



LYTTELTON MANOR HIGH SCHOOL

cnr. Selborne & Langebrink Avenues
Lytelton Manor
CENTURION - 0157

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GUIDELINES ON HOW TO COMPLETE THE INFORMATION DOCUMENT

Dear prospective parents and learners,

Please complete the attached Information Document.

Certified Copies of the following documents must accompany your application form.

Please bring originals with when handing in your forms:

- Unabridged Learner's Birth Certificate
- Immunisation card
- Learner's **latest** School Report
- Parents' Identity Documents (both Father and Mother)
- If a Foreign Citizen please provide Passport Documents (Parents and Child)
- If a Foreign Citizen, Study visa's are required
- Proof of parents' residential address (Municipal account)
- Proof of Employment (Letter from employer or pay slip)
- If a Guardian, provide certified copy of High Court Order
- If a Foster Parent, provide certified copy of Children's Court Order.

WAITING LIST A: The following criteria are used:

- a) the applicant learner's place of residence is closest to the school within the feeder zone;
- b) the applicant learner has a sibling attending the school;
- c) the place of employment of at least one of the applicant learner's parents is within the feeder zone of the school;
- d) the applicant learner's place of residence is within a 30 kilometer radius of the school

WAITING LIST B:

- a) the applicant learner's place of residence is beyond a 30 kilometer radius of the school.
1. Application period commences on 25 June 2020 and closes on 25 July 2020.
 2. Documents to be returned no later than the 31 July 2020.
 3. Present wait list number received from the Department of Education.
 4. The Department of Education will inform you as to whether your child's application has been successful or not.
 5. If you are unsuccessful, you may lodge an appeal with the MEC.
You may be required to complete or sign additional forms, but these are not a condition for admission to the school.

**LYTTELTON MANOR HIGH SCHOOL IS A FEE PAYING
SCHOOL**