



# DSG APPLICATION FOR ADMISSION

Please complete the form and return to [L.Hobson@dsgschool.com](mailto:L.Hobson@dsgschool.com). For any queries, please contact Lisa Hobson on +27 (46) 603 4300

**Please use block capitals and write clearly**

1. Surname of Pupil: \_\_\_\_\_
2. First names: \_\_\_\_\_
3. Preferred name: \_\_\_\_\_ ID No: \_\_\_\_\_
4. Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place and country of birth: \_\_\_\_\_
5. Home language (that is, language most frequently used at home). *If relevant, state more than one language, e.g. English/Afrikaans or Xhosa/English:* \_\_\_\_\_
6. Year and term when entry is desired: \_\_\_\_\_ and Grade to be entered: \_\_\_\_\_
7. (a) Name, address and phone number of present school: \_\_\_\_\_  
\_\_\_\_\_

(b) Pupil's present Grade: \_\_\_\_ Date of admission to present school: \_\_\_\_\_ (**month & year**)

8. Names of all previous schools attended:

Grade/Form	Year	School	Town/City	Country
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Grades repeated: \_\_\_\_\_

9. Religious denomination: \_\_\_\_\_
10. Is the Pupil to be a boarder or a day scholar? Boarder  Day scholar  (Please tick relevant box)
11. Do you have any association with the DSG, St Andrew's College or Prep? Yes  No

If an Old Girl of DSG or there is/was a sister at DSG, please give maiden name, dates and House:

\_\_\_\_\_

Initials of both Parents

If an Old Andean or there is/was a brother at College/Prep, please give name, dates and House:

Other: \_\_\_\_\_

12. (a) Sisters: \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( )  
(Names and ages)

Present schools \_\_\_\_\_

(b) Brothers: \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( )  
(Names and ages)

Present schools \_\_\_\_\_

13. Is there any additional information relating to this application which you consider should be brought to the attention of the Headmaster? \_\_\_\_\_

**14. Parent or Legal Guardian Information**

**Father**

**Mother**

(a) Title & initials: (Prof/Dr/Mr/Mrs/Ms) \_\_\_\_\_

(b) Surname: \_\_\_\_\_

(c) First name: \_\_\_\_\_

(d) Preferred name: \_\_\_\_\_

(e) Dates of birth: \_\_\_\_\_

(f) Employer: \_\_\_\_\_

(g) Position Held: \_\_\_\_\_

(h) Sector: \_\_\_\_\_

(i) Marital status: \_\_\_\_\_  
(in relation to this Pupil)

(j) ID No./ Passport No.  
(Passport no. for non-South Africans) \_\_\_\_\_

(k) Citizenship: \_\_\_\_\_

(l) Residential address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Initials of both Parents

<input type="text"/>	<input type="text"/>
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(m) Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

(n) Home telephone: Code \_\_\_\_\_ No. \_\_\_\_\_ Code \_\_\_\_\_ No. \_\_\_\_\_

Business telephone: Code \_\_\_\_\_ No. \_\_\_\_\_ Code \_\_\_\_\_ No. \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail (please print clearly): \_\_\_\_\_

***\*Please note that you are obliged to notify us promptly of any changes of contact details.***

**Address to which the account should be emailed: Father/ Mother/ other: \_\_\_\_\_**

15. House preference:

*No undertaking can be given that a pupil will be placed in any particular House.*

*EITHER* write 1 against first preference, 2 against second preference and 3 against third preference

Crewe  Espin  Knowling  Merriman

OR tick No Preference

Give reasons for choices: \_\_\_\_\_

Initials of both Parents

<input type="text"/>	<input type="text"/>
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**The following documents must please accompany this application:**

1. A copy of the **last two reports** from the pupil's present school if the application is for this year or next year.
2. 2 colour **passport type photos** of the pupil – **ONLY** if the application is for this year or next year.
3. Photocopies of the front page of the **IDs /Passport of both parents/guardians**.
4. A copy of the pupil's **birth certificate, ID and passport**.
5. A copy of a **utility bill** not older than three months (for each parent if residing at separate addresses).
6. A copy of latest **school fee account**.

By completing this document and providing DSG with the necessary supporting application documentation, you are providing your consent that:

- DSG may keep yours and your child's personal information on file for the purposes of processing this application.
- DSG may conduct whatever enquiries may be considered necessary to verify any information given in the Application for Admission, including confirmation of credit ratings with a national Credit Bureau.

In accordance with the Protection of Personal Information Act (POPIA), on acceptance to DSG, a comprehensive POPIA consent form will be made available to you. Should the application be withdrawn indefinitely or an offer to attend DSG not be accepted, all information relating to this application will be disregarded.

DSG is committed to protecting the privacy of all individuals and organisations whose personal information resides on our database. We pledge to use contact information responsibly and primarily for the use of disseminating information pertaining to the school, the Foundation Office and the DSG community. We will not sell, share or rent this information for commercial purposes to any person or organisation

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signed: \_\_\_\_\_ (Father) \_\_\_\_\_ (Mother)

\_\_\_\_\_  
(Full name in block capitals)

\_\_\_\_\_  
(Full name in block capitals)

**Parent — both Father and Mother or  
Guardian/Custodian/Other to sign whose liability in terms  
hereof shall be joint and several.**

***In the case of a divorce, a certified copy of the divorce order regarding custody and the person responsible for fees must be provided***

## THE DSG APPLICATION PROCESS

1. Complete and return a complete Application Form with the supporting documentation as listed.  
Please follow up with us if you do not receive an acknowledgement of receipt of your form.
2. As originals are not required, **these documents may be emailed back to us.**
3. There is **no application fee.**
4. Applications must be returned by March of the year preceding required entry.  
Due to the demand for places at the DSG, the earlier the forms are submitted the better.
5. Part of the Admissions Process includes an **interview with the Headmaster.** You will be contacted to confirm a date and time for this.
6. **Offers of places** will be emailed to parents **in April of the year preceding admission** on condition all the required documentation has been received.
7. The place offered will only be confirmed on receipt of the required Entrance Fee and the DSG Contract of Enrolment and Code of Conduct.
8. **House placements and New Girls Packs** will be sent to parents in October of the year preceding entry.

## HOW DID YOU HEAR ABOUT DSG?

FAMILY CONNECTION

FRIEND / WORD OF MOUTH

ADVERT IN THE MEDIA

SCHOOL EXPO / VISIT

OTHER- PLEASE SPECIFY:

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