

Admissions Policy

Holy Cross Convent Primary School, Brooklyn is registered as an independent school in terms of Chapter 5 of the South African Schools' Act of 1996. It, therefore, exercises the right to determine its own admission and finance policy.

Interpretation

In this policy document, unless otherwise indicated, the following definitions apply:

- School – Holy Cross Convent Primary School, Brooklyn
- Applicant Learner – any child applying for admission to the School
- Parent – the parent, guardian or person legally entitled to custody of the learner applicant, as well as the person responsible for the payment of school fees
- Enrolment procedure – completion and submission of all documentation pertaining to the enrolment of the applicant learner, as well as compliance with the provisions of this policy

Enrolment Procedure

- The parent must complete and sign the prescribed admission forms for the applicant learner
- An administrative fee determined by the Board is payable for all applications made
- When a parent submits the admission forms the following documents must be included:
 1. An official birth certificate of the applicant learner
 2. A copy of the applicant learner's last school report
 3. A copy of the applicant learner's current school fee account (this does not apply to applicant learners who have not yet started school)
 4. Any assessments or reports from specialists about the applicant learner (eg. psychologist, medical doctor, speech therapist)
 5. A clinic card showing proof that the applicant learner has been immunised against communicable diseases, namely polio, measles, tuberculosis, tetanus, hepatitis B
 6. Copies of most recent salary slip of parent (both parents where applicable)
 7. Copies of last 3 month's bank statements of parent (both parents where applicable)
 8. Copy of parent's identity document (both parents where applicable)
 9. A copy of a utilities account or any other FICA document of parent
 10. Valid work permit or refugee visa of parents who are non-South African citizens
- Failure to fully complete the prescribed admission forms shall render the application null and void
- On submission of the admission forms a credit check will be conducted to determine affordability of the School's fees
- If the credit check is successful, an appointment is made for the applicant learner to complete a baseline assessment test. This does not apply to Grade Pre-R and Grade R applicants.

- The principal and School Management Team will assess the admission forms and the results of the baseline assessment test and reach a decision with regards to the admission of the applicant learner
- Parent of the applicant learner will be notified telephonically with regards to whether the application has been successful
- Parent of successful applicant learners will then pay a non-refundable deposit/registration fee

Admission Criteria

The applicant learner will only be admitted to the School if the following criteria are met:

- Willingness to participate in all aspects of the School's religious programme.
- Willingness to accept the School's code of conduct and disciplinary procedures
- Willingness to be actively involved in all the fundraising efforts of the school
- The age of the applicant learner in Grade 1 to Grade 7 does not exceed two years above or below the chronological average age of that particular grade
- Only applicant learners turning 5 years old will be admitted into Pre-Grade R
- Only applicant learners turning 6 years old will be admitted into Grade R
- Understanding that the language of instruction is English and that Afrikaans is the first additional language
- That the school has the capacity to admit the applicant learner. An applicant learner may be put on a waiting list if a particular grade is full, but this is not a guarantee of acceptance

Admission Principles

- The educational principles of the School are based on Catholic principles and teachings
- Once a decision has been made with regards to admission, no further discussion will be held
- The medium of instruction is English

School Fees

- Parents must agree to pay the School fees as set out annually by the School's Governing Body. Both parents must indicate their agreement by signing the application forms

Decision-making Authority

- Final admission of the learner applicant to the School is determined on the criteria outlined in this policy and at the discretion of the principal

Revised October 2019

Review Date: October 2020

Signed by Chairperson: _____

Date: _____