

ROOSEVELT HIGH SCHOOL

LEARNER INFORMATION FORM

2026



Thank you for your interest in Roosevelt High School.

Before completing this form, please take note of the following:

Grade 8 Applicants must register on the GDE platform: www.gdeadmissions.gov.za and provide the GDE reference number at the bottom of this page.

This form must be completed by the Biological Parent or Legal Guardian who wishes to enroll their child into RHS.

Please return this form and the required supporting documents in person to Mr H Ferreira at the school.

Certain documents must be certified by a Commissioner of Oaths.

Inquiries: Mr H Ferreira, Admissions hferreira@roosevelthighschool.co.za 0117824937 ext. 1

TO ENSURE THE CORRECT SUPPORTING DOCUMENTATION IS APPROVED:

1. Biological Parent: Self-explanatory. Proof required = UNABRIDGED BIRTH CERTIFICATE
2. Legal Guardian: Common Law concept of day-to-day control and care of a child, assigned by the High Court under the Children's Act 38 of 2005. Proof required = Court Order granting legal guardianship
3. Stepparent: Married to a Biological Parent. Proof required = Marriage Certificate

Should any of the documentation submitted be found fraudulent, RHS reserves the right to cancel the application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!

SCHOOL STAMP

ADMISSIONS NUMBER

ADMISSIONS SUPPORTING DOCUMENTATION CHECKLIST FOR APPLICANTS

		Provided
1	Learner: Recent head and shoulders photograph	
2	Learner: Unabridged birth certificate (certified copy) - See page 3 for more details	
3	Learner: Copy of latest school report	
4	Parent Identification Documents:	
4a	Certified copy of Father's ID	
4b	Certified copy of Mother's ID	
4c	Certified copy of Legal Guardian's ID	
5	Death Certificate if a parent(s) is/are deceased (certified copy)	
6	Divorced/Separated Parents: A Copy of the divorce and maintenance agreement	
7	Proof of Home Address (Permanent residential address):	
7a	If you OWN the property: City of Johannesburg Municipality/utility bill (not older than 3 months)	
7b	If RENTING from an individual/private person: A copy of the valid lease agreement, plus a copy of the landlord's ID, & the property municipality bill (not older than 3 months)	
7c	If RENTING through an agent: a copy of the valid lease agreement, a letter of confirmation from the agent and a rental statement (not older than 3 months)	
8	Proof of Work Address for BOTH Parents/Guardians:	
8a	Business owners/ sole proprietors/self-employed: Sworn Affidavit	
8b	Letter from employer on an official company letterhead confirming employment - the physical address must be specified. <i>Alternatively</i> , a copy of the parent's latest pay slip	
9	Legal Guardian - Provide the abovementioned documents PLUS:	
9a	Court Order granting legal guardianship	
10	Non-SA Citizens	
10a	Copy of Learner's Passport	
10b	Copy of Father's Passport	
10c	Copy of Mother's Passport	
10d	Current Study Permit	
10e	Visa	
10f	Parent's Work Permit	
11	Asylum Seeker / Refugee -Provide the above-mentioned documents PLUS:	
11a	A copy of the DHA's Asylum Seeker temporary permit or application for Permanent Residency	
11b	A Copy of a valid study permit	
12	Bank statement or Salary slip for the Debi Check App	

IMPORTANT NOTICE: A first installment of R4 000.00 will be due and payable on receipt of your child's acceptance to Roosevelt High School. This amount will be credited to your child's school fee account.

SUPPORTING DOCUMENTATION

REQUIREMENTS FOR SOUTH AFRICAN CITIZENS & IMMIGRANTS

A. **SOUTH AFRICAN CITIZENS** *Applicants should have a valid South African ID)*

LEARNER

1. A certified copy of the learner's UNABRIDGED BIRTH CERTIFICATE.

OR

If you are in the process of applying for the unabridged birth certificate, the following may be provided in the interim: A certified copy of the learner's BIRTH CERTIFICATE *in the case where both biological parents have completed the application form and submitted certified copies of their ID documents.*

2. The learner's LATEST SCHOOL REPORT.
3. One recent ID-sized PHOTO of the learner.

PARENT(S)/LEGAL GUARDIAN(S)/CAREGIVER(S)

1. Certified copies of the ID document of BOTH parents/legal guardians/caregivers.
2. In the case of a deceased parent/s, a certified copy of the DEATH certificate/s.
3. A certified copy of the COURT ORDER granting LEGAL GUARDIANSHIP/FOSTERSHIP to the parties of this application.
4. In the case of a CAREGIVER, a court order accompanied by copies of the biological parents' ID documents confirming this arrangement. *(Should the applicant not have a court order; t h e same MUST be obtained from the Magistrate Court.)*
5. In the case of divorced or separated parents, a certified copy of the DIVORCE and MAINTENANCE AGREEMENT. *(A maintenance agreement or divorce order cannot be enforced on a third party, being the school.)*
6. Proof of PERMANENT RESIDENTIAL STREET ADDRESS (the most recent Rates and Taxes account - not older than 3 months - reflecting the PHYSICAL address, or the Deed of Sale complete with revenue stamp).
7. In the case of RENTING, a certified copy of the current Lease Agreement *(valid for a period of 8 months from t h e date of this application)*, a letter from the Landlord together with their ID document and the Rates and Taxes account of the rented property which is not older than 3 months.
8. In the case of divorce or separation, BOTH parents need to provide a certified copy of proof of their respective PERMANENT RESIDENTIAL STREET ADDRESSES.
9. Proof of PERMANENT WORK ADDRESS (both Parents/Legal Guardians/Caregivers). For example: a letter of confirmation on company letterhead, letter of appointment, or a salary slip that contains the company's physical address. Business owners who cannot provide evidence of a physical address for their place of employment must complete the SWORN AFFIDAVIT provided on page 15 of this form.
10. SA CITIZENS who have been out of SA for more than *one (1) year* must provide the Learner's and BOTH Parents' passports showing all border entries and exits.

B. NON-SOUTH AFRICAN CITIZENS (Applicants without a valid South African ID)

NB: Please provide ALL the original documentation and valid passports.

No expired documentation will be accepted.

Admission of non-South African citizens to Roosevelt High School will be governed by the terms of the Immigration Act No. 13 of 2002, Immigration Regulation dated 22 May 2014 Section 12(1)(h):

- No learner will be admitted to Roosevelt High School unless he/she has a valid study visa issued by the Department of Home Affairs for the duration of the learner's studies at Roosevelt High School.
- In terms of the condition of a study visa, parents must pay the compulsory annual school fees, annually and in full, in advance. Neither exemption nor any payment dispensations may be considered, as this contravenes the conditions of the study visa.

LEARNER

1. A certified copy of the learner's BIRTH CERTIFICATE.
2. Valid PASSPORT.
3. Valid STUDY VISA.
4. The learner's LATEST SCHOOL REPORT.
5. One recent ID-sized PHOTO of the learner.

PARENT(S)/LEGAL GUARDIAN(S)/CAREGIVER(S)

1. Certified copies of the **Valid Passport** of BOTH Parents/Legal Guardians/Caregivers.
2. In the case of a deceased parent/s, a certified copy of the **DEATH** certificate/s.
3. A certified copy of the **COURT ORDER granting LEGAL GUARDIANSHIP/FOSTERSHIP** to the parties of this application.
4. In the case of a **CAREGIVER**, a court order accompanied by copies of the biological parents' valid passports confirms this arrangement. *(Should the applicant not have a court order; the same MUST be obtained from the **Randburg Magistrate Court**.)*
5. In the case of divorced or separated parents, a certified copy of the **DIVORCE and MAINTENANCE AGREEMENT**. *(A maintenance agreement or divorce order cannot be enforced on a third party, being the school.)*
6. Certified copies of the **Valid Work Visa of BOTH** Parents/Legal Guardians/Caregivers.
7. Proof of **PERMANENT WORK ADDRESS** (both Parents/Legal Guardians/Caregivers). For example: a letter of confirmation on company letterhead, a letter of appointment, or a salary slip that contains the company's physical address. Business owners who cannot provide evidence of a physical address for their place of employment must complete the SWORN AFFIDAVIT provided on page 16 of this form.
8. Proof of **PERMANENT RESIDENTIAL STREET ADDRESS** (the most recent Rates and Taxes account - not older than 3 months - reflecting the PHYSICAL address, or the Deed of Sale complete with revenue stamp).
9. In the case of **RENTING**, a certified copy of the current Lease Agreement *(valid for a period of 8 months from the date of this application)*, a letter from the Landlord together with their ID document and the Rates and Taxes account of the rented property which is not older than 3 months.
10. In the case of divorce or separation, BOTH parents need to provide a certified copy of proof of their respective **PERMANENT RESIDENTIAL STREET ADDRESSES**.
11. Asylum seeker: Documentation from Home Affairs -temporary/permanent permit.

Important Notice: *In terms of the Immigration Act No. 13 of 2002 Regulation, dated 22 May 2014, section 12(1)(a): The annual school fee amount will be due and payable on confirmation of your child's acceptance to Roosevelt High School, to facilitate the learner's application for a valid study visa at Roosevelt High School.*