



# THORNTREE PREPARATORY SCHOOL

## ADMISSIONS POLICY

<b>Document Name</b>	Admissions Policy
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<b>Administration of Document</b>	Admin/Heads
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<b>Related Policies</b>	<p>The Constitution of the Republic of South Africa (Act 108/1996.)</p> <p>The South African Schools' Act (Act 84/1996) and subsequent amendments.</p> <p>The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.</p>
<b>Addenda</b>	

<b>Approved by:</b>	<b>Approved by:</b>
	
<hr/> <b>Helyn Tooley (Principal)</b> MJB Properties CC	<hr/> <b>Ursula van den Berg</b> MJB Properties CC

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## **1 TITLE: ADMISSIONS POLICY**

## **2 PREAMBLE**

This policy shall at all times be interpreted and applied in a manner that protects and promotes the best interests of all learners concerned.

For the purposes of this policy, “parent” means the biological parent, legal guardian, adoptive parent and any other person who is legally responsible for the learner’s education and who has the legal authority to apply for admission to the School.

For the purposes of this policy, a learner will be of compulsory school-going age from the first school day of the year in which he reaches the age of seven years until the last school day of the year in which he leaves Grade 7.

All admission applications and related queries should be directed to the Head of the School.

## **3 COMMITMENT TO FAIR PRACTICES**

The School aims to provide an environment where the race, language, culture, religion and socio-economic circumstances of each learner do not act as unreasonable barriers to him accessing or progressing in any aspect of school life.

The School is committed to ensuring that no form of unfair discrimination against any applicant is practised during the School’s admission process.

Any learner admitted to the School will have full access to the official school programme. For the purposes of this policy, the official school programme shall include all academic, sporting, cultural, service and social activities offered by the School.

## **4 LANGUAGE OF LEARNING AND TEACHING**

The language of learning and teaching at the School will be English.

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).

The School will promote multilingualism as far as possible and necessary by offering Afrikaans and/or Sepedi as additional language subjects.

## **5 CAPACITY OF THE SCHOOL**

The board of directors of the School has duly determined the total capacity of the school at its current premises to be 264 learners with an average of 24 learners per class per grade across the ages 2-13.

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;

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- 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 for space suitably developed for all sports, cultural and social activities.

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

## **6 CRITERIA FOR ADMISSION**

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

- Whether a complete admission application (being a complete set of all documentation and information requested below) has been submitted;
- Whether the learner has met the promotion requirements for the grade immediately below the grade to which the admission application relates;
- Whether there are places available at the School given the capacity of the School;
- Whether the School is able to meet the educational needs of the learner (including but not limited to any special education needs of the learner);
- 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);
- The willingness of the learner to participate in and add value to all areas of school life;
- 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, and cultural programme of the School and given the need to ensure that:
  - o The academic aptitude of the learner is appropriate for entry into the particular grade to which the admission application relates.
  - o The aptitude will be tested by a written Entrance examination to take place on a given date; and time.

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- o the learner will be able to balance the academic demands of the School with all other demands of the School, including the demands associated with a learner's participation in sporting, cultural and service activities;
- o 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 only be excluded from admission to the School on the basis of his inability to communicate effectively in English where this is in his best interests and there is a place available at a suitable school offering an appropriate medium of instruction within the proximity of the learner's residence or his parents' residence(s) (as the case may be); and
- o Whether the learner shows a willingness to work hard to achieve excellence in his academic outcomes.

Please note that the attendance of a learner at a pre-primary school in Mokopane does not in any way guarantee his admission to the School. The board of directors of the School has determined that the Head of School shall have the discretion to admit learners subject to the provisions of this policy. The absence or presence of any of the factors set out in clause above does not mean that a learner will be refused or guaranteed admission to the School.

## 7 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 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:

- Preference will be given to learners who are siblings of current learners at the School.
- 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;
- Learners who reside permanently within a commutable distance to the School and for whom the School is a suitable option will be given preference over learners who do not reside permanently within a commutable distance to the School, or for whom the School is not a suitable option. It is the responsibility of the applicant to demonstrate that the learner lives within a commutable distance to the School;
- Applications received by the closing date below will be given preference over late applications; and
- All other applicants who meet the admission criteria set out above.

## 8 CRITERIA THAT WILL NOT BE USED FOR ADMISSION PURPOSES

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- Without limiting the scope of the clauses above, no learner shall be refused admission to the School on the basis of his race, home language, academic performance, religious beliefs, cultural beliefs, or his socio-economic status.
- No learner will be refused admission to the School where:
- The learner's parents do not support the mission statement of the school; or
- The learner's parents refuse to waive any claim for damages arising out of the education of the learner.
- With reference to relevant clauses above, no learner will be refused admission to the School on the basis that his home language is not English where:
- School has a place for the learner in the relevant grade; and he/she has adequate proficiency in speaking and understanding English
- English is the preferred language of learning and teaching for the learner.

## 9 DOCUMENTS AND INFORMATION REQUIRED FOR THE ADMISSION OF A LEARNER

All applications for admission to the School must be made in writing and may be submitted by hand or emailed. The following documents must be submitted on or before the closing date:

- The School's prescribed application form is completed and signed by the learner's parents (a copy of which is available from the School office). 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).
- A copy of the learner's birth certificate. Where a copy of the 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 birth certificate;
- Proof that the learner has been immunised against the following communicable diseases:
  - o Polio
  - o Measles
  - o Tuberculosis
  - o Diphtheria
  - o Tetanus
  - o Hepatitis B
  - o 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;

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- An original transfer card for the learner where he/she is transferring from one school (independent or public) to the School. Should the transfer card be unavailable, the applicant must provide the School with one of the following:
- The latest original report card (or equivalent document) issued by the previous school; or
- A written affidavit of the parent signed before a Commissioner of Oaths (stating the reason for not having a transfer card and the grade the learner attended at the previous school);
- A copy of any Educational Specialist reports that will assist the School in understanding the educational needs of the learner, including, for example, physiotherapy reports, speech reports, occupational therapy reports and remedial reports; and
- 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).
- Please note that it is an offence to provide false information regarding the age of a child.
- 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.
- Should parents not wish to immunise any of their children against any of the communicable diseases listed above, they may apply to the Head of the Limpopo Education Department for permission not to immunise their children. Pending the decision of the Head of the Limpopo Education Department, the learner will not, in the health interests of other learners, be admitted to the School.
- Learners who are moving from a homeschool environment to the School need to submit all documents listed above, except the transfer card.
- 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 be submitted as part of the admission application, as well as a certified copy of the parents' residence permit(s).
- Learners or their parents who are not citizens of South Africa and who entered South Africa on a study permit may apply for the admission of the learner to the School, provided that all documents listed above are submitted as part of the admission application with a certified copy of any study permit held by the learner.
- 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.

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## **10 SCHOOL FEES**

School fees payable in respect of each learner admitted to the School shall be determined by the board of directors of the School

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.

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.

The school fees payable by parents for a particular grade will be the same across that grade and will not vary according to the curriculum. This does not exclude the possibility of differential fees for different grades.

## **11 CLOSING DATE FOR ADMISSION APPLICATIONS**

The closing dates for the submission of admission applications are as follows:

All applications to any grade at the school in a particular year must be submitted to the School before end of August in the immediately preceding year as advised by the School or when the class reaches its capacity.

## **12 PROCESS TO BE FOLLOWED**

The School will process all applications as follows:

- 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 above;
- The School shall apply the provisions of clauses above where the School receives more admission applications for a particular grade than there are places available in that grade; and
- The Head shall then make the necessary decisions pursuant to clauses above.
- Learners who are eligible for admission to the School may be invited to sit through an Entrance Examination (Intermediate Phases) or oral and guided Assessment (Foundation Phase).
- The Foundation Phase assessment is not a precondition for admission to the School and is intended only 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.
- The School will consider all late applications received after the relevant closing date above only if all applications received by the relevant closing date have been dealt with and there are still places available at the School.

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- While the School will consider all admission applications it receives and ensure that the School accommodates learners wherever possible and appropriate, all parents are strongly encouraged to apply to other schools to ensure that their children are ultimately placed in a suitable school.
- By the end of August , the School will send all applicants a letter confirming whether their admission application has been successful or unsuccessful.
- 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 an application fee of R500 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 application fee 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.
- The parent enters into an admission agreement once all steps above have been completed and the learner is admitted to the school.
- If the School declines an application for admission, the applicant may request reasons to be discussed with the Head of the School.

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