



SELLY PARK CONVENT PRIMARY SCHOOL

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POLICY FOR ADMISSION OF LEARNERS

(As updated November 2018)

Selly Park Convent Primary School is a co-educational Catholic School with classes from Grade R (Reception) to Grade 7. It is owned by the Sisters of Charity of St. Paul the Apostle and forms part of the Catholic Schools' Trust.

The school accepts learners from the Catholic Community, as well as from the wider community, who seek an education in harmony with the aims of the school.

- Acceptance of learners pre-supposes the reception and signing of:
 1. School Rules
 2. Contract of Payment
- Learners participate in all aspects of school life – academic, cultural, religious, social and sport.
- Applications are prioritised as follows:
 1. Roman Catholics
 2. Siblings attending, or who have attended, the school
 3. Date of birth
 4. Transfers to the Rustenburg area
 5. Date of application
- Parents are expected to nurture a learning environment, co-operate with, and support the school and fulfil their special role in the development of their child.

Interviews for new learners:

Interviews start in August each year. The Principal and Deputy Principal meet to review the applications on file. The Admissions Secretary will then contact the parents of the applicants detailed by the selection committee and set up an appointment with the Principal or Deputy Principal. Interviews will be conducted during the months of August and September so that parents can be informed as to the success of their application by the middle of September.

Admission fee payments will, under normal circumstances, be paid by the beginning of October each year.

Testing will be required for all grades. These tests shall be standardised. The aim of this testing is to give an informed opinion to the parents of the child's current academic standard, to assist in placement decisions, to inform intervention strategies and to ensure the maintenance of a high academic standard.

For the safety of our current learners, background checks/confidential reports may be requested from the student's previous school/schools.

The Principal is responsible for the admission of learners but may delegate this responsibility to the Deputy Principal.

No learner may be unfairly discriminated against in their application for admission and this policy upholds the Constitution of the RSA 1996 (No 108 of 1996), the Schools Act of 1996 and the applicable Provincial Act.

On entering the school, parents must sign the Selly Park Convent Primary School Financial Policy, indicate acceptance of the school's Vision and Mission Statement, as well as the Code of Conduct of the school. Failure to indicate acceptance of the school's policies, etc. will result in the application being cancelled.

At the beginning of the academic year, the parent of the learner must supply a transfer card (which indicates the learner's Luritz number) from his/her previous school (with the exception of learners entering Grade R).

Registration:

Copies of birth certificates, identity documents, or any other official documentation pertaining to learners or parents, must be certified by a public official. Name changes may only be made if parents produce an official document from the Department of Home Affairs.

Admission of Non-South African Citizens:

The South African School's Act (1996) and the Education Law and Policy Handbook 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 application/admission to the school.

Persons classified as illegal aliens must, when they apply for admission for their children, 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 of (No 96 of 1991).

Age Requirements:

To gain admittance to Grade R, a child must be turning six (6) in the year of enrolment. On entering Grade 1, a child must be turning seven (7) in the year of enrolment.

Accepting learners at an age above the age norm for that grade will be an exception rather than the rule.

Grade Specific Entrance Requirements:

Learners applying for Grade 6 and Grade 7 will only be considered under exceptional circumstances.

Repetition of Grades:

According to legislation, no learner may repeat more than once per academic phase. If grade repetition is required for a new applicant, as per the results of the Entrance Admission Test, then this shall take place after consultation between a member of the School Management Team and the relevant parents.