COUNTRY HOUSE SCHOOL

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COUNTRY HOUSE SCHOOL

ADMISSION POLICY

EFFECTIVE & ADOPTED	LAST REVIEWED
5 FEBRUARY 2023	JULY 2025

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 other religious beliefs.

2. PROCESS AND DOCUMENTATION

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

1. The learner's unabridged/abridged birth certificate and passport (if available)
2. Learner's latest progress reports and/or latest assessment reports
3. Recent colour ID photo (head and shoulders picture of the learner, please attach above)
4. CEMIS transfer document (if applicable)
5. ID documents of both parents/guardians or the person responsible for payment of fees
6. A certified copy of the latest tax certificate (ITA34 / IRP5)
7. Consent for credit check (page 10)
8. Fee Policy & Debit Order Form
9. Parent Contract of Enrolment
10. Financial Clearance Certificate from previous school (if applicable) (page 9, detach from application)
11. Proof of guardianship (if applicable)
12. S.A. Study / work permit (Immigrants only)
13. My school card ONLINE application form
14. Acceptance letter
15. Declaration of authenticity (from Grade 1 onwards)
16. Code of Conduct acknowledgement
17. LTSM disclaimer
18. In the event of divorce, attach relevant documentation, e.g. restraining order, custody etc.
19. Aftercare Policy/contract (if applicable)

STEP 1:

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

STEP 2: Admission Payment: R300

Provide POP for the non-refundable admission fee **(R300)**, accompanied by all the CHS forms and contracts.

STEP 3:

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

STEP 4:

On the parent's confirmation or response, a once-off, non-refundable registration fee will be invoiced and needs to be paid to secure the learner's place.

3. ACCEPTANCE CRITERIA

- The school will not discriminate against any persons wanting access to our institution on the basis of race, gender or ethnicity.
- 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 the 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 learners with special health needs, 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 learners based on an initial interview, a brief verbal screening and an aptitude screening test of the learner's Mathematics and English abilities, to determine if they meet 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 grade level in which the learner would best flourish.
- Preference for access into the primary school will be given to learners who have attended the school's pre-primary 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 this.
- 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.

APPROVAL

ROLE	NAME	DATE
School Representative	Bonita Mellon	26 August 2025
SGB Representative	Anoeska De Villiers	26 August 2025