



## ADMISSION POLICY

### GENERAL

This admission policy 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.

Fidem Educare admits learners of school-going age and does not discriminate on the basis of race, colour, national and ethnic origin in the administration of its policies, scholarships, sports and other school-administered programmes.

Learners who enrol at the School are required to submit to our Doctrinal Statement.

### THE ADMISSION PROCEDURE

1. A parent must complete an application form for admission, and pay the Registration Fee and other fees, where applicable.
2. The parent must present all necessary documents to the Registrar of the school.
3. Clinic Card is compulsory for Primary School learners.
4. When a learner transfers from another school to our school, the learner's report card and 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; and
  - (c) principal has permission to contact the last school the learner attended to obtain more information regarding academic progress and school fee payment.
5. Once the Application form and payment has been made, an appointment will be made for the learner and parent to come for an interview.
  6. Once all parties are satisfied and the school has accepted the learner, the enrolment contract must be completed and signed and all necessary fees paid.

### NOTICE PERIOD

Once the learner has entered the school, **a clear one month's written notice of withdrawal must be given to the Headmaster**, if the parent wishes to terminate this contract for any reason and to withdraw the learner from the School. *If such notice is not given, a full month's fees, shall be paid in lieu thereof.*

## **ADMISSION OF NON-CITIZENS**

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

Persons classified as illegal immigrants must, when they applying 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 (Act No. 96 of 1991).

## **GENERAL REQUIREMENTS FOR THE ADMISSION OF A LEARNER TO THE SCHOOL OR DIFFERENT GRADES**

Learners will be admitted to the school if they fall within the age cohorts stipulated by the Department of Education:

Learners 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).

## **LEARNER REQUIREMENTS**

1. Learners are required to participate in extramural activities, including educational tours and excursions (which will be undertaken at the learner's own risk and cost).
2. All learners must undergo all the necessary immunisations as required by authorities.
3. If a learner transgresses the school/learner code of conduct, he/she may be asked to leave the school after a disciplinary hearing.
4. All learners at High School must sign and support our Doctrinal Statement.

## **PARENT REQUIREMENTS**

1. Parents must commit to become actively involved in educating their child. We request parents to commit themselves to pray and co-operate with the staff in discipline; support the spiritual training of the child; follow through with any work assignment or slips to be signed; see that Learners reach school on time and support the School in any other way they can.
2. The parent is required to be fully aware of all the School's policies, especially the Financial Policy and the Code of Conduct. Furthermore, the parent must carefully read and agree to abide by and support the school in all of its policies and regulations.
3. The parent is required to declare on behalf of themselves, their executors, spouses and the student, to indemnify, hold harmless and absolve the school, and anyone at any time acting as the learner's agent, from any claim that may arise in the connection with loss or damage to the learner and his/her belongings.
4. All parents will be required to attend Parent-Teacher Conferences as part of the quarterly parent meetings and any to honour any other special invitation from the school.