



EFFECTIVE: 5 FEBRUARY 2023

REVIEWED:

ADMISSIONS POLICY

1. FUNDAMENTAL PRINCIPLES

- The school reserves the right to select applicants based on factors like aptitude, behaviour and payment records with preceding schools.
- The school will not discriminate against any persons wanting access to our institution on the basis of race, gender or ethnicity.
- Applicants to the school are required to accept and respect the fundamental Christian ethos of the school, however we will not discriminate against any applications for enrolment of persons with alternative religious codes or creeds

2. PROCESS AND DOCUMENTATION

Applications will not be processed unless copies of all documentation requested below are provided

1. The student's unabridged / abridged birth certificate and passport if available
2. Student's latest progress reports and / or latest assessment reports
3. Recent colour ID photo (head and shoulders picture of student, please attach above)
4. CEMIS transfer document (if applicable)
5. I.D. Documents of both parent/s / guardians or person responsible for payment of fees
6. A certified copy of the latest tax certificate (ITA34 / IRP5)
7. Consent for credit check
8. Fee schedule and policy
9. Debit order form
10. Parent contract of enrolment
11. Financial Clearance Certificate from previous school if applicable (detach from application)
12. Proof of guardianship (if applicable)
13. S.A. Study / work permit (Immigrants only)
14. My school card application form
15. In the intent of divorce, attached relevant documentation e.g. Restraining order, custody etc.

STEP 1:

Kindly complete the application form in its entirety, along with all your supporting documents, as highlighted above

STEP 2: Admission Payment: FNB 62023901243

Provide proof of payment for the non-refundable admission fee (**R300**) and have it accompany the application form

STEP 3:

Your application will be assessed and if successful, parents will be notified via a welcome email

STEP 4:

On clients confirmation or response, a once off, non-refundable registration fee will be invoiced and needs to be paid to secure the students place

3. ACCEPTANCE CRITERIA

- The school will not discriminate against any persons wanting access to our institution on the basis of race, gender or ethnic orientation.
- The school will not take zoning areas into consideration when accepting applications i.e. preference will not be given or withheld on the basis of residential address of the learner.
- Applications will only be considered successful once the enrolment form has been completed in full and the non-refundable admission fee has been paid in full.
- The school will accept enrolments of special health need learners provided that supportive care in a safe environment exists to meet the child's individual needs in a developmentally appropriate way.
- The school reserves the right to accept pupils based on an initial interview and brief verbal screening and an aptitude screening test, of Mathematics and English abilities of the pupil to determine if they obtain the minimum entry level requirements.
- When making an application for admission to our school, a learner may be asked to produce work samples/exercise books and assessment records from his/her previous school to ascertain the appropriate grade level the learner would best flourish in.
- Preference for access into the primary school will be given to learners who have attended the school's preschool division for two or more years.
- The school reserves the right to accept or reject applications on the basis of a child's behaviour. The applicant may be required to provide references testifying to his/her behaviour and previous institutions of learning may be contacted to verify the abovementioned.
- The school will only consider applicants who are able to understand and converse in English.
- Preference will be given to the applications of learners who have siblings or other family members already in the institution, although this does not serve as a guarantee for access into the school.
- The school may deny admission on the basis of a poor prior school fees payment record with a previous school or in previous years at Country House School.

SIGNATURE APPROVAL

BEHALF OF HEADS		DATE	
BEHALF OF SGB		DATE	
PRINCIPAL		DATE	