



# Hoërskool Knysna High School

Posbus / PO Box: 437  
Knysna  
6570

Tel: 044-382-2137/8  
Faks / Fax: 044-382-0558  
Epos / E-mail: [admin@knysnahigh.co.za](mailto:admin@knysnahigh.co.za)  
[www.knysnahigh.co.za](http://www.knysnahigh.co.za)

Volhard Koshuis / Hostel: 044-382-1327  
Skoolhoof / Principal: Mnr / Mr M Mosdell  
Adjunkhoof / Deputy Principal: Mev / Mrs JA van Staden  
Finansiële beampte / Bursar: Mev / Mrs L van Senus

3 Februarie 2020

Geagte ouers

## **INSKRYWING 2021: HOËRSKOOL KNYSNA**

Welkom by Hoërskool Knysna. Ons hoop dat u kind baie gelukkig in ons skool sal wees.

### **VIND ASSEBLIEF DIE VOLGENDE AANGEHEG:**

'n Aansoekvorm vir toelating, debiet order instruksie, statutêre verpligting, aanlyn aansoek stappe.

**NB:Voltooi alle bladsye**

### **NEEM ASSEBLIEF KENNIS VAN DIE VOLGENDE:**

1. Voltooi vorms **korrek en volledig** om verdragings te vermy. **U moet ook aanlyn aansoek doen.** Sien aanlyn aansoek instruksies op die laaste bladsy van hierdie dokument
2. U sal gekontak word om te bevestig of u kind tot die skool toegelaat is.
3. Heg asseblief die volgende **gesertifiseerde afskrifte** aan u kind se aansoekvorm:
  - u kind se geboortesertifikaat of identiteitsdokument;
  - u kind se nuutste rapport;
  - u identiteitsdokument of wie ookal verantwoordelik is vir die betaling van die skoolfonds;
  - bewys van woonadres;
  - een identiteitsdokument-foto
4. Aansoekvorms vir Huis Volhard is by die kantoor beskikbaar.
5. Die skool heropen 13 Januarie 2021 om 07:30.

### **TEN SLOTTE:**

1. Die skool kan net 112 graad 8-leerders in 2021 akkommodeer. Sodra u kind aanvaar is moet u vir die inskrywingspakket (T-hemp, das en dagboek) by die kantoor betaal. **Voltooide vorms moet by die skool voor of op 17 Maart 2020 ingehandig word.** **Onvolledige aansoeke word nie aanvaar nie.**
2. Ouers wat die aansoeke persoonlik wil oorhandig of verdere vrae het, kan 'n afspraak maak by die kantoor.
3. Bly op hoogte met gebeure by Hoërskool Knysna deur middel van:
  - d6Connect
  - Hoërskool Knysna facebook-blad (Adres :<https://www.facebook.com/knysnahighschool/>)
  - Die webtuiste ([www.knysnahigh.co.za](http://www.knysnahigh.co.za))

Vriendelike groete

**MNR M MOSDELL  
SKOOLHOOF**



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3 February 2020

Dear Parents

## **2021 ENROLMENT: KNYSNA HIGH SCHOOL**

Welcome to Knysna High School. We hope that your child will be very happy here.

### **ATTACHED PLEASE FIND THE FOLLOWING:**

An application form for enrolment, debit order instruction, statutory obligation, online application steps.

### **PLEASE TAKE NOTE OF THE FOLLOWING:**

1. Complete the forms **correctly and thoroughly** to avoid delays. **You have to apply online as well.** See the online application steps on the last page of this document.
2. You will be contacted to confirm if your child's application has been successful.
3. Please attach the following **certified copies** to the application form:
  - your child's identity document or birth certificate;
  - your child's latest report;
  - your identity document or of whomever is responsible for the payment of school fees;
  - proof of residence;
  - one identity document photograph
4. Application forms for accommodation at Huis Volhard are available at the office.
5. School re-opens at 07:30 on 13 January 2021.

### **IN CONCLUSION:**

- The school can only accommodate 112 Grade 8 learners in 2021. As soon as your child has been accepted you have to pay for the for the enrolment pack (T-shirt, tie and diary) at the office. **Completed forms must be handed in at the school before or on 17 March 2020. Incomplete forms will not be accepted.**
- Parents who wish to hand in applications personally or wish to make further enquiries can make an appointment at the office.
- Stay informed about events at Knysna High School by means of:
  - d6Connect
  - Knysna High School facebook page (Address: <https://www.facebook.com/knysnahighschool/>)
  - The website ([www.knysnahigh.co.za](http://www.knysnahigh.co.za))

Kind regards

**MR M MOSDELL**  
**PRINCIPAL**

2021

AANSOEK OM TOELATING TOT:  
APPLICATION FOR ADMISSION TO:



# HOëRSKOOL KNYSNA HIGH SCHOOL

Tel: (044) 382 2137/8  
Fax: (044) 382 0558  
e-pos / e-mail: admin@knysnahigh.co.za  
Webtuiste / Web site: www.knysnahigh.co.za

Openbare skool soos omskryf in Wet 84 van 1996  
Public school as defined by Act 84 of 1996

**LEERDER / LEARNER:**

Naam / Name: \_\_\_\_\_

Van / Surname: \_\_\_\_\_

Graad in /Grade in 2021: \_\_\_\_\_

Familiekode / Family Code: \_\_\_\_\_

Reg. datum / Reg. date: \_\_\_\_\_

Enige leerder tans/voorheen in die skool / Any learner currently/previously in this school: Ja / Yes  Nee / No

Bly by: Beide ouers  Enkel ouer - Ongetroud  Enkel ouer - Geskei  Kinderhuis   
Living with: Both parents  Single parent - Unmarried  Single parent – Divorced  Children's home

Pleegsorg  Weduwee/Wewenaar  Hersaamgestel   
Foster care  Widow/Widower  Re-composed

Ouer oorlede: Beide ouers  Moeder  Vader   
Parent deceased: Both parents  Mother  Father

Geboortedatum / Date of birth: \_\_\_\_\_

Nasionaliteit / Nationality: \_\_\_\_\_

ID Nommer / ID Number: \_\_\_\_\_

Paspoortnommer / Passport number: \_\_\_\_\_

Kerkverband / Religion denomination: \_\_\_\_\_

Geslag / Gender: VROULIK / FEMALE  MANLIK / MALE

Ras / Race: Swart  Kleurling  Wit  Ander/Other: \_\_\_\_\_  
Black  Coloured  White

Huistaal / Home Language: Afr.  Eng.  Xhosa  Zulu  Ander/Other: \_\_\_\_\_

Onderrigtaal / Teaching Language: Afr.  Eng.

Leerder se Sel nr. / Learner's Cell no.: \_\_\_\_\_

Koshuisloseerder / Hostel Boarder: Ja / Yes  Nee / No

**HEG AAN / ATTACH**

**Gesertifiseerde afskrifte van: / Certified copies of:**

\*ID/Paspoort / ID/Passport:

\*Geboortesertifikaat / Birth certificate:

\*Bewys van studiepermit / Proof of study permit:

Bewys van woonadres / Proof of residence:

Rapport / Report:

**Vertrekkkaart / Transfer card: (Laaste skooldag / Last day of school)**

Inskrywingspakket / Enrolment pack: **R475**  
(Das, dagboek, T-hemp / Tie, diary, T-shirt)

Toelatingsdatum / Admission date: \_\_\_\_\_

**VERVOERTIPE / TRANSPORT TYPE:**

Afstand / Distance \_\_\_\_\_

Privaat / Private: Motor /Car

Tevoet / By foot

Fiets / Bicycle

Taxi / Bus: Roete / Route: \_\_\_\_\_

**NAASBESTAANDE / NEXT OF KIN: (*Nie ouer nie / Non parent*)**

Naam en Van / Name and Surname: \_\_\_\_\_

Tel. nr.: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Sel / Cell \_\_\_\_\_

Verwantskap / Relationship: \_\_\_\_\_

**GESONDHEIDSINLIGTING / HEALTH INFORMATION:**

Kroniese siektes / Chronic diseases: \_\_\_\_\_

Allergieë / Allergies: \_\_\_\_\_

Medikasie / Medication: \_\_\_\_\_

**MEDIESEFONDSINLIGTING / MEDICAL AID INFORMATION:**

Naam van fonds / Name of fund: \_\_\_\_\_

Tel. nr.: \_\_\_\_\_

Lidnommer / Member number: \_\_\_\_\_

Naam van lid / Name of member: \_\_\_\_\_

Dokter / Doctor: \_\_\_\_\_

Tel nr.: \_\_\_\_\_

Fisiese adres / Physical address: \_\_\_\_\_

Kode / Code: \_\_\_\_\_

**VORIGE SKOOL / PREVIOUS SCHOOL:**

Naam / Name: \_\_\_\_\_

Provinsie / Province: \_\_\_\_\_

Tel. nr.: \_\_\_\_\_

Fisiese adres / Physical address: \_\_\_\_\_

Kode / Code: \_\_\_\_\_

Rede waarom skool verlaat word:

Reason for leaving this school: \_\_\_\_\_

**SPORT:** (Onderstreep aktiwiteite wat leerder beoefen. / Underline activities the learner takes part in.)

Atletiek, Krieket, Swem, Tennis, Hokkie, Muurbal, Netbal, Rugby, Skaak, Fietsry / Athletics, Cricket, Swimming, Tennis, Hockey, Squash, Netball, Rugby, Chess, Cycling

**KULTUUR / CULTURAL:** (Onderstreep aktiwiteite wat leerder beoefen. / Underline activities the learner takes part in.)

CIA, Debat, Koor, Interact / CIA, Debate, Choir, Interact

**OUER / VOOG / PARENT / LEGAL GUARDIAN 1**

**OUER VERWANTSKAP / PARENT TYPE**

Biologiese Ouer / Biological Parent:  Ouer: Aangeneem / Parent: Adoptive:

Ouer: Wettige Voog / Parent: Legal Guardian:  Ouer: Stief / Parent: Step:

Ouer: Ander / Parent: Other:  Familielid / Family member:

Titel / Title: \_\_\_\_\_

Van / Surname: \_\_\_\_\_

Naam / Name: \_\_\_\_\_

Getroud  Geskei  Wewenaar  Enkel   
Married Divorced Widow Single

Nasionaliteit / Nationality: \_\_\_\_\_

ID nommer / ID number: \_\_\_\_\_

Taalvoorkeur / Language preference: \_\_\_\_\_

Tel. nr. (H) \_\_\_\_\_ Sel / Cell \_\_\_\_\_

Woonadres / Residential address: \_\_\_\_\_

\_\_\_\_\_ Kode / Code: \_\_\_\_\_

Posadres / Postal address: \_\_\_\_\_

\_\_\_\_\_ Kode / Code: \_\_\_\_\_

**Beroepstatus  
Occupation status:**

Eie werkgewer Professioneel / Own Employer Professional	
Eie werkgewer Onprofessioneel / Eie werkgewer Non-professional	
Voltyds / Full time	
Deeltyds / Part time	
Tydelik / Temporary	
Kontrakwerker / Contract worker	
Huisvrou / Housewife	
Werkloos / Unemployed	
Pensionaris / Pensioner	
Student	

Beroep / Occupation: \_\_\_\_\_

Werkgewer / Employer: \_\_\_\_\_

Tel nr.: \_\_\_\_\_

Fisiese adres / Physical address: \_\_\_\_\_

\_\_\_\_\_ Kode / Code: \_\_\_\_\_

## OUER / VOOG / PARENT / LEGAL GUARDIAN 2

### OUER VERWANTSKAP / PARENT TYPE

Biologiese / Biological Ouer:  Ouer: Aangeneem / Parent: Adoptive:

Ouer: Wettige Voog / Parent: Legal Guardian:  Ouer: Stief / Parent: Step:

Ouer: Ander / Parent: Other:  Familielid / Family member:

Titel / Title: \_\_\_\_\_

Van / Surname: \_\_\_\_\_

Naam / Name: \_\_\_\_\_

Getroud  Married  
Geskei  Divorced  
Wewenaar  Widow  
Enkel  Single

Nasionaliteit / Nationality: \_\_\_\_\_

ID nommer / ID number: \_\_\_\_\_

Taalvoorkeur / Language preference: \_\_\_\_\_

Tel. Nr. (H) \_\_\_\_\_ Sel / Cell \_\_\_\_\_

E-pos / E-mail: \_\_\_\_\_

Woonadres / Residential address: \_\_\_\_\_

Kode / Code: \_\_\_\_\_

Posadres / Postal address: \_\_\_\_\_

Kode / Code: \_\_\_\_\_

### Beroepstatus

#### Occupation status:

Eie werkgewer Professioneel / Own Employer Professional	
Eie werkgewer Onprofessioneel / Eie werkgewer Non-professional	
Voltyds / Full time	
Deeltyds / Part time	
Tydelik / Temporary	
Kontrakwerker / Contract worker	
Huisvrou / Housewife	
Werkloos / Unemployed	
Pensionaris / Pensioner	
Student	

Beroep / Occupation: \_\_\_\_\_

Werkgewer / Employer: \_\_\_\_\_

Tel nr.: \_\_\_\_\_

Fisiese adres / Physical address: \_\_\_\_\_

Kode / Code: \_\_\_\_\_

Handtekening / Signature: \_\_\_\_\_ Datum /Date: \_\_\_\_\_

**2021**

Naam van Leerder: \_\_\_\_\_  
Name of learner: \_\_\_\_\_

Familiekode:

Rekeningnommer:

**BETALINGSBESONDERHEDE / PAYMENT DETAILS:**

**Persoon verantwoordelik vir betaling van skoolgeld:**  Vader Father  Moeder Mother  Voog Guardian  
**Person responsible for payment of school fees**

Van / Surname: \_\_\_\_\_

Naam / Name: \_\_\_\_\_

Titel / Title: Mev. / Mrs  Me / Ms  Mnr. / Mr.  Ander / Other: \_\_\_\_\_

ID nommer / ID number: \_\_\_\_\_

Tel. Nr. (H) \_\_\_\_\_ (W) \_\_\_\_\_ Sel / Cell \_\_\_\_\_

E-pos / E-mail \_\_\_\_\_

Posadres / Postal address: \_\_\_\_\_

Kode / Code: \_\_\_\_\_

Woonadres / Residential address: \_\_\_\_\_

Kode / Code: \_\_\_\_\_

**HOE GAAN U BETAAL? / HOW DO YOU INTEND PAYING?**

Volle bedrag voor einde Februarie met 10% afslag  10 maande debietorder  Individuele reëling met skoolhoof (Uitsonderlike gevalle)   
In full before end February With 10% discount  10 months debit order of kontant / or cash of/or EFT  Individual arrangement with principal (Exceptional cases)

NB: Met bank- of internetbetalings moet u asseblief die betalingsbewys aan die skool faks.  
With bank or internet payments you must please fax the proof of payment to the school.

**Bank besonderhede: Nedbank, KNYSNA – Rekeningnommer 1 048 884 031 – Bankkode 10 89 14**  
**Bank details: Nedbank, KNYSNA – Account number 1 048 884 031 – Bank code 10 89 14**

Name en Van van broers en susters: 1. \_\_\_\_\_   
Name(s) and Surname of sibling(s): 2. \_\_\_\_\_   
3. \_\_\_\_\_

**Ek bevestig dat ek die wettige voog van die leerder is. Ek doen aansoek vir toelating tot die skool namens die leerder hierbo genoem en hiermee verbind ek myself as hoof- (mede) skuldenaar vir alle skoolgelde verskuldig en betaalbaar aan Hoërskool Knysna.**  
**I confirm that I am the legal guardian of the learner. I apply for admission to the school on behalf of the learner stated above and hereby bind myself as principal (co-)debtor for all fees due and payable to Knysna High School.**

Handtekening / Signature: \_\_\_\_\_ Datum / Date: \_\_\_\_\_  
**(Persoon verantwoordelik vir betaling / Person responsible for payment)**

Subsidie aansoekvorms is beskikbaar van die bedryfsbeampte. Dit moet teen 28 Februarie 2021 voltooi en ingehandig wees.  
Subsidy application forms are available from the bursar. These must be completed and handed in by 28 February 2021.

**DEBIT ORDER INSTRUCTION**

FROM: \_\_\_\_\_ NAME LEARNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ GRADE: \_\_\_\_\_  
\_\_\_\_\_ Tel. no/Cell no: \_\_\_\_\_ DATE \_\_\_\_\_  
E-mail: \_\_\_\_\_

**TO: HIGH SCHOOL KNYSNA HOËRSKOOL**

Dear Parent/To whom it may concern

**The details of my/our bank account are as follows:**

BANK: \_\_\_\_\_  
BRANCH NAME AND TOWN: \_\_\_\_\_  
BRANCH NUMBER: \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_  
TYPE OF ACCOUNT: Current(Cheque)/Savings/Transmission(delete where not applicable)

I/We hereby request, 'instruct' and authorise you to draw against my/our account with the above-mentioned bank (or any other bank or branch to which I/we may transfer my/our account) the sum of R\_\_\_\_\_ (and amount in words) 'the amount necessary for payment of the monthly instalment/premium due.

On the **1<sup>st</sup>, 15<sup>th</sup> or 25<sup>th</sup> DAY OF EACH AND EVERY MONTH** commencing on \_\_\_\_\_ and continuing (as the case may be). All such withdrawals from my/our bank account by you shall be treated as though they had been signed by me/us personally.

I/We understand that the withdrawals hereby authorised will be processed by computer through a system provided by the South African Banks, and I also understand that details of each withdrawal will be printed on my bank statement or on an accompanying voucher.

I/We agree to pay any bank charges relating to this debit order instruction.

This authority may be cancelled by me/us by giving you 30 (thirty) days notice in writing, sent by prepaid registered post or personal delivery, but I/we understand that I/we shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you.

Receipt of this instruction by you shall be regarded as receipt thereof by my/our bank (whichever it is or will be).

**ASSIGNMENT:**

I/We acknowledge that the party hereby authorised to effect the drawing/s against my/our account and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without prior written consent of the authorised party.

Signed in \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
*SIGNATURE as used for signing Cheques*

\_\_\_\_\_  
ASSISTED BY CAPACITY  
(Where legally necessary)



## STATUTORY OBLIGATION TO PAY SCHOOL FEES

1. I /We hereby apply to have the Child whose name appears on the form, admitted as a learner at Knysna High School.
2. I /We hereby certify that I/We are the biological/adoptive parents and that I/We have legal custody and/or legal guardianship in respect of the said learner.
3. I/We take note and understand the following:
  - a. Compulsory annual school fees for 2021 amount to ±R15 600 and will be set at a general meeting of the parents later in the year.
  - b. School fees are payable in advance and are due on the first day of school.
  - c. The payment options are as follows:

	TICK
Fees will be paid in full	
Fees will be paid in the first week of a term	
Fees will be paid in 10 equal monthly instalments (in advance)	

- d. If school fees are paid in full on or before the 28 February 2021 then a 10% discount will be deducted from your annual school fees.
  - e. If parents are in arrear with any one instalment then the full amount becomes due and payable immediately.
  - f. A sum of ±R2 500 is payable before the end of October. This amount will be deducted from the R15 600 compulsory annual fees. Should the learner fail to attend the school, this fee will be refunded to the parent upon written request from the parent providing banking details for a refund.
  - g. If your child is accepted a further R475 will be payable towards an enrolment pack which includes a sport shirt, diary and tie. You will be reminded about this via SMS or the email that you provided.
  - h. Biological/adoptive parents are jointly and severally liable for the payment of school fees irrespective of their marital status.
  - i. In the event of non-payment of school fees the school will institute legal action against both parents irrespective of maintenance and court orders which may exist between the parties.
  - j. In terms of Section 39 of the South African Schools Act, parents are liable to pay compulsory school fees. This is a statutory obligation.
  - k. In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
  - l. In the event of the school having to take legal action for the recovery of school fees, all legal costs, including attorney/client fees and collection costs incurred by the school will be charged to the parent's account.
  - m. I/We have been informed that if I/We are unable to pay school fees I/We may apply for exemption from these fees.
  - n. If Parent/s fail to meet their school fee obligations the school may record the Parent/s non-performance with a credit bureau.
4. I/We undertake to give notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have in his/her possession.
5. *Unless you instruct the **School expressly and in writing to the contrary, your consent is given for the School to:***
- i. ***collect, store and process information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts owing in respect of school fees.***

ii. **collect, store and process names, contact details and information relating to yourself and your Child, and consent to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for promoting good relations between the School, parents/guardians, and current learners as well as providing references and communicating with former learners;**

iii. **include photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your Child's activities, achievements or successes;**

iv. **supply information and a reference in respect of your Child to any educational institution to which you propose to send your child. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child may allegedly suffer resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and**

6. **The School may not distribute or otherwise publish any of your personal information in its possession unless you give your consent in writing to the School to do so. Should this be the case, the School may only distribute or otherwise publish the information specified to the people and for the purpose named in your written consent.**

7. The signatory hereby chooses domicillium citandi et executandi as indicated below. In the event of a change of address, parents are to notify the school in writing.

PHYSICAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

8. The above is valid from the day on which it is signed by the parent/guardian until the day on which the learner officially leaves the school.

DECLARATION: PARENT 1

I \_\_\_\_\_ hereby declare that the information recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designate permission to check and confirm any of the details or documents given by me. I understand that if any of the information supplied by me is found to be false, action may be taken against me.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

## **HOW TO APPLY ONLINE: Admissions 2021**

Applications for school admissions in 2021 **open on Monday, 17 February 2020.**  
Applications **close on Tuesday, 17 March 2020.**

Parents of learners who are starting Grade R, Grade 1 or High school (Grade 8) next year, are advised to apply to **at least three schools** and indicate their order of preference on the system. Parents are urged to not wait until the last minute to apply for admission as the Western Cape records an increase in learner numbers every year.

### **Online application steps:**

1. Type in address: WCEDonline.westerncape.gov.za **OR** <https://admissions.westerncape.gov.za>
2. Chose Western Cape Education Department option
3. Chose learner enrolment
4. Chose WCED learner enrolment again
5. Register application and admit

**NB: Scan and upload required documentation.**