

ADMISSION POLICY

DATE OF REVIEW OF POLICY:
October 2018

DATE OF NEXT REVIEW:
October 2019



AMBERFIELD
COLLEGE

Review members:

- Ms L van Vuuren – Academic director
- Ms A Saaiman – Operations director
- Ms K Panayotakis – College director

1. POLICY STATEMENT

- No discrimination on grounds of race, sex, religion, culture and language Once a learner is admitted to Amberfield College he/she may not be expelled from school unless he/she does not subscribe to the code of conduct of the school
- No placement tests will be written, but subject selection tests will be written in the FET phase

2. REGISTRATION AND ADMISSION OF LEARNERS

The following details of all parents who contact the school regarding registration or information should be uploaded in the online CRM system by the administrative staff of the school:

- Name of parent
- Telephone number
- Email address
- Date of contact
- Name and Grade of child/ren
- Year in which learner intends to register for
- School at which the learner intends to register
- Marketing source

Status as to how far along the process of the application is.

3. REGISTRATION PROCESS

- No learner may be admitted to the school if a registration form and registration fee has not been received. The registration fee must be paid within 7 days from the time of submission of the registration form either by EFT, credit card or in cash
- The following certified documents should be submitted together with the application form:
 - Birth certificate
 - 2 x photos
 - Vaccination record (if available)
 - Where a learner enrolls at the beginning of an academic year, the school report for the previous academic year
 - Where a learner enrolls during an academic year, the school report for the previous term
 - Study permit in the case of non-South African citizens
 - Learner transfer card
 - Learner conduct report from previous school
 - Signed conduct policy and procedures document
 - Proof of income of account holder
 - Proof of residence of account holder
 - Credit reference of account holder
 - ID of parents and account holder
 - 1 x month's bank statements of account holder
- Learners who have submitted the application fee but have not paid the registration fee cannot be assured of a placement in the school
- The application form is now referred to as a registration form since registration fees have been paid, and the learner has been accepted. An acceptance letter must be sent to the parent

- 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 the application for re-admission form and paying the administration fee
- The statistical age norm per grade is as follows:
 - Grade RRR – Age 3 turning 4 during the year
 - Grade RR – Age 4 turning 5 during the year
 - Grade R – Age 5 turning 6 during the year
 - Grade 1 – Age 6 turning 7 during the year
 - Grade 9 – Age 14 turning 15 during the year
 - Grade 12 – Age 17 turning 18 during the year
- Grade 11 learners cannot be older than 19 years of age
- Grade 12 learners cannot be older than 20 years of age
- Grade 10 – 12 applicants should be interviewed by the Principal before they are accepted

4. 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