



PRETORIA HIGH SCHOOL FOR GIRLS

Park Street Arcadia
P/Bag X2 Hatfield 0028
S 25° 45,043' E 28° 13,643'
www.phsg.org.za

Tel: 012 430 7341
Fax: 012 342 1955
e-mail: info@phsg.org.za

Dear Parent/Legal Guardian

1. INFORMATION REQUIRED

Pretoria High School for Girls endeavours to keep all information received confidential.

The Information Form and required annexures must be completed in full and signed by both parents or legal guardians.

The following documentation must accompany the information form:

- 1.1 a certified copy of your daughter's unabridged (full) birth certificate (computer generated certificate from the Department of Home Affairs). If not available, proof of application should be provided along with a certified copy of an abridged birth certificate;
- 1.2 a certified copy of your daughter's previous year end report showing both her name and the school name;
- 1.3 a certified copy of your daughter's 2020 Term 1 report showing both her name and the school name;
- 1.4 one recent ID photograph of your daughter;
- 1.5 certified copies of both parents'/legal guardians' RSA identity documents;
certified copies of death certificate/s should a parent or both parents be deceased;
certified copies of passports as well as work permits of parents that are Foreign Nationals.
- 1.6 in case of legal guardianship adoption, copies of legal documents produced by the courts (court orders) are required which, amongst others, includes a certified copy of appointment from the Master of the Court to act as legal guardian/s;
- 1.7 a certified copy of both sides of the Medical Aid Card and one copy of the ID or passport of the main member of the scheme;
- 1.8 proof of the permanent residential address of both parents as well as the learner and/or legal guardian (only a valid government/parastatal or body corporate utility bill and/ or lease agreement will be accepted) in the parents/legal guardians name; or a certified copy of the lease agreement;
- 1.9 immigrants must submit certified copies of both parents' passports, permanent residence and/or relevant study, residence or work permits as well as any other related permits;
in the event of Diplomats, Diplomats are to submit passports and Diplomatic identities;
- 1.10 a letter of employment for each parent/legal guardian confirming employment, on an original company letterhead. The letter must -
 - be stamped by the Employer and the signature of the Employer affixed over the stamp;
 - contain confirmation as to if the parent is employed indefinitely or for a fixed term period;
 - confirm the parent/legal guardian's work address as well as work contact number.

2. INTRODUCTION TO PRETORIA HIGH SCHOOL FOR GIRLS

PHSG is an academic school with English as medium of instruction and with the majority of learners attaining access for application to a Bachelor's Degree.

An integral part of PHSG education is the extra-curricular programme. This includes regular cultural and sporting activities (compulsory for Grades 8 & 9) and supporter attendance at certain special events such as matches, cultural evenings, evening meetings, community service projects and inter-house competitions.

3. PLEASE NOTE

- 3.1 It is essential that application is also made by all learners to other schools, as acceptance into this school cannot be guaranteed, irrespective of the applicant's waiting list number.
- 3.2 Any falsified or incorrect information provided will result in application to this school being rejected.
- 3.3 Please ensure that certified copies are provided where required, as originals will not be accepted, but must be presented for confirmation. No copies of documents will be made by the school. Kindly ensure that the copies are clear and legible.
- 3.4 Completed original forms and supporting certified documentation must be HAND DELIVERED or COURIERED to the school as no other method of submission can be accepted.
- 3.5 The school will not be held responsible for any forms and supporting documentation sent via postal services and not received.

Yours sincerely



P J ERASMUS
PRINCIPAL



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DAYGIRL INFORMATION

Grade _____ in 2021

AFFIX ID
PHOTO
OF
LEARNER

LEARNER INFORMATION

Please complete the information below as required by the Gauteng Department of Education for SA-SAMS.

Please print legibly in black ink

Surname	
First names in full (in sequence as per birth certificate)	
Preferred Name	
Date of birth	
ID no	
Country of birth	
Citizenship	

If not born in SA, date of entry into SA	
(Proof of entry into SA, visas and a work/study permit to be attached for both learner & parents)	

Religious denomination	
Learner's cell phone number (if available)	
Learner's email address (if available)	
Race (GDE requirement)	
Home language	
Other languages spoken	
Learner is living with: both parents / father / mother / legal guardian (circle that which is applicable)	
Physical address where learner is currently living	
Distance from Pretoria High School for Girls	
Mode of transport	
Dexterity (right/left handed)	

Name of present school	
Address of present school	
Email address of present school	
Telephone address of present school	
Fax address of present school	
Present grade	
Language of instruction at present school	

FAMILY INFORMATION

Please complete the information below as required by the Gauteng Department of Education for SA-SAMS.

	*FATHER / *GUARDIAN (If guardian, state relationship to learner) *delete where not applicable	*MOTHER / *GUARDIAN (If guardian, state relationship to learner) *delete where not applicable
Title (Mr/Mrs/Ms/Dr/etc)		
Relationship to learner (applicant)		
Surname		
First names		
Identity No / Passport No		
Citizenship		
Home Language		
Occupation		
Name of Employer/Company		
Full street address of business		
Business telephone number		
Business email address		
Full residential address (including suburb)		
	Postal code:	Postal code:
Postal address		
	Postal code:	Postal code:
Home telephone number		
Cell number		
Email address (for accuracy purposes, please print)		
Preferred method of Communication (sms or email)		

Marital status of parents: (Circle that which is applicable)	Married / Widow / Widower Divorced / Judicially separated/ Single parent / Other - please specify.	Married / Widow / Widower Divorced / Judicially separated/ Single parent / Other - please specify.
If divorced, state which parent has custody (Attach a certified copy of court order)		
Should a parent be deceased, please state which parent (GDE requirement) (Attach certified copy of death certificate)		

Number of children in family: (FemaleAges.....) (Male..... Ages.....)		
Names of sister/s who presently attend/s or have attended PHSG NOTE: only siblings – not cousins/friends		
Year:	Grade:	House:
Year:	Grade:	House:

Family member who is an Old Girl of PHSG and relationship to learner:	
Maiden Name:	Years at PHSG
House:	Relationship to applicant:

MEDICAL INFORMATION

Medical Aid SchemeOption.....Membership Number

Name of Principal MemberID no. of Principal Member

Family practitionerContact telephone no

Medical problems (e.g. asthma, allergies, diabetes, epilepsy, etc.)

Chronic Medication

Special needs of learner (e.g. wheelchair use, etc.):

Has learner received learning support? Yes/No Details:

Associated proof of report attached? Yes/No

Contact details of person/s to contact in case of a medical emergency (**when parents are not available**)

NameRelationship to learner

Tel

H(.....).....W(.....).....Cell.....

MOTIVATION – please state reason why you and your daughter would like her to attend to the school

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FINANCIAL OBLIGATION

Tuition Fees are payable as per **TUITION FEE AGREEMENT 2021** and thereafter for each year of tuition at PHSG.

Pretoria High School for Girls is a public **FEE-PAYING** school which is governed by a Governing Body elected by the parents. The school receives a small contribution from the state for some services and therefore the school community is responsible for the major portion of running costs of the school. It is therefore essential for parents to meet their financial obligation if the school is to maintain the current facilities and standards.

The school fees for Grade 9 - 12 are **R39 150** per girl per annum for 2020 and these are re-assessed every year at a budget meeting. Upon acceptance for 2021, you will be required to pay the first month of school fees. This amount will then be credited to your school fee account for the year 2021.

Limited subsidy is available on application, with full disclosure of financial status. Application should be made by the end of March 2021.

I/We _____ ID _____ and
_____ ID _____ declare that at signature hereof I/we
are financially sound and able to meet our monthly and annual responsibilities. We have taken note of the tuition cost and I/we declare ourselves able to meet the financial obligation of paying tuition fees.

Please print legibly in black ink

Person responsible for payment of fees.....

ID Number:

Postal address..... Postal code:

Residential Address: Postal code:

Cell number:

Signature (of person responsible for fee payment):

Signature of Witness :

DECLARATION

As parent/legal guardian and learner, we undertake to support the school fully and abide by its rules and regulations as contained in this information form, the Learner Code of Conduct and any others as laid down by the Principal and the School Governing Body. It is understood that this documentation may be altered from time to time.

As parent/legal guardian, we undertake to notify the school immediately of any change in my marital status, financial status, telephone numbers, residential or business address.

Protection of Personal Information

As parent/guardian and learner we accept that the information provided was given voluntarily and that the school may:

1. Store the data in its files and electronic systems;
2. Generate academic, attendance, behavioural and other school-related records;
3. Use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of the learner at the school (including, but not limited to contacting parents; placing the applicant in class; entering her in exams, competitions, leagues, etc.; updating the registers; and research and reporting on school demographics or performances);
4. Pass on when required to do so, school reports, testimonials and confidential reports and for statistical or research purposes or when legally required to do so.
5. Should the learner be admitted to the school, I hereby give*/do not give* permission for photographs to be taken for marketing purposes in the magazine. If you do not give permission, please state reason:

.....
.....

We hereby give the School and its chosen designate permission to check and confirm any of the details listed in this information.

We declare the information furnished by us on this form to be true and correct.

We understand that the school will not consider admission to this school if incorrect information is submitted.

.....
Signature Father/Guardian Date Signature Mother/Guardian Date

Signature of Learner:..... Date:.....

SUBJECT CHOICE – Please tick in appropriate blocks**Grade 9 – 2021 subject choices:**English Home Language ☒- Afrikaans 1st Additional Language ☐ **or**Sepedi 1st Additional Language ☐- French 2nd Additional Language ☐ **or**German 2nd Additional Language ☐**Grade 10 and 11 – 2021 subject choices:****5. Four Compulsory Subjects:**i) English Home Language ☒ii) Afrikaans 1st Additional Language ☐ **or**Sepedi 1st Additional Language ☐iii) Mathematics ☐ **or**Mathematical Literacy* ☐iv) Life Orientation ☒**5.2 Select only three of the following:**Physical Sciences ☐Life Sciences ☐Computer Applications Technology ☐Geography ☐History ☐Visual Arts ☐Design ☐Music ☐German ☐French ☐Accounting ☐Consumer Studies ☐Business Studies ☐

*Physical Sciences and Accounting may not be taken with Mathematical Literacy.

For office use only:

Waiting list number	
Date of receipt of forms	
Admission no	
Account no	



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SCHOOL EXTRA-MURAL PROGRAMME AND ACHIEVEMENTS

Please fill in information regarding your daughter's participation in the following areas:

Sports played and at what level (e.g. 1st Team; Provincial):

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Cultural and Creative Activities:

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Clubs/Societies:

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.....

Leadership position at Primary School:

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Additional information that you may think is relevant:

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.....

I hereby confirm that the above-mentioned information supplied is correct.

.....
Signature Father/Guardian Date

.....
Signature Mother/Guardian Date

Signature of Learner:.....

Date:.....