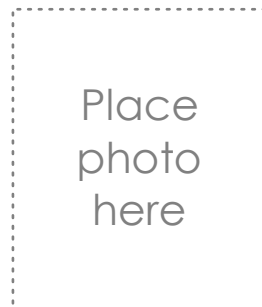


Victoria Girls' High School



Est. 1897

Application for Admission



Name: _____

Surname: _____

into Grade _____ in 2026



2013 Top 25 South African School ~ Fairlady
Top 100 South African School ~ Sunday Times
2014 Top Eastern Cape School (Transformation and Nation Building) ~ SAOU
2011 & 2007 South African School of the Year ~ PetroSA Proudly South Africa Homegrown Awards



PASSION ~ INTEGRITY ~ EXCELLENCE

Dear Prospective Parent(s)

Thank you for considering Victoria Girls' High School for your daughter's / ward's high school education. Kindly assist us in making the best possible decisions by noting the following:

The VGHS Admission Policy on the next page.

Please check that the following documents have been included in this application package:

1. A letter informing parents of procedure and important dates (please keep this letter as a reminder).
2. The VGHS Fee Structure for 2025 (to be updated by the end of 2025 for 2026).
3. The VGHS Provisional Subject Choice form for Grade 10 to 11, for 2026 can be asked for. Send an email to deputy@vghs.co.za

Include the following in your application:

- A certified, complete (full) copy of the learner's latest **end of year** school report.
- A certified copy of the Birth Certificate of the learner.
- **Certified copies of both parents' I.D.s (or a Death Certificate of a deceased parent). This is important.**
- A certified copy of the I.D. of the person responsible for the account (if not the parent[s] or guardian) of the learner.
- Proof of residential address of parents, for example a copy of an account displaying the residential address.
- An I.D. photograph in uniform of applicant attached to cover.
- Court document proving Guardianship/Foster placement.

**and if the documents reach Victoria Girls' High School by the due date:
30 July 2025 at 14:00. NO ONLINE APPLICATIONS. Hand in at office or courier only.**

Yours sincerely



W Schmidt
PRINCIPAL

POLICY FOR ADMISSION TO VICTORIA GIRLS' HIGH SCHOOL

Adopted on 28 February 2006 and amended on 23 November 2006, 5 May 2009, 1 March 2011, 21 February 2013 and 26 February 2020 by the Governing Body of Victoria Girls' High School subject to the provisions of the South African Schools Act No 84 of 1996 and Section 28(2) of the Constitution



Definitions

"School" as determined in the South African Schools Act, 84 of 1996, in this document it refers to Victoria Girls' High School (VGHS), with a distinction being made between the GET and FET Bands

GET Band refers to Grade 8 and Grade 9 at VGHS

FET Band refers to Grades 10, 11 VGHS

"Selection Panel" refers to members of the Staff Management Team under the instructions of the School Governing Body of VGHS

VGHS refers to Victoria Girls' High School

Parent refers to biological parent(s), legal guardian, adoptive parent(s), foster parent(s), person legally entitled to custody, person who undertakes to fulfil obligations of any of the above towards the learner's education at the school.

Preamble

Victoria Girls' High School is open to all learners whose age and academic standard enable them to benefit from the educational experience we offer. Learners should be female, or consistently identify as female. **Learners from all schools, including Victoria Primary School, need to apply for entrance to Victoria Girls' High School in the GET Band or in the FET Band (Grade 10 & 11).**

VGHS IS A FEE-PAYING SCHOOL. School fees are payable in advance per term, but VGHS recommends various payment options and offers discount if annual fees are paid by the end February.

All applicants will need to comply with the Admission Policy as set out in this document and will need to submit the necessary documentation.

Victoria Girls' High School requires that Parents and Learners familiarize themselves with

- the Code of Conduct of VGHS, as the Learner will be subject to and bound by the Code of Conduct if she is admitted to the GET or FET Band.
- the FET subjects offered at VGHS (see application package)

Documents required for the admission of a learner into the GET Band and FET Band

When a Parent applies for the admission of a Learner to Victoria Girls' High School, the following documents are required:

1. A fully completed and signed application book prescribed by the school. This application book, together with all the documents prescribed in the application book and below, shall be delivered to the school on the date(s) set by the school and as advertised by the school. **Late and/or incomplete applications may be disregarded. No provision is made for online applications.**
2. **All portfolio work in every learning area/subject shall be required from all learners applying for admission during the course of the year.**
3. Any other documents required by the Application Package and specified in the accompanying letter.

Admission Criteria Preference will be given to learners who:

1. demonstrate the greatest degree of participation in the academic, sporting and cultural activities offered by the school/s previously attended by them and at VGHS.
2. will benefit the most from the subjects, activities and facilities offered by the school.
3. show the highest academic potential.
4. obtained a Level 4 pass (or equivalent) in English Home Language in Grade 7, 8, 9 and 10, or a higher level pass in English First Additional Language. VGHS must be satisfied that the mark received is of a comparable standard.
5. wish to receive their education in English and, thereafter, in order of preference, demonstrate the greatest ability to communicate in English, in both speech and writing.
6. have a good disciplinary record (including a good disciplinary record at any previous boarding institution, where applicable).
7. reside in the feeder zone (i.e. VGHS is the closest English medium secondary school to the home address of the learner) or is eligible for boarding at a VGHS hostel.
8. fall within a range of two years of the age norm.
9. are learners from areas of defined need.

In the event that after the application of the criteria applicants are equal, preference will be given to:

1. Children of alumni and sisters of past and present learners at VGHS and sisters of Graemians, **if they meet all other criteria.**
2. Learners from Victoria Primary School **if they meet all other criteria.**
3. Learners disadvantaged as a result of unfair discrimination in the past.

Class sizes for optimal teaching and learning will also be taken into account: Grade 8 = 90, Grade 9 = 90, Grade 10 = 85, Grade 11 = 85. A Selection Panel reviews all applications.

Not all applicants who meet the Admission Criteria can be accommodated at the school. Apply to other schools as well.

Admission into the FET Band

The minimum entrance requirement for Gr 10 is a satisfactory Grade 9 school report.

It must be noted that Grade 9 is the end of the GET Band which signifies it as an exit year, and Grade 10 is the start of the FET Band. All applicants must familiarize themselves with the subject options available in the FET Band as learners should apply for subject combinations that will suit their future career options, as well as their recent academic performance.

The following factors will be considered when applying for admission to Grade 10 – 11, as well as those learners applying for subject changes:

1. Previous academic, disciplinary, service, leadership, cultural and sporting performance and/or participation of the learner.
2. The Learner must meet the promotion requirements of Grade 9 to be admitted into Grade 10.
3. Requested Subject Packages/Combinations, and with the proviso that all subject packages are subject to a probationary period of six months. **Subject Packages/Combinations will be determined by their marks during the course of Grade 9 (or Grade 10) and the entrance requirements of specific subjects.**

Class sizes are limited by the facilities, e.g. the number of computers, and human resources available.

The admission criteria set out herein shall apply for the admission of learners to the GET and FET phase.

INFORMATION ABOUT THE LEARNER:

Learner's Surname _____

Name(s) as on Birth Certificate _____

Name called by _____ (no nick names are allowed)

Present Grade _____ Grade for which applying _____ in 2026

Date of Birth:	DAY			MONTH			YEAR						
I.D./Birth Certificate Number													

Physical Address _____

_____ Postal Code _____

Closest Public School to Learner's Physical address: _____

Home Language of Learner _____

Country of Birth: _____

Date entered South Africa (if not born in South Africa): _____

If not South African citizen, supply current certified study permit and passport copies.

HOME ENVIRONMENT (please circle the appropriate response):

- Does the learner live with both biological parents? YES NO
- Are the learner's parents divorced? YES NO
- Does the learner live with a relative other than biological parents/**legal** guardian? YES NO
- Is the learner in foster care? YES NO
- Is the learner an orphan? YES NO

HEALTH:

Give details of anything of which the school should be aware, e.g. epilepsy, asthma, diabetes, etc, **and attach a medical certificate:**

Does the learner wear glasses? YES NO

Does the learner have hearing problems? YES NO

Does the learner have any barriers to learning, e.g. ADHD? YES NO

If yes, please give details:

<u>MEDICAL AID COMPANY:</u>	<u>NUMBER:</u>
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RELATIVES AT VICTORIA GIRLS' HIGH SCHOOL:

Details of **BIOLOGICAL SISTER/S** currently attending Victoria Girls' High School (**please only supply accurate, relevant information**):

NAME	GRADE

Details of **mother/biological sister/s** who attended VGHS previously (**please supply accurate, relevant information**):

NAME	YEAR LEFT VGHS

If any family members attended/are attending VGHS, in which house were/are they? Please tick the appropriate box

Ruthville	Dorset	Graeme	Thursford
-----------	--------	--------	-----------

DETAILS OF THE LEARNER'S CURRENT SCHOOL, INVOLVEMENT AND MOST RECENT ACHIEVEMENTS:

Current school	
Telephone number of current school	
Address of current school	
Date of leaving the above school	
Reason for leaving the above school	

ACADEMIC

Highest Grade passed	
Grade(s) repeated	
Preferred subjects (Grade 10 – 11 only)	<i>(Please refer to Admission Policy and Provisional Subject Options. Consider the options carefully as these might be discussed with you if you are accepted).</i>

LEADERSHIP ROLES

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CULTURAL ACTIVITIES

Society or activity	Special achievement (if any)

SPORT

Sport	Team represented	Achievements (if any)

COMMUNITY SERVICE

All learners are obligated to participate in sport, cultural activities and community service. A minimum of 3 sessions per week is expected. Learners all participate in sport and cultural/service activities.

We request that the school verifies the information:

Signature of Principal (to verify the above information): _____

Name of School Principal: _____

School
stamp

You may only select 1 YES option below. Use a circle around the correct response to the question:

Is applicant to be a VGHS Hostel Boarder? YES NO

OR

Is the applicant to be in the VGHS Weekly Hostel? YES NO

OR

Is applicant to be a VGHS Day Learner? YES NO

Please note:

Any withdrawals from hostel after 20 October 2025 will be liable for 1 term's full Hostel Fees in 2026.

PARENTS' PARTICULARS:

NOTE THAT DETAILS OF BOTH PARENTS MUST BE PROVIDED UNLESS A CERTIFIED COPY OF A DEATH CERTIFICATE IS ATTACHED.

PARENTS ARE JOINTLY AND SEVERALLY RESPONSIBLE FOR SCHOOL AND BOARDING FEES, REGARDLESS OF THE CONTENT OF, FOR EXAMPLE, A DIVORCE AGREEMENT.

PARENT 1:

RELATIONSHIP TO APPLICANT, e.g. Mother, Foster Mother, Guardian:														
SURNAME:														
TITLE:					INITIALS:					FIRST NAMES:				
I.D. NUMBER														
MARITAL STATUS	Married			Unmarried			Divorced			Separated			Widowed	
Legal Guardian			Access Rights			Living with Applicant			Separate Report requested					
YES		NO	YES		NO	YES		NO	YES		NO			
PHYSICAL ADDRESS														
No. and Street:														
Suburb:														
Town:														
Province:														
Code:					E-mail address:									
Cell phone:														
Telephone (h):														
STREET ADDRESS OF PLACE OF WORK														
No. and Street:														
Town:														
Province:														
Code:														
Telephone (w):														
OCCUPATION:					EMPLOYER:					EMPLOYEE NUMBER:				

PARENT 2: Biological parent or legal guardian only – Name(s), Surname, ID or date of birth must be supplied. If other information is not known, include an affidavit.

BOTH PARENTS' DETAILS MUST BE SUPPLIED UNLESS THERE IS A DEATH CERTIFICATE

RELATIONSHIP TO APPLICANT, e.g. Mother, Legal Guardian:												
SURNAME:												
TITLE:				INITIALS:				FIRST NAMES:				
I.D. NUMBER												
MARITAL STATUS	Married		Unmarried		Divorced		Separated		Widowed			
Legal Guardian		Access Rights			Living with Applicant			Separate Report requested				
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO			
PHYSICAL ADDRESS												
No. and Street:												
Suburb:												
Town:												
Province:												
Code:			E-mail address:									
Cell phone:												
Telephone (h):												
STREET ADDRESS OF PLACE OF WORK												
No. and Street:												
Suburb:												
Town:												
Province:												
Code:												
Telephone (w):												
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:				

SPONSOR SECTION

If someone else will be paying the school/hostel fees in the place of the parents, they must, as the sponsor, complete this section on this page. If parents are paying, this page remains open.

Sponsor who will be paying the school/hostel fees in the place of the parents												
SURNAME:												
TITLE:				INITIALS:				FIRST NAMES:				
I.D. NUMBER												
PHYSICAL ADDRESS												
No. and Street:												
Suburb:												
Town:												
Province:												
Code:				E-mail address:								
Cell phone:												
Telephone (h):												
STREET ADDRESS OF PLACE OF WORK												
No. and Street:												
Suburb:												
Town:												
Province:												
Code:												
Telephone (w):												
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:				

Grade 8 applicants may submit a letter of application for the Grade 8 VGHS Scholarship. Proof of all round excellence must be supplied. The emphasis is on academic excellence. The Grade 8 Scholarship is decided on excellence, not need. The VP Head Girl receives a Scholarship – 50% of school fees in Grade 8 and 9 at VGHS. The VP Dux Scholar receives a Scholarship – 50% of school fees in Grade 8 and 9 at VGHS. There are no bursaries available. The Scholarship does not extend to hostel fees – only school fees.

THIS SECTION MUST BE FILLED IN BY THE PERSON WHO WILL BE PAYING THE ACCOUNT.

I, _____, have read all the documents contained in this application package and am fully aware of the present fee structure of Victoria Girls' High School and accept responsibility for paying the school (and hostel account if the learner is a boarder) of

(Applicable to parents only): I understand that both parents (if still alive) are liable for payment of school (and/or hostel) fees for as long as she is a bona fide learner of Victoria Girls' High School.

I understand that VGHS has a Fee Exemption Policy in accordance with the requirements of the SA Schools Act, and will apply in writing and follow due procedure if I need assistance with the payment of school fees.

I understand that Fee Exemption does not relate to hostel fees.

Signed on this day, _____ 2025, at _____

SIGNATURE

DATE

WITNESS 1:

WITNESS 2:

Name: _____

Name: _____

Signature: _____

Signature: _____

FEES AND PAYMENTS:

- ❑ The present school fees (2025) are R3 155.00 per month Feb – Nov and the hostel fees (incl. school fees) are R10 060.00 per month Feb – Nov. The fees are decided upon by the parents at a General Meeting held in the last term of the year.
- ❑ These fees do not include Johan Carinus Art Centre fees, stationery, camps, excursions, dances and/or any other fees that the School Governing Body may determine from time to time. Textbooks are issued on loan to learners and must be returned at the end of November each year.
- ❑ **An applicant who was offered a space at Victoria Girls' High School for 2026 will only be captured as a provisionally accepted learner once all the documentation and R2 700.00 for school fees for day girls and R5 900.00 for boarders are deposited into the school account by 16 October 2025 by 14:00. These amounts will be credited to the first term accounts. No alternative arrangements will be allowed.**
- ❑ School and hostel fees are payable in advance (before or at the start of a school term), unless an arrangement in writing was made with the Bursar. Legal action will be taken when accounts are 90 days in arrears.
- ❑ 10% discount is given if the year's school fees are paid before the end of February and 5% discount is given if the year's hostel fees are paid before the end of February.
- ❑ Arrangements may be made with the school office to pay equal payments over 10 months (February – November) by stop order or debit order.

BANKING DETAILS OF VICTORIA GIRLS' HIGH SCHOOL

Bank:	Standard Bank Grahamstown
Branch Code:	051001
Account No:	082033099

The learner's name, surname and account number (when available) must appear on all deposit slips.

DECLARATION AND UNDERTAKING BY BIOLOGICAL PARENT(S)/ LEGAL GUARDIAN:

- ❑ **I/We understand that this application form does not entitle the applicant to a place at VGHS in 2026.**
- ❑ I/We and my daughter/ward (on her behalf) undertake to be bound by such rules and regulations of the school and hostel as may be in force from time to time. We undertake to support the full school programme as supported by the Annual Budget presented to parents in the last term.
- ❑ I/We acknowledge herewith the contents of the Application Package, including the VGHS Admission Policy printed in this application form, and accept the contents thereof. I/We grant VGHS permission to obtain information about my/our daughter/ward from the previous school(s) attended by her.
- ❑ I/We acknowledge that by enrolling my/our daughter/ward as a boarder or learner at Victoria Girls' High School, I place the school and its entire staff fully *in loco parentis* with regards to my/our daughter/ward.
- ❑ I/We acknowledge that the School Governing Body shall have the right to adjust the school and hostel fees, and the method of payment thereof.

- ❑ I/We acknowledge that married or divorced parents are jointly and severally liable for the payment of school and/or hostel fees, notwithstanding any agreement that may exist between the parents.
- ❑ I/We undertake to pay, in advance, whatever fees and other amounts which may, from time to time, be due to Victoria Girls' High School. Should I be unable, for valid reasons, to make such payment in advance, I acknowledge that I will immediately, in writing, inform the Bursar and the School Governing Body thereof and make arrangements with them to effect payment of such fees and other sums which are due.
- ❑ I/We acknowledge that should I/we fail to pay outstanding amounts to Victoria Girls' High School on the due date, and without proper permission, timeously given:
 - Victoria Girls' High School holds the right to refuse to admit my daughter/ward as a boarder for any period in respect of which the fees remain unpaid. I/We acknowledge that the payment of hostel fees is a contractual liability.
 - I/We will be obliged to pay legal costs incurred by Victoria Girls' High School in respect of any action instituted to recover any amount due by me/us, on a scale as between an attorney and own client, together with collection commission on any instalments paid, calculated at 10 % on the amount of each instalment.
- ❑ I/We hereby consent to my/our employer/s divulging my/our employment history and details to the school, if and when required.
- ❑ I/We acknowledge that I/we will be obliged to give Victoria Girls' High School at least one month in advance written notice of my/our intention to remove my/our daughter/ward from the school or the hostel and that, should I/we fail to do so, I/we will be obliged to pay school and/or boarding fees for one month, in lieu of notice, on demand.
- ❑ All information supplied is up to date and correct. I/We understand that any incorrect information will result in immediate cancellation of the application.

Initial + Surname (block letters)

Signature of Parent

Date

Initial + Surname (block letters)

Signature of Parent

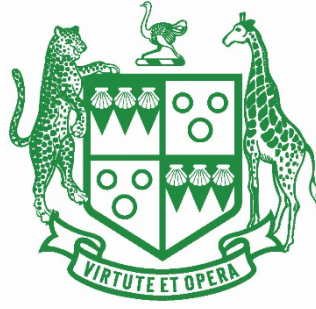
Date

Any application containing incorrect or fraudulent information will be disqualified summarily.



with passion, integrity, excellence

Office 046 636 1550
Facsimile 046 636 1620
Barnard House 046 636 1561
Eleanor Brown House 046 636 1598
Renfrew House 046 636 1598
Denise Long House 082 562 0735



VICTORIA GIRLS' HIGH SCHOOL

Beaufort Street
P.O. Box 601
Grahamstown
6140

office@vghs.co.za
www.vghs.co.za

17 February 2025

OUR VISION: At VG we support and respect one another in a safe and happy environment. Our broad spectrum of activities and facilities enriches all, as we strive for excellence.

Dear prospective Parents (**Parent refers to biological parent(s), legal guardian, adoptive parent(s), foster parent(s), person legally entitled to custody, person who undertakes to fulfil obligations of any of the above towards the learner's education at the school.**)

Thank you for considering Victoria Girls' High School for your daughter. This Proudly South African, English medium school offers your daughter an outstanding education.

Many learners apply annually to be enrolled at Victoria Girls' High School, but unfortunately only a few places are available. (Please apply to other schools as well). Take note of the **ENROLMENT PROCEDURE, VGHS ADMISSION POLICY** and **APPLICATION DOCUMENTS** if you want us to consider your application.

ENROLMENT PROCEDURE

Step 1:

Please complete the Application for Admission book and return that, with all the documents required, to the office of Victoria Girls' High School by 30 July 2025 at 14:00.

No late submissions may be accepted. Electronic submissions are not accepted.

Your application may only be considered if the following documents are included:

1. Certified copy of latest **end of the year** School Report
2. Certified copy of the Birth Certificate of the learner
3. Certified copies of **both parents' I.D.s (or a Death Certificate, if applicable)**
4. Certified copy of I.D. of person responsible for the account (if not the parent)
5. I.D. photograph of applicant in uniform attached to cover
6. Proof of residential address, for example an account displaying the address.

Step 2:

If your daughter/ward is offered a space on the basis of the VGHS Admission Policy, you could be contacted telephonically by 27 August 2025. If a space is not available, you will not receive a phone call. A letter will be sent to all applicants **via email** by 18 September 2025.

Kindly bear in mind that **not all applicants are accepted, even if they meet the minimum admission requirements – we do not have space for all applicants.**

Step 3:

By 18 September 2025 a letter will be sent **via email** to all applicants to confirm the outcome of the application. Those who cannot be accommodated will have to make alternative arrangements for 2026.

Step 4:

Parents of learners who were offered a space must pay the required fees (R2 700.00 for day girls and R5 900.00 for boarders) **by or on 16 October 14:00 2025**. The amount for boarders includes school and hostel fees. Please deposit the fees directly into the school account and mark the deposit slip clearly with both the name and surname of the child and 2026.

Banking details: VGHS Standard Bank 082033099 Branch 051001.

Withdrawals from hostel after 20 October 2025 will be liable for 1 term's 2025 Hostel Fees.

Once the required fees and completed forms have been received by the stipulated deadline, the applicant will be captured as a provisionally accepted learner. Late submission of forms and/or forms filled in incorrectly and/or incomplete forms and/or non-payment will disqualify the applicant and the place will be given immediately to someone on the waiting list.

Step 5:

By 28 November 2025 information packages will be made available to provisionally accepted learners at their schools in Makhanda and couriered to the address of families where the child provisionally accepted is not at a school in Makhanda.

The package will include:

- o Contract (Memo of Agreement)
- o Agreement by the learner (Confirmation & acknowledgement)
- o Code of Conduct
- o Boarders' information
- o A reminder of fees to be paid in advance
- o Any other documents deemed necessary

Step 6:

Enrolment can only be confirmed in January 2026 when learners submit their final 2025 school report and a transfer form from their previous school and parents return the completed forms to the school during the compulsory meeting for new learners and parents which will be held at 11:00 on the day before schools reopen for learners in public schools.

Step 7:

January 2026: enrolment finalised upon

1. Submission of final school report and transfer form
2. Submission of completed and signed forms required
3. Payment of remainder of first term school (and hostel, if applicable) fees

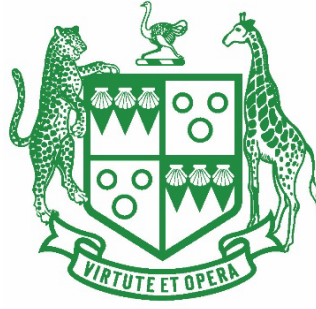
Thank you, once again, for considering Victoria Girls' High School for your daughter's/ward's school career, for adhering to the procedure and for assisting us in our administration.

Yours sincerely



Warren Schmidt
PRINCIPAL

Office 046 636 1550
Facsimile 046 636 1620
Barnard House 046 636 1561
Eleanor Brown House 046 636 1598
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VICTORIA GIRLS' HIGH SCHOOL
Beaufort Street
P.O. Box 601
Grahamstown
6140

office@vghs.co.za
www.vghs.co.za

Process for late applications/Process for appeals

1. Any and all late applications and appeals may only be done in writing.
2. Submit either a letter to the Admissions' Committee and leave it with the secretary, or email the letter to deputy@vghs.co.za.
3. The secretaries of Victoria Girls' High School cannot be of assistance in the process for late applications/process for appeals.
4. **The parent must write the appeal and may not delegate to another party to partake in this process of late application or appeal.**

As the parent of _____ applying for admission to VGHS for 2026, I confirm that I understand this process and agree to abide therewith.

Signature of the parent:

Date: _____



Top 100 South African School ~ Sunday Times
2011 & 2007 South African School of the Year ~ PetroSA Proudly South Africa Homegrown Awards
Circle of Excellence School ~ Allan Gray Orbis Foundation

PASSION ~ INTEGRITY ~ EXCELLENCE

