, this application will not be processed.
- 8.3. I agree that all information given to the school is truthfully and honestly given. I declare that:
- the information and documents submitted for this application are true and correct;
  - should any information or correspondence with the school contain unjustifiable claims or dishonesty, the school shall be entitled to request me to remove this child from the school.
- 8.4. I acknowledge receipt of the letter accompanying this application form and have noted its contents.
- 8.5. I agree that all written correspondence forwarded by the school to the given postal address shall be deemed to have been received within 7 days from date of postage.
- 8.6. Should this application be successful I undertake:
- to inform the school in writing of any case of infectious illness in my household;
  - to ensure that this child attends school regularly and to give reasons in writing should the child be absent;
  - to ensure that this child complies with the Code of Conduct and regulations of the school;
  - to respect the tradition and character of the school and encourage this child to do the same;
  - to ensure that this child attends organised school activities;
  - to pay the full school fees in terms of Section 39 and 40 of the South African Schools Act, Act No. 84 of 1996;
  - to pay all costs incurred for damage done or losses caused by this child to school property.
- 8.7. Should this application be successful, I agree that the Principal or her designates may act in *loco parentis* in the event of any injury or accident in which this child may be involved.
- 8.8 Should this application be successful, I consent:
- to the school collecting, storing and updating the personal information we have provided the school and that the school can provide the necessary personal information to an authorised representative of the school for a lawful purpose only;
  - to the school or the school's authorised representative taking reasonable, practicable steps to ensure that the personal information is complete, accurate, not misleading and updated where necessary.
- 8.9 Should this application be successful, and in the event of any school fees/monies due by the parents/guardian not being paid, I/we authorise the school to do credit bureaux searches and for the school to inform any relevant credit bureaux.

*By signing below I understand that the above declaration is binding on me and my daughter:*

MOTHER: (Name in full ) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

FATHER: (Name in full) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

GUARDIAN - If applicable: (Name in full) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Witnesses:

1. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

2. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_