

## ADMISSION POLICY

**Date of review of policy:**

February 2023

**Date of next review:**

February 2024

**Review members:**

Ms L Moyo – Head of Academics

Ms K Panayotakis – Academic Co-ordinator

### 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 Amberfield College's 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 to all relevant National and Provincial legislation.

### 1. PURPOSE OF THE POLICY

To facilitate admission to this 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.

### 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. LEGISLATIVE FRAMEWORK

3.1 Constitution of South Africa, (Act No. 108 of 1996 as amended).

3.2 South African Schools Act, (Act No. 84 of 1996 as amended).

3.3 National Education Policy Act, 1996 (Act No. 27 of 1996).

3.4 Gauteng School Education Act, 1995 (Act No. 6 of 1995 as amended).

3.5 Gauteng Education Policy Act (Act No. 12 of 1998 as amended).

3.6 Employment of Educators Act, 1998 (Act No. 76 of 1998 as amended).

3.7 National Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001).

### 4. POLICY STATEMENTS

#### KEY CONSIDERATIONS IN DEVELOPING A POLICY

- No discrimination on grounds of race, sex, religion, culture, and language will be made.

- Once a learner is admitted to the school, he/she may not be expelled from school unless he/she does not subscribe to the mission and Code of Conduct of the school.
- No placement tests will be written, but subject selection tests will be written in the FET phase.

The school reserves the right to conduct scholastic assessment prior to admitting an applicant.

## **5. STATISTICAL AGE NORM PER GRADE**

- The learner should, however, be age appropriate for the class for which admission is sought.
- Applicants must possess the required level of competence (knowledge, skills and values) to cope with the prescribed curriculum and must have at least passed the previous grade.
  - Grade RRR – Age 2 turning 3 by 30 June OR age 3 turning 4 between July and December in the year of admission.
  - Grade RR – Age 3 turning 4 by 30 June OR age 4 turning 5 between July and December in the year of admission.
  - 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.
- Grade 11 learners cannot be older than 18 years of age.
- Grade 12 learners cannot be older than 19 years of age.
- Grade 10-12 applicants should be interviewed by the Principal before they are accepted.

## **6. APPLICATION PROCESS**

- The parent/guardian responsible for the account must also, at the discretion of Management, have the ability to afford the monthly school fees.
- The school reserves the right to do a credit check on the account holder, prior to admitting an applicant.
- Applicants will only be considered, should physical space be available for the learner in the applicable grade and class, taking into account the applicant's subject choice.
- No learner will be admitted to the school unless the prescribed registration fee has been paid in full.
- An application will not be considered unless all the required documentation and information is provided, including:
  - Completed and signed application form
  - Completed and signed Learner Admission Contact (LAC)
  - Copy of birth certificate/ID document
  - Copy of study permit/asylum permit/refugee permit (if foreign)
  - Copy of learner's latest progress report
  - 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)
- Completed and signed school fee clearance certificate
- Copy of parent's/legal guardian's ID document
- Completed and signed aftercare form (if required)
- Copy of medical aid (front and back)
- Proof of household income/salary advise 3X months (of account holder)
- 3X months bank statement (of account holder)
- Water and lights account (latest) or proof of residence (of account holder)
- 1X credit reference (provide copy of latest statement) e.g. Edgars, motor vehicle, credit card (of account holder)
- Completed debit order form
- Completed LTPN credit check form
- Two recent colour photos of the learner (ID size)

## **7. LANGUAGE OF LEARNING AND TEACHING**

- The language of learning and teaching at the school is determined by the Board of Directors. Currently the LOLT is English.
- The school will promote multilingualism as far as this is possible by offering Afrikaans/Sepedi/ IsiZulu as additional language subjects (dependent on the number of learners interested in taking the language.)

## **8. PARENT CONTACT**

Parent contact can be made through any of the following:

- Personal visit to the school
- Telephone call
- Email
- Website
- Facebook
- WhatsApp

A contact form (Form R1.4) should be completed by a school employee that has been contacted by a potential parent. The completed contact form should be sent to [info@amberfieldcollege.co.za](mailto:info@amberfieldcollege.co.za) . Alternatively, the contact details of a potential parent details should be captured using the Website Contact Form on [www.amberfieldcollege.co.za](http://www.amberfieldcollege.co.za) .

## **9. AMENDMENTS TO POLICY**

The school reserves it 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.

