



ADMISSION POLICY

Date of review of policy:

Nov 2024

Date of next review:

February 2025

Review members:

- Mrs M. Alli – Head of Academics
- Mr. M Dossantos - Academic Controller
- Mrs A Okkers Academic Controllable
- Mr G Schriener – Head of Finance
- Mrs R Sibande – Group Marketing Manager

PREAMBLE

This admissions policy is in line with Section 5 (5) of the South African Schools Act, Act 84 of 1996 (SASA), and National and Provincial legislation and regulations as per the legislative framework in Section 9 below.

This admission policy articulates ACUDEO Colleges’ commitment to ensuring that all Learners have access to quality education without fear of discrimination on any grounds whatsoever. To this effect, any Learner that applies for admission to any grade in this school will be subjected to a fair and equitable admissions process that is aligned with all relevant National and Provincial legislation.

The Schools are independent schools, managed by a Board of Directors and registered with the provincial Department of Education. We follow the CAPS syllabus as prescribed by the Department of Education and comply with the guidelines determined by UMALUSI.

1. PURPOSE OF THE POLICY

- To facilitate admission to the School in a fair and equitable manner. This means that this policy will be applicable in consideration of the nature of rights as enshrined in the Constitution of the Republic of South Africa.
- To ensure a review of the financial position of Parents / Guardians / sponsors (Account holders) applying for admission of a Learner to assist in:
 - Ensuring that the school admits Learners in cases where Account holders can afford to pay the applicable school fees
 - Reducing bad debts.

2. APPLICATION AND SCOPE OF THE POLICY

This policy applies to all Learners, educators, support staff, the management of this school, and applicant Learners to the school.

3. LEGAL COMPLIANCE

- The principles and procedures followed in the engagement with Parents / Guardians / Account holders must be in accordance with relevant legislation and regulations, including but not restricted to the National Schools Act and Provisional Regulations relevant to the registration of independent schools.
- The School will respect the rights of Learners as determined by the relevant acts and related provisional regulations. No Learners will therefore be denied access to education without the required notice having been given to the Parent /Guardian /Account holder.
- The following legislation is applicable:
 - Constitution of South Africa, (Act No. 108 of 1996 as amended).
 - South African Schools Act, (Act No. 84 of 1996 as amended).
 - National Education Policy Act, 1996 (Act No. 27 of 1996).
 - Gauteng School Education Act, 1995 (Act No. 6 of 1995 as amended).
 - Gauteng Education Policy Act (Act No. 12 of 1998 as amended).
 - Employment of Educators Act, 1998 (Act No. 76 of 1998 as amended).
 - National Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System (2001).

4. POLICY STATEMENT

- An applicant must submit the prescribed information before the school will assess the application.
- The Board of Directors have granted the Principal of the School the sole discretion to admit learners to the school by considering the criteria and policy in consultation with the respective departments i.e. Finance.
- The school reserves the right to review the academic records and assess the financial status of the Account holder prior to admitting an applicant.
- No discrimination may be applied in the admission of Learners, whether on grounds of race, colour, nationality, ethnic origin, sex, religion, culture, or language.
- No placement tests will be written by prospective Learners, but subject selection tests may be written in the FET phase. The school reserves the right to conduct a scholastic assessment before admitting an applicant, if necessary i.e if reports indicate possible educational challenges.
- Attendance of the Pre-School does not automatically guarantee the Learner's admission to Grade 1.

5. STATISTICAL AGE NORMS PER GRADE

The statistical age norm is determined by the formula $\text{Grade} + 6 = x$ years old, as follows:

- Grade R – Age 4 turning 5 by 30 June OR age 5 turning 6 between July and December in the year of admission.
- Grade 1 – Age 5 turning 6 by 30 June- OR age 6 turning 7 between July and December in the year of admission.
- Grade 9 – Age 13 turning 14 by 30 June OR age 14 turning 15 between July and December in the year of admission.
- Grade 12 – Age 16 turning 17 by 30 June OR age 17 turning 18 between July and December in the year of admission.

The admissions policy will maintain flexibility regarding age requirements to accommodate students who have repeated grades.

6. LANGUAGE OF LEARNING AND TEACHING (LOLT)

- The language of learning and teaching at the school is determined by the Board of Directors in accordance with section 6(2) of the South African Schools Act, and is currently English.
- A Learner may be admitted to the School without the required competency in English and learning support will be provided by both the School and private tutor arrangements made by the Parent/Guardian. However, the continued inability of the learner to master English may result in a request by the School to withdraw the learner to alternative schooling arrangements.
- The school will promote multilingualism as far as possible by offering English/Afrikaans/Setswana/IsiZulu as additional language subjects based on the Learner/Parent requirements and the predominant indigenous language spoken in the geographic location and dependent on the number of Learners interested in taking the language.
- At least 15 Learners should be interested in the subject before this will be offered as part of the standard curriculum.
- Learning and teaching in a specific language subject will be through the medium of that language and English (in terms of the curriculum coverage requirements).

7. CAPACITY OF THE SCHOOL

The Board of Directors determine the capacity of the School based on:

- number of classrooms;
- size of classrooms;
- number of teachers the school can viably employ;
- science and IT laboratories or facilities;
- space and facilities to support sport, culture and social activities and learning;
- administrative work environment and common areas;
- financial capacity of the school;

- availability of suitably qualified and experienced staff; and
- changes to the curriculum or education model.
- Where the number of applicants exceed the number of places available in the School or grade, applicants who meet the required criteria will be placed on a waiting list in the following order:
 - Siblings – Learners who are siblings of Learners currently in the school will be given preference.
 - Paid registration – Learners who have paid the stipulated enrolment fee will be given preference to those where payment has not been made. No learner will be accepted into the school if the stipulated enrolment fee has not been.
 - Advance payment of school fees – Learners whose school fees are paid at least six months in advance, will be given preference.
 - All other applicants who meet the admission criteria.

8. SCHOOL FEES

- The school fees payable varies per phase/grade and in some cases, subjects chosen may include additional tuition fees.
- Parents/Guardians/Sponsors/Account holders shall understand and accept that a learner’s continued education relies on the regular payment of school fees as per the Learner Admission Contract and that failure to pay school fees is a breach of contract terms.
- The Board of Directors determines the school fees in line with the Financial Policy of the School, taking into consideration the education inflation index and the financial viability of the School.
- Changes to school fees will be announced and communicated before July of every year.
- The successful admission of a Learner can only be finalised once the obligatory registration fee has been paid. Failure to pay the registration fee will be regarded as a withdrawn application and the place may be offered to another applicant.
- School fees are payable for the full year regardless of the date of registration
- A schedule of school fees payable is attached to the application form or published on the Schools’ website.

9. APPLICATION PROCESS

- An application must be made in writing on the prescribed form available on the website or from the school office and submitted as indicated on the form or the website.
- An application will not be considered unless all the required documentation and information is provided as follows:
 - Fully completed and signed application form
 - Fully completed and signed Learner Admission Contract (LAC) – for ACUDEO College, this must be submitted by the end of the year.
 - Copy of the unabridged birth certificate/ID document of the Learner

- Copy of study permit/asylum permit/refugee permit of the Learner (if foreign)
- Copy of Learner’s latest progress report (when applying throughout the year)
- Copy of Learner’s final progress report (once available)
- Transfer document (once available)
- Copy of Learner’s vaccination record (pre-primary and foundation phase Learners only)
- Completed and signed school fee clearance certificate from the previous school (once available)
- Latest school fee statement from previous school
- Copy of Parent’s/legal Guardian’s ID document
- Completed and signed aftercare form (if applicable)
- Proof of Account Holder/household income (Payslip/ Salary advice), for example the salary advice for the latest month – only 1 month required
- Bank statement of the Account holder for the previous 3 months. If the Parent is self-employed, a 6 months bank statement is required.
- Signed TPN credit check form
- Any reports regarding Special Education Needs, that would assist the school in understanding factors that may influence placement or teaching.
- The School reserves the right to verify all documentation and information supplied by the applicant(s) and reserves the right to take legal action against anyone who intentionally supplies false information.
- Learners who are eligible for admission to the school may be invited to attend an interview and complete a written assessment in English (language of learning and teaching) and Mathematics, which will be phase specific, only if necessary.
- The interview allows the school the opportunity to assess whether the Learner is proficient enough in English to master the academic programme and allows the school to determine the motivation and value alignment of the Learner with what the school embodies.
- An interview is neither a requirement nor guarantee that the learner will be admitted to the school.
- Parents/guardians/sponsors will be contacted by the school confirming whether the application was successful, but should also follow-up with the school if they do not receive communication as expected.
- Once notice of a successful application has been received, Parents/Guardians/Sponsors shall indicate in writing their acceptance of the place and ensure that the stipulated enrolment fee has been paid within 30 days to confirm the Learner’s placement (Parent must email the proof of payment to the Sales and Admissions Coordinator/ Administrative Team).
- Should the required steps not be completed, the school will advise the Parents/Guardians/Sponsors that the place has been forfeited.
- Where an application is unsuccessful the Parent/Guardian/Sponsor may request the reason(s) for such a decision from the School, in writing. The school shall reply as soon as possible (within 24 hours) with the reasons stipulated.

10. ADMISSION CRITERIA

- Applicants will only be considered, should physical space be available for the Learner in the applicable grade and class, considering the applicant's subject choice.
- No Learner will be admitted to the school unless the prescribed enrolment fee has been paid in full.
- The School must be in a position to be able to meet the educational needs of the Learner (not limited to Learners with Special Education Needs).
- Applicants must hold the required level of competence (knowledge, skills, and values) to cope with the prescribed curriculum and balance academic demands with other components of education i.e. sport, cultural and social service.
- The Learner must have met all the promotion requirements for the grade immediately below the grade which is being applied for.
- The Learner must show a willingness to work hard and drive towards realising his/her full potential.
- The Learner should be age appropriate for the class for which admission is sought. A Learner who is more than two years older than the statistical age norm for the grade will not be admitted. Please refer to the statistical age norm included above.
- Grade 11 Learners cannot be older than 18 years of age.
- Grade 12 Learners cannot be older than 19 years of age.
- Grade 1 Learners must have completed a formal Grade R programme aligned to the prescribed CAPS curriculum.
- Learners will only be admitted to grade 10 - 12 by special arrangement following an interview with the Principal.
- Learners applying for admission to Grade 10 must ensure that they align their subject choices with what is offered by the School. Classes are filled on a first come, first served basis. Should sufficient space not be available in the class the Learner must consider an alternative subject.
- A review of the payment history is reflected on the accounts of returning Learners will be conducted at the end of each financial year. Any outstanding fees must be settled before re-registration.
- An application will not be considered unless all the required documentation and information is provided.
- The Parent/Guardian responsible for the account must also, at the discretion of Management, demonstrate the ability to afford the monthly school fees, without defaulting on the standard payment terms.
- The school should perform a credit check on the Account holder, before admitting an applicant, using the TPN (or any other relevant) system.
 - The Sales and Admissions Co-ordinator or Administrator must send an application for vetting to the Finance Administrator on the prescribed form (Form R1.2) when an Account Holder applies for admission
 - Prior to doing the credit vetting the Finance Administrator should request the payment history on school fees from the previous school from the Account Holder (this can only be done with the approval of the Account Holder in compliances with the POPI legislation)
 - The Finance Administrator should request the credit vetting report using the TPN system.
 - A minimum monthly household income is required is R20 000.

- The TPN Report (Payment profile) should be reviewed for the outcome which could be:
 - Excellent
 - Good
 - Average
 - Poor
- A minimum score of Average is required to be achieved by the Account Holder in order for the learner to be granted admission
- Feedback on the outcome of the credit vetting must be provided to the Sales and Admissions Co-ordinator or Administrator within a maximum of 2 working days from the date of request for vetting
- Should the application be declined due to concerns regarding the affordability, the Finance Administrator must request the following additional information from the Account Holder:
 - Proof of additional income
 - Proof of joint income
- Should the application still be declined, the Finance Administrator should:
 - Insist that the School Fees for the entire year be paid in advance prior to registration; or
 - Paid termly in advance.
- The credit vetting report and feedback should be emailed to the Admissions Co-ordinator or Administrator by the Finance Administrator
- The Admissions Co-ordinator or Administrator should send a welcome letter to Account Holders that are accepted and a letter of declination to Account Holders that do not meet the requirements

11. GENERAL

- In January the category on XERO should be amended to reflect the Learner's grade for the year – to be done by the Debtors Department.
- Learners who were enrolled in a year and intend to return to the school in the following year should re-register for the following year by the end of the second term by completing re-registration process.
- The complete application/registration package is available from the Marketing and Admissions department.

12. AMENDMENTS TO POLICY

The school reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the school or legal developments.