

PRESTIGE COLLEGE



General School Policy: Admission

Reviewed 2018

1. COMMITMENT TO FAIR PRACTICES

- 1.1. The School aims to provide an environment where the race, language and culture, of each learner do not act as unreasonable barriers to him accessing or progressing in any aspect of school life.
- 1.2. The School is committed to ensuring that no form of unfair discrimination against any applicant is practised during the School's admission process.
- 1.3. Any learner admitted to the School will have full access to the official school programme.
- 1.4. For the purposes of this policy, the official school programme shall include all academic, sport and cultural services as well as social activities offered by the School.

2. LANGUAGE OF LEARNING AND TEACHING

- 2.1. The language of learning and teaching at the School was determined by the Board of Directors of the School in accordance with Section 6(2) of the South African Schools Act.
- 2.2. In its language policy, the Board of Directors of the School has determined that the language of learning and teaching at the School will be English.
- 2.3. All learning and teaching at the School will generally take place through the medium of English.
- 2.4. Learning and teaching in a specific language subject may take place through the medium of that particular language and English (whatever is appropriate and necessary to ensure that the curriculum is covered adequately).
- 2.5. The School will promote multilingualism as far as this is possible and necessary by offering Afrikaans and/or Tswana as additional language subjects. ***Requests for another language will be considered pending on the number of learners interested in that specific language.***

3. CAPACITY OF THE SCHOOL

- 3.1 The Board of Directors of the School has duly determined the total capacity of the school to be 1400 learners with an average of 120 learners in the pre-school, 105 learners per grade in the foundation phase, 105 learners per grade in the Intermediate phase, and 175 learners per grade in the senior phase (only Grade 8 and 9). The school does not take new learners in Gr 11 and 12.
- 3.2. The Board of Directors of the School considered all relevant factors in determining the capacity of the school, including but not limited to the following:
 - The number of classrooms in the School;
 - The size of each classroom in the School;
 - The number of teachers available at the School;
 - The financial capacity of the School;
 - The need to provide all teaching staff with a common area and a work area on the premises of the School;

- The need for designated work areas for the exclusive use of the School's administration, management and maintenance teams;
- The need to designate space for facilities that support the delivery of quality education at the School, including Science and Life Science laboratories, computer laboratory and a technology room.
- The need for space suitably developed for all sports, cultural and social activities offered at the School, including sports fields, drama facilities and a school hall.

3.3. The capacity of the School may be adjusted by the Board of Directors of the School in line with any changes that are effected to or directed at the financial capacity, infrastructure, curriculum programme and personnel of the School from time to time.

4. CRITERIA FOR ADMISSION

4.1 The selection of learners for admission to the School shall be based on an assessment of the following factors (in no particular order)

- 4.1.1. Whether a complete admission application (being a complete set of all documentation and information requested in terms of clause 7 below) has been submitted;
- 4.1.2. Whether a learner has met the promotion requirements for the grade immediately below the grade that he applied for
- 4.1.3 Whether there are places available at the school given the capacity of the school set out in clause 3 above .
- 4.1.4 Whether the school is able to meet the educational needs of the learner (including but not limited to any special educational needs of the learner.)
- 4.1.5 The age of the learner. Learners who are more than two years older than the statistical age norm per grade will not be admitted to the School unless exceptional circumstances require otherwise. The statistical age norm per grade is calculated by adding six to the grade number (e.g. Grade 3 + 6 = 9 years old);
- 4.1.6 The willingness of the learner to participate in and add value to all areas of school life.
- 4.1.7 Whether admission to the school would be in the best interests of the learner given that all learners are required to participate in the academic, sporting and cultural programme of the school and given the need to ensure that:
 - The academic aptitude of the learner is appropriate for entry into the particular grade to which admission application relates
 - The learner will be able to balance the academic demands of the school, including the demands associated with a learner's participation in sporting, cultural and service activities.
- 4.1.8. Whether the learner will benefit from the programme of the School given his proficiency in English, being the language of learning and teaching at the School. The inability of a learner to communicate effectively in English may place an unreasonable limitation on his academic progress at the School and could therefore result in the learner not being admitted to the School. A learner meeting all other admissions criteria set out in this policy may be excluded from admission to the School on the basis of his inability to communicate effectively in English.
- 4.1.9. Whether the learner shows a willingness to work hard to achieve excellence in his academic outcomes.
- 4.1.10 Whether the parent/guardian of the learner can afford to enrol the learner in the school is of paramount importance. **PRESTIGE COLLEGE** is an independent school and the running of the school is exclusively dependent on school fees income paid by parents of the learners. The school will not be able to operate as an independent school without the financial support of the parents which is their obligation once the child has been enrolled.

4.2. Please note that the attendance of a learner at a pre-primary school in Prestige College does not in any way guarantee his/her admission to the formal School.

4.3 The Board of Directors of the School has determined that the Head shall have the discretion to admit learners to the school subject to the provisions of this policy. The absence or presence of any of the factors set out in clause 4.1 above does not mean that a learner will be refused or guaranteed admission to the school.

5. CRITERIA FOR SELECTION WHERE THE SCHOOL IS OVERSUBSCRIBED

Where the number of applicants exceeds the number of places available at the School or in a particular grade, applicants who meet the criteria for admission set out in clause 4 above will be considered and placed in the following order, unless admission to the School would not be in the best interests of the learner(s) concerned

- 5.1. Preference will be given to learners who are siblings of current learners at the School.
- 5.2. Learners of compulsory school-going age who will not be more than two years older than the statistical age norm for the relevant grade in the year of admission will be given preference over learners who are not of compulsory school-going age and who are underage or overage;
- 5.3. Applications received by the closing date (end of October in any year) referred to in this policy below will be given preference over late applications; and
- 5.4. All other applicants who meet the admission criteria set out in clause 4 above.
- 5.5. Prestige College is a **Christian faith based Religious school** and accepted the biblical norms as its foundation and guide of the values framework within which the College operates. Anybody from other religious backgrounds have a choice of many schools and if they chose Prestige College they will have to submit themselves to the religious conviction of the school and also pledge to participate in all/any religious activities of the school. The school will not practice other religious activities which are in conflict of that of a Christian based school.

6. CRITERIA THAT WILL NOT BE USED FOR ADMISSION PURPOSES

- 6.1. Without limiting the scope of clause 5 above, no learner shall be refused admission to the School on the basis of his race, or sexual orientation.

7. DOCUMENTS AND INFORMATION REQUIRED FOR THE ADMISSION OF A LEARNER

7.1. All applications for admission to the School must be made in writing and may be submitted by hand or by electronic format as described on the website. The following documents must be submitted ASAP on a first come first served basis until such time the school or a particular grade is declared fully subscribed.

7.1.1. The School's **prescribed application form** completed and signed by the learner's parents (a copy of which is available from the School office/ the website). In the case of divorced or separated parents who are responsible for the learner's education and who have the legal authority to apply for admission to the School, it is the responsibility of the parent applying at the School to obtain a signed copy of the application form from their divorced or separated partner. Should the written consent of their divorced or separated partner not be required or not be possible to obtain, the parent applying at the School must provide written proof of this fact (e.g. consent paper / order of court / written affidavit signed before a Commissioner of Oaths, which document must explain why such consent is not required or cannot be provided).

7.1.2 An **original transfer card** for the learner where he/she is transferring from one school (independent or public) to PRESTIGE COLLEGE. The applicant must provide the School with the latest original report card issued by the previous school.

7.1.3 A copy of the **learner's unabridged birth certificate**. Where a copy of the unabridged learner's birth certificate is unavailable at the time that the admission application is submitted, the School may admit the learner to the relevant grade, provided that the applicant provides written proof that application has been made to the Department of Home Affairs or other relevant authority for the learner's unabridged birth certificate. Please note that it is an offence to provide false information regarding the age of a child.

7.1.4 **Proof that the learner has been immunised** against the following communicable diseases by submission of a copy of an Immunisation card of that particular learner who applies for any of the Foundation phase grades (Gr RRR-Gr 3).

- Polio ; Measles; Tuberculosis; Diphtheria; Tetanus; Hepatitis B

If proof of immunisation cannot be provided, parents must seek guidance from the School on how to arrange for the learner to be immunised. Once proof of immunisation is obtained and submitted to the School, the application for admission in question will be processed; the learner will not, in the health interests of other learners, be admitted to the School without the necessary proof of immunisation. This is also relevant for immigrant learners.

- 7.1.5 2 recent ID photos should be attached to the application form.
- 7.1.6 A **copy of any reports that will assist the School in understanding the educational needs of the learner**, including, for example, psychological therapy reports, speech reports, occupational therapy reports and remedial reports. The applicant must also have the testimonial included in the application forms, “**CONFIDENTIAL ASSESSMENT FORM**”, completed by his/her present school and have it e-mailed/faxed to PRESTIGE COLLEGE.
- 7.1.7 The learner must complete the “**LEARNER QUESTIONNAIRE**” as contained in the application form. Parents should not complete that on behalf of the learner – only in foundation phase.
- 7.1.8 The learner must make very important subject choices and it is important to note that PRESTIGE COLLEGE would want to offer the relevant First Additional Language for all learners, but can only do so if there are enough people who take the same language.
- 7.1.9 Subject choices are limited and subjects will be available on a first come first served basis. Where some subject classes are fully subscribed learners who register late may only choose from the available subjects. The school cannot allow more learners to take a specific subject than planned for that subject.
- 7.1.6. **Proof of the residential address(es) of the learner and both parents** (which proof may include a copy of a title deed, existing lease agreement and/or utility bill or bank statement not older than three months) must also be submitted.
- 7.2. Essential documents the parent/guardian of the learner need to hand in with the application form for the learner to be enrolled:
 - 7.2.1 Copies of the ID documents of both parents.
 - 7.2.2 Medical Aid card - copies of both sides of the medical aid card.
 - 7.2.3 Salary advice or bank statement of 3 months of person responsible for account.
 - 7.2.4 Proof of residence
 - 7.2.5 Parent information questionnaire as contained in the application booklet
 - 7.2.6 Parent contract completed and signed
- 7.3. Non refundable application fee of R200 due with application. This fee and any other fees will always have to be paid into the bank account of the school as no cash will be accepted on the premises.
- 7.4. The School reserves its rights to verify all information and documentation supplied by an applicant for admission and reserves its rights to take legal action against any applicant who intentionally provides false information and documentation.
- 7.5. Learners who are moving from a home school environment to the School need to submit all documents listed above.
- 7.6. Learners who are **not citizens of South Africa** and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs or whose parents have been recognised as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998, as amended) may apply for admission to the School. All documents listed above must also be submitted as part of the admission application, as well as a certified copy of the parents’ residence permit(s).

All foreign learners need to have a study permit to be able to enrol in a South African school. No school is allowed to enrol foreign learners without proof of a study permit. Foreign parents must apply immediately for a study permit once a child was approved for enrolment at the school. In the instance of foreign learners, proof of the process must be provided and the registration fee must be paid on the condition that the permit arrives before the start of the year of enrolment. Foreign learners may

not come later at the beginning of a new school year to prepare for permits. They lose valuable time in that way and will not be accepted late.

- 7.7. Learners who are not citizens of South Africa, who are not in possession of a study permit and whose parents are not in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs or whose parents have been recognised as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998, as amended) may apply for admission to the School, provided that all documents listed above are submitted as part of the admission application with proof that the parents have taken formal steps to legalise their stay in South Africa.

8. SCHOOL FEES

- 8.1. The enrolled learners and parents understand and accept that:
 - 8.1.1. The school fees payable in respect of each learner admitted to the School shall be determined by the Board of Directors of the School. It will be announced to all parents during the ANNUAL GENERAL MEETING OF PARENTS which will usually take place in July of every year for the following year. This meeting will be arranged by staff and addressed by the principal after the formal announcement of fees for the following year.
 - 8.1.2 It is the prerogative of the Board of Directors to determine the school fees according to the Financial Policy of the school.
- 8.2. Where an application for admission to the School is successful and the applicant accepts the place offered, the parents concerned are under a statutory duty to pay the relevant school fees unless they want to withdraw their application. Once the child had been accepted to the school, the parents will have 2 weeks to enrol the child officially. Should a parent neglect the enrolment opportunity, that application will be withdrawn and the opportunity to enrol will be given to another applicant.
- 8.3. A schedule of the annual school fees payable to the School for the relevant year of admission, is attached / included in the admission application form and is also available from the office at the School as well as published on the school's website.
- 8.4. The school fees payable by parents will be unique for each grade and subject choice. Additional fees may be required for subjects like Art or Consumer studies. All parents have to pay the fee for extra-mural activities.

9. Process to be followed by the school:

- 9.1. The School will consider all admission applications received to determine whether the learners concerned are eligible for admission to the School in terms of the admissions criteria set out in clause 5 above;
- 9.2. Learners who are eligible for admission to the School may be invited to attend an interview or to write a placement test in English, Mathematics or his/her FAL (First Additional Language).
- 9.3. An interview is not a precondition for admission to the School and is intended to assess the school readiness of the learner and whether he would benefit from the programme of the School given his proficiency in English, being the language of learning and teaching at the School. School readiness and language proficiency are important to the academic progress of any learner at the School.
- 9.4. Given the purpose of an interview set out in clause 9.3 above, not all applicants will be invited to an interview and not all applicants interviewed are guaranteed admission to the School.
- 9.5. The School will send all applicants a letter confirming whether their admission application has been successful or unsuccessful as soon as possible but not later than 2 weeks after their application.
- 9.6. **Where an application for admission is successful, parents will be required to accept the place offered to the learner concerned in writing and by paying the relevant deposit by the date indicated in the letter of acceptance issued by the School.** The School reserves its right to offer the place to another learner should a successful applicant not accept an offer made by the School and pay the deposit by the stipulated deadline. Late responses and/or late payments received by the School may be reconsidered if there are still places available in the relevant grade.
- 9.7. If the School declines an application for admission, the applicant may request reasons for such decision from the School. These reasons will be provided in writing by the School within a reasonable time after receiving the applicant's request.

