

**MARIANHILL SECONDARY INDEPENDENT SCHOOL**  
**(Trading as ST FRANCIS COLLEGE)**



## **Vision**

***A prestigious institution upholding a legacy of excellence through holistic education, empowering learners to find a place in and make a contribution to the demands of the modern world as responsible, principled Christian citizens.***

## GENERAL INFORMATION

### PLEASE READ THE FOLLOWING CAREFULLY:

- Submission of an application Form IS **NOT A GUARANTEE** that your child has been/or will be awarded a position at St Francis College-Mariannhill, and should in no way be construed as an expectation of a place in our school.
- You will receive written notification from the school as to the status of your application.
- If you currently have/had a child at St Francis College, please be aware that **this DOES NOT** mean a sibling is automatically accepted.
- Applications **WILL NOT** be considered unless **ALL** the required documents are certified.
- Admission applications **WILL NOT** be considered unless the '*Conditions of Acceptance*' (i.e. 1. **Declaration** on page 7 and 2. **Undertaking** on page 8) are signed by **BOTH** parents or legal guardians of the child.

### CHECKLIST FOR ADMISSION

*The following documents must be submitted with the Application Form*

DOUMENT	REQUIREMENT	CONFIRMATION
School Reports	1. A certified copy of <b>2022 final year report</b> of the Grade before current one.	
	2. A certified copy of the <b>First Term report</b> of the current year, as soon as it become available.	
Unabridged Birth Certificate	A certified copy of the Birth Certificate or receipt of application.	
Baptismal Certificate	A certified copy of the Baptismal Certificate	
Parents' ID Documents	1. A certified copy of the ID documents of biological parents is required or	
	2. A certified copy of death certificate if either parent is deceased	
Guardianship (if necessary)	Proof of legal Guardianship – certified copy of the court ruling.	
Proof of Residence	A certified copy of current utility account (Electricity & Water or Rates) in the parents name or certified copy of current lease agreement.	
Current School Fee Statement	A certified copy of your latest school fee statement from current school.	
Proof of Employment	Certified copies of both parents pay slips or 3 months bank statements if unemployed or self-employed.	
Immunisation Record	A certified copy of the learner's immunisation record.	
A non –refundable application fee of <b>R600</b> must accompany the forms. It must be deposited into the School's bank account: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Nedbank Account Number</b></span> <span><b>: 1339371332</b></span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Branch Code</b></span> <span><b>: 133926</b></span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Account Holder</b></span> <span><b>: St Francis College</b></span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Deposit reference</b></span> <span><b>: Surname and name of the applicant child</b></span> </div>		

## GENERAL INFORMATION

### PROOF OF EMPLOYMENT

Pay slips for BOTH parents are required as proof of employment. In the event of being self-employed or unemployed, please supply last three month's bank statements.

### AGE LIMIT

The child should not be more than two years above the average age for the Grade.

### RELIGION

We are a Catholic School, but all learners belonging to other faiths are welcome. While at the school all learners must adhere to the Catholic Faith and practices, even if they still belong to their family's faith.

### RULES

All learners admitted to the school are expected to abide by the school's Code of Conduct, School Rules and Catholic Ethos.

### ADMISSION

All applicants will be informed in writing via email to the address given on the Application Form. Acceptance is conditional upon the applicant meeting all admission requirements at year end. Admission is open to grade **8, 9 and 10**.

For admission into Grade 10, the learner must be doing IsiZulu Home Language or IsiZulu First Additional Language in grade 9.

### LANGUAGE OF INSTRUCTION

The language of instruction is English, but the Home Language at the school is IsiZulu.

### GENERAL

False/incomplete details/fraudulent documents/ fraudulent signatures or non-divulgence of details can result in the cancellation of your application.

### DURATION OF ADMISSION

By enrolling at the school, the Parent/Guardian and learner enter into a **ONE YEAR** contract with the school. This contract shall be renewed each year.

### DUE DATE FOR RETURN OF APPLICATIONS

The final date for the submission of application forms is **31 May 2023**.

## 2024 APPLICATION FORM

TEMP ADMIN NO.

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PLEASE PRINT CLEARLY

### OFFICIAL USE ONLY

GRADE APPLIED FOR		ID DOCUMENTS-BOTH PARENTS	
REPORTS		DEATH CERTIFICATE IF APPLICABLE	
UNABRIGED BIRTH CERTIFICATE			
NAME OF CURRENT SCHOOL		CURRENT SCHOOL FEE STATEMENT	

### LEARNER INFORMATION

Grade applied for: ..... Starting Date: .....

Current School: .....

Province: .....

Surname													
First Names													
Known as													
MALE / FEMALE													
Date of Birth													
Place of Birth													
ID Number													

Boarder		Day Scholar	
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Home Language: .....

Citizenship: ..... Country of Residence: .....

Immigrant? If yes, state date of entry into South Africa: ..... /...../.....

If immigrant: proof of citizenship/study permit: .....

If not South African: Residence Permit Number: .....

**PARENTAL DETAIL – BIOLOGICAL OR LEGALLY APPOINTED GUARDIAN:**

	Mother / Guardian																Father / Guardian															
Surname																																
Name(s)																																
ID Number																																
Cell Number																																
Home Number																																
Work Number																																
Email Address																																
Residential Address																																
Postal Address if Different from residential																																
Marital Status	Single	Married	Divorced	Widowed													Single	Married	Divorced	Widowed												

**EMPLOYMENT DETAILS**

EMPLOYER	Mother	Father
Occupation		
Name		
Address		
Contact Number		

## 2024 APPLICATION FORM

### FAMILY DETAILS

In the case of separation /divorce:

Which parent does the child permanently reside with? Mother ☐ Father ☐

Which parent has legal custody if separated/divorced? Mother ☐ Father ☐

Is there right of access by the other parent if separated or divorced? Yes ☐ No ☐

If no right of access by one parent – please give details:

.....  
.....

### MEDICAL INFORMATION

Name of Medical Aid: ..... Medical Aid No.: .....

Principal Member: ..... Medical Aid Plan: .....

Name of Family Doctor: ..... Telephone Number: .....

Does the child have any disability or allergy the school should be aware of? Yes: ..... No: .....

If yes –details:

.....  
.....

Dexterity of learner. Right –Handed ☐ Left - Handed ☐ Ambidextrous: ☐

### EMERGENCY CONTACT PERSON (NOT PARENTS):

Name: ..... Contact Number: .....

Name: ..... Contact Number: .....

2024 APPLICATION FORM

**DECLARATION BY THE PARENT/LEGAL GUARDIAN (PLEASE PRINT CLEARLY)**

I/WE (full names – please print) .....

the parent/s of (full names –please print) .....

hereby declare that the information and documents submitted in this application are true and correct.

I/We undertake:

- to furnish certified copies of original, authentic documents as required.
- to inform the school in writing of any change of address or telephone number.
- to ensure that my child attends school regularly and notify the school in writing or telephonically should my child be absent from school, stating the reason for absence.
- to ensure that my child complies with the school’s **Code of Conduct** to respect the tradition and character of the school.
- to ensure that my child attends organised school activities.
- to ensure that the application form is complete. Incomplete forms will not be considered. If any information is fraudulent the application will be refused.
- to pay the school fees as set by the Board of Governors of the school.
- to pay all costs incurred for damage done or losses caused by my child to any school property.

I/We agree that the Principal or his designates may act in loco parentis in the event of any injury, accident or incident in which my child may be involved.

By signing below, I/We understand that the above declaration is binding on me/us for this application.

.....

**Signature of Father/Legal Guardian**

.....

**Date**

.....

**Signature of Mother/Legal Guardian**

.....

**Date**

Witnesses (to be provided by the parent)

1. **Name:** .....

**Signature** ..... **Date** .....

2. **Name:** .....

**Signature** ..... **Date** .....

I/We, (full names – please print) .....

.....

[illegible]

.....

..... (Learner details)

I accept the above address as my chosen domicile for service of all notices and legal documents unless I notify the school in writing of my change of address.

I authorise the school to do credit bureaux searches on me and in the event of any school fees due by me not being paid, I authorise the school to inform any relevant credit bureau and have my name listed with them.

Signed at .....

Date ...../ ...../ 2023

.....

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Father/Legal Guardian Signature

Mother/ Legal Guardian Signature

**Witness 1:** .....

**Witness 2:** .....