



HIS CHURCH SCHOOL
OUR GOAL IS TO PLEASE HIM

SCHOOL POLICY

Admissions Policy

A private Christian school in Pinetown, KZN

Admissions Policy

The admission policy of a public school is determined by the School Board in terms of section 5(5) of the South African Schools Act, 1996 (No. 84 of 1996). The policy is consistent with the Constitution of the Republic of South Africa, 1996 (No. 108 of 1996), the South African Schools Act, 1996 and applicable provincial law.

The admissions procedure

A parent must complete an application form for admission, which is made available together with the admission policy and the code of conduct for learners of the school. The principal ensures that parents are given whatever assistance they may require to complete the form.

When a parent applies for admission of a learner to the school, the parent must present an official birth certificate of the learner to the principal of the school. If the parent is unable to submit the birth certificate, the learner may be admitted conditionally until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs.

LEGAL NOTICE

The principal must advise parents that it is an offence to make a false statement about the age of a child. See the Births and Deaths Registration Act, 1992 (No. 51 of 1992). The parent must ensure that the admission of the learner is finalised within three months of conditional admission.

On application for admission, a parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. If a parent is unable to show proof of immunisation, the principal must advise the parent on having the learner immunised as part of the free primary health care programme.

When a learner transfers from one school to another, the principal must complete a transfer card and hand it to the parent, or forward it to the principal of the receiving school. The learner's permanent record remains with the school and is not passed on to the receiving school. The learner's transfer card must be attached to the application form for admission to the receiving school.

If the transfer card is not available the principal of the receiving school may admit the learner and place the learner in a grade on the basis of the following documentation:

- a. the last report card issued by the previous school;
- b. other equivalent documentation from the previous school; or
- c. a written affidavit of the parent stating the reason for not having the transfer card and the grade the learner attended at the previous school.

Admission of non-citizens

The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.

A learner who entered the country on a study permit must present the study permit on admission to the public school.

Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

Age requirements

Age requirements for the admission of a learner to the school or different grades of a school:

GRADE R	Learners admitted to the school in Grade R must be five years old or turning five before 30 June of the year of admission.
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GRADE 1	Learners admitted to the school in Grade 1 must be six years old or turning six before 30 June of the year of admission.
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Learners admitted to a school at an age above the age norm for a grade, will undergo a diagnostic test to determine their appropriate Grade level. As far as possible, they will be placed in a fast track facility, or with his or her peer group, unless it is not in the educational interest of the learner. In the latter case the learner will be placed in a suitable lower grade, and an accelerated programme will be worked out for the learner to enable him or her to catch up with the peer group as soon as possible.

Children with special needs may also be accommodated provided it is within the school's ability to cater appropriately for the learner's educational and other needs (e.g. any physical impairment).

Policy for new admissions into FET-Phase

Applicants must have passed all Grade 9 subjects by a minimum of 50%, which he/she intends majoring in in the FET-Phase.

First time applications for Grades 11 & 12, will only be accepted in extreme cases and only after the Academic Board has reviewed all background information and results of the applicant. Such an applicant will be required to submit a full portfolio of ALL SUBJECTS taken in the previous academic year, as well as an end-of-year report from the previous academic institution.

Proof required at application

- Proof of Income of BOTH parents
- Immunisation Card (clinic card)
- Proof of Residency (copy of electricity bill or rental agreement)
- Letter from applicant's church leadership
- Copy of latest school report
- Copy of Birth Certificate
- Copy of I.D. of both parents
- I.D.-photo of the applicant
- Copies of any Psychological, Remedial or Medical Report (if applicable)
- Proof of Special Concessions granted to candidate (if applicable)
- Original, most recent school statement from the previous educational institution