



## APPLICATION FORM FOR ADMISSION TO THE INTERNATIONAL SCHOOL OF HOUT BAY – PRIMARY

### SECTION A: STUDENT INFORMATION

STUDENT SURNAME: \_\_\_\_\_ STUDENT FIRST NAMES: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Age on entry: \_\_\_\_\_

Date of entry: Day _____ Month _____ Year _____ Year Group _____
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Religious affiliation: \_\_\_\_\_ First language : \_\_\_\_\_ Other languages spoken: \_\_\_\_\_

Nationality: \_\_\_\_\_ Citizenship: \_\_\_\_\_ If student not a citizen of South Africa has he / she:

<input type="checkbox"/> Permanent residency	<input type="checkbox"/> Temporary residency	<input type="checkbox"/> Diplomatic status	<input type="checkbox"/> Other _____
Study permit required <input type="checkbox"/> Yes <input type="checkbox"/> No			

### SECTION B: PARENT / GUARDIAN INFORMATION

	PARENT 1	PARENT 2
Relationship to student		
Surname		
First name		
Title		
Marital status		
Nationality		
Parent Identity Number		
Home telephone number		
Work telephone number		
Cell phone number		
E mail address		
Address and Post Code		
Occupation		
Employer's name		
Employer's address		
Post code		

**SECTION C: STUDENT'S EDUCATIONAL DATA**

Currently studying in Academic Year \_\_\_\_\_ or Grade \_\_\_\_\_ or Standard \_\_\_\_\_

Name of current school \_\_\_\_\_ Place \_\_\_\_\_

Name of Principal \_\_\_\_\_ Telephone number \_\_\_\_\_

Permission to request details from Principal  Yes  No

Other schools attended \_\_\_\_\_ Date From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ Date From \_\_\_\_\_ To \_\_\_\_\_

**SECTION D: MEDICAL INFORMATION**

Family Doctor \_\_\_\_\_ Telephone number \_\_\_\_\_

Name of medical scheme \_\_\_\_\_ Telephone number \_\_\_\_\_

Name of alternate contact person for emergencies \_\_\_\_\_

Relationship to child \_\_\_\_\_ Telephone number \_\_\_\_\_

Serious allergies / medical conditions \_\_\_\_\_

Specify all current medication \_\_\_\_\_

**SECTION E: FAMILY DETAILS - Other siblings at ISHB**

Name	Position in family	Age

**SECTION F: PAYMENT OF FEES AND EXTRAS**

PLEASE NOTE THAT PARENTS / GUARDIANS ARE RESPONSIBLE FOR ALL MONIES TO BE PAID TO THE SCHOOL, REGARDLESS OF WHETHER THE CHILD IS SPONSORED BY A COMPANY OR TRUST, ETC. If the child is sponsored by a Company or Trust, the following must be completed:

Name of Company / Trust / Sponsor:	
Contact name:	
Address:	
Postal Code:	
Telephone number:	
Fax number:	
Cell phone number:	
Email address:	

**Please include the following with your application:**

- **Application Fee of R300 (Cheques are payable to INTERNATIONAL SCHOOL OF HOUT BAY). If an EFT payment is made kindly attach proof of payment.**
- **Copy of student’s last two / most recent reports.**
- **Copy of student’s birth certificate or passport.**
- **Copy of parent’s Identity Document or passport.**

**Cheques or EFTs are payable to INTERNATIONAL SCHOOL OF HOUT BAY (See current school fee schedule for costs and tuition fees and banking details).**

**PAYMENTS**

		CHEQUE	BANK TRANSFER	DATE	Office Use
<ul style="list-style-type: none"> <li>• <b>Application Fee</b> To accompany this application form</li> </ul>	Non - refundable				
<ul style="list-style-type: none"> <li>• <b>Registration Fee</b> Payable on confirmation of a place in the school</li> </ul>	Non - refundable				
<ul style="list-style-type: none"> <li>• <b>Development Levy</b> Payable on confirmation of a place in the school</li> </ul>	Refundable, provided <b>one full term’s notice has been given in writing to the school</b>				
<ul style="list-style-type: none"> <li>• <b>Tuition Fees</b> Due on or before the first day of each term</li> </ul>	Late departure notice will result in payment of tuition fees for the subsequent term				



Dear Parents / Guardians / Sponsors

Families come in many different forms. As a school we need parents and guardians to inform us clearly who is responsible for your child's transport, to whom reports should be sent, and so on. In order to ensure that miscommunications do not occur, please could you provide us with information and instruction on a number of areas. We need to know:

(i) Who has custody (also give child's full name and custodian's contact numbers):

CHILD'S NAME:.....

CHILD'S NAME:.....

CHILD'S NAME:.....

Name of Custodian:.....Contact Details:.....

(ii) Who is the legal guardian (please also give contact numbers):

Name of Legal Guardian:.....Contact Details:.....

(iii) Who may sign permission slips:

.....

(iv) Who may collect your child from school:

.....

(v) To whom the school reports should be sent:

.....

(vi) Who is legally responsible for the fees and extras:

.....

(vii) To which postal and e-mail address the accounts should be sent:

POSTAL ADDRESS:.....

.....

E-MAIL ADDRESS:.....

Please include a copy of the section of your divorce agreement that deals with:

- a) Custody
- b) Responsibility for school fees.

Yours truly  
Andy Wood  
PRINCIPAL