



POLICY NUMBER: ADMISSIONS 002/09

NAME: ADMISSIONS

SUMMARY

POLICY AIM	To promote and facilitate the admissions of learners to Southdowns College. It reflects the constitutional responsibility of the College to provide quality schooling
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ORIGINATOR / AUTHORITY	Originated by	Mr Vernon Rorich Senior Headmaster
	Authority	Southdowns College Council

DISTRIBUTION/APPLICABILITY	Applies to	SDC Management All Staff
	Control	High School Headmaster
	Applicable from	Term 1 2009

POLICY HISTORY

REV #	Brief Description	Date Promulgated/ Revised	Pages affected	Headmaster	Council
001	First draft	Jan 09			

SOUTHDOWNNS COLLEGE

ADMISSIONS POLICY

PREAMBLE

- This Policy regulates the Admission of learners to Southdownns College.
- This policy is aimed at regulating the interaction between the College Staff and Prospective Parents
- The policy is further intended to correspond with and subscribe to the Copy Laws of South Africa
- This policy aligns itself to the Constitution of the Republic South Africa ,Act 108 of 1996, and to the South African Schools Act , 1996 (Act 84 of 1996)
- Subject to the South African Schools Act of 1996, the admissions of learners to Southdownns College is determined by the College Council

DEFINITIONS

- **“Learner”** one who is a scholar enrolled at the College in a specified grade
- **“Teacher”** a professional person who instructs, educates at the College
- **“Parent”** the parent or guardian of a learner

The person legally entitled to custody of a learner or the person who undertakes to fulfil the obligations of a person referred to (above) towards the learner’s education at the College

- **“independent school”** means a school registered or deemed to be registered in terms of section 46 (South African Schools Act of 1996)

THE POLICY

Southdownns College has adopted a policy in which every family applying for admission to the College will be given equal opportunity irrespective of gender, race, religion or cultural background. However, the family will be informed in the interview that the College subscribes to a strong Christian ethos.

Admission to the College will be on the condition that all necessary requirements contained within the enrolment procedure are fulfilled. Also ,Parents / Guardians enrolling their children/child at Southdownns College are required to take note of their **inferred** agreement to a routine placement test. This assessment is a means of establishing their child’s current learning potential and will serve as a basis for developing an individual learning portfolio for

him/her. This should ensure that his/her academic progress is monitored and any areas of potential difficulties or strengths are identified, enriched and / or supported. Southdowns College also holds the privilege to extend **conditional** acceptance to the College based on the parents / guardians willingness to commit to further assessments, therapy or remedial services as deemed fit and relevant.

Should a family not be in position to afford the fees payable for admission to the College, the family can apply for a bursary from the Southdowns College Educational Trust (SET)

DOCUMENTS REQUIRED FOR ADMISSION

- A parent must complete the relevant forms for admission.
- When the parent applies for admission at entrance level he must present an official birth certificate or Identification document.
- Parents are to supply the College with a certified copy of their Identification Documents
- If the learner comes from another school a transfer card as well as the most recent report card must be submitted

NON-CITIZENS OF THE R.S.A.

- Learners who entered the country on a study permit must present the study permit on admission

COLLEGE FEES

College Fees are compulsory and the College Council determines the amount of College fees the College could raise. Parents who thus enrol their children at Southdowns College are lawfully liable for the payment of the College fees.



ENROLMENT PROCEDURE

PARENT APPOINTMENT:

DATE AND TIME: _____

PARENT NAME: _____

PHONE NUMBER: _____

NAME: _____

DATE OF BIRTH: _____

STARTING GRADE: _____

STARTING DATE: _____

Dep	Procedure	Date	Comments
Reception	Initial contact		
Head	Interview with Headmaster		
Admission	Family registration form completed		
Admission	Enrol. Pack and parent contract		
Admission	R500 paid		
ACE	Assessment test		
Head	All forms to Headmaster for consideration		ISASA courtesy call
Admission	Letter of acceptance / not accepted		
Admission	Letter to request deposit		
Admission	Deposit received		
Finance	Account opened		
Admission	Learner profile opened		
Finance	Fees Raised		
	Class allocated		
	Teachers Notified		
	Textbooks and homework diary allocated		
	Child attends class		
	Transfer card received		