



Audeamus Private School and activity centre

Registration Number 2008/027326/08

EMIS number 800035520 (Gr RR-12)

Audeamus Private School

Policy for:

B. Admission

Review Date: 07/08/2019 – 23/08/2019

Prepared by: Z. Small

Signature:

Approved by: A. Wasserfall

Signature:

Checked by: S. van Zyl

Signature:

Approved by: A. Wasserfall

Signature:

1. Policy Statement

Audeamus Private School believes in the infinite potential of each child and strives to create a learning environment that fosters and develops potential.

2. Admission Criteria

To ensure that an enabling environment is created that fosters the development of each child the following admission criteria are set:

2.1 Age

All learners applying for admission to Audeamus Private School must be age appropriate as stipulated in the Schools Act 84 of 1996.

To enter Grade RR learner's need to be four years old in the year of admission. Grade R learners need to be five, turning six years old during the year that they are in Grade R. In all other grades learners need to be the required age or 2 years above or below the required age. These learners will be accommodated in the mainstream classes at two years above the required age, in extreme cases the educator may request that a Teacher Aid be provided.

Learners cannot be older than 12 years old to be accepted into the LSEN program as this program is for skills development and these skills should be acquired over a period of time.

2.2 Intellectual ability

Learners must have average to above average intellectual ability in order to be admitted at the school. The school is equipped to assist learners with learning barriers in a successful completion of a Mainstream Curriculum. Distinguish between the three branches of the school.

- Main stream education branch

The branch of our school that consists of learners who do not need accommodations in order to achieve the academic goal set out in the CAPS document.

- Educational accommodations in mainstream branch

To enable learners with intrinsic learning difficulties and/or physical disabilities the opportunity to achieve without giving them an advantage over the other students but without the learner being disadvantaged.

- Learners with Special Educational Needs branch (LSEN)

This branch of our school is relatively new but of cardinal importance. The LSEN class is for learners who cannot cope in the mainstream class even with concessions available to them. These learners learn basic reading, Mathematical and Life skills in order for them to cope in the world out there once they are adults.

2.3 Language

The SGB has determined that the school will be a dual medium school and that the languages of learning and teaching at the school will be English and Afrikaans. A person from either language

group is welcome to enroll, as long as the person is able to understand, read and write well in either English or Afrikaans and is prepared to be taught in either of these languages.

2.4 Disability

We accept learners with moderate disabilities. Learners must be functional and able to fulfil the requirements of the NCS and CAPS once the material has been adapted to their needs. Learners must be toilet trained. We are unable to accommodate blind learners due to lack of human and physical resources. Learners must be able to make themselves understood in order for educators to carry out assessments.

3. Equal Opportunities

The school is committed to providing equal opportunities to all children. The guiding principle is that no child will be denied admission on grounds of:

3.1 Race

All races and nationalities are welcome at the school.

3.2 Gender

Male and female staff and learners are treated equally.

3.3 Origin

Immigrants with the necessary paperwork will be admitted.

3.4 Religion/Faith

Although a Christian faith based school, people from all religious groups are welcomed as long as parents are aware of our firm Biblical beliefs.

3.5 Culture

Audeamus is a private school that has a multiple culture structure.

3.6 HIV/AIDS

Learners and staff with HIV/AIDS will be accepted at the school and their status will be kept confidential.

4. Capacity of the School

The capacity of the school will be limited to the number of learners that results from a 16:1 learner to educator ratio per class. In reaching a decision on this figure the SGB has taken into account all relevant factors including, but not limited to:

4.1 Space requirements and class sizes

4.2 The practical application of the school's Mission Statement regarding the individualization of teaching and learning

4.3 The safety of the learners

5. School Fees

The school is dependent upon payment of school fees.

Non-payment of fees will be considered material breach of obligations. If a parent is in material breach of any obligations and have not remedied the material breach within twenty (20) business days of a notice from the School requiring the parent to

remedy the breach, the school will terminate the parent's contract with the school. In addition, it may claim payment of all moneys then owing and damages equal to one month's fees (as calculated at the time of cancellation) taking into account the nature of the services, capacity planning and reasonable potential to fill the vacancy.

Parents/Guardians have the absolute responsibility for the payment of any Fees applicable to their child attending the School. Any Fee or other moneys owing to the School not paid on or before the due date will bear interest at the maximum rate of interest for incidental credit prescribed from time to time in terms of the National Credit Act, 2005 ("NCA"), or at such lesser rate as the School determines from time to time in its sole discretion.

Also see Section 7 of the Parent-Guardian declaration and contract of enrolment.

6. Procedure

To be read in conjunction with Appendix A.

6.1 Pre-admission

1. Parents/guardians who decide that they wish to enroll their child in the school will complete a questionnaire (Appendix B and C) and an application form and submit them along with any evaluation reports from specialists (Psychologists, Occupational Therapists, Audiologists, etc.), and school reports from the child's previous I current school to the school secretary.
2. Once all documentation is completed and returned, the school secretary will book a trial week for the learner in the appropriate grade. The educator will be notified in order to prepare evaluation and observation materials and resources. The educator will receive copies of all documentation in order to form a holistic view of the child during their observation.
3. The learner will attend the 3-day trial week, during which the educator will perform various evaluations, assessments and observations. The parents or guardians are encouraged to discuss the learner's reaction to the new school environment, with the educator, during this week.
4. At the end of this trial week, the educator will discuss his/her findings with the HOD and the Principal, complete a formal recommendation (the Application Approval, Appendix 0) as to whether the learner should be admitted at the school or not. This report should include the most prominent behavioral, academic and social aspects observed during the week, as well as any steps that must be taken by the parents as pre-requisites to admission.
5. The HOD, together with the Principal, will be responsible for the final decision regarding admission of all learners to the school.

This procedure may occur at any time during the year.

6.2 Admission and Registration of New Learners

Once the HOD and the Principal have reached a decision concerned whether the learner in question should be accepted or not, the parents must be notified of the decision; in person or telephonically; once the 3-day trial has been completed.

In cases where the HOD and the Principal have decided that it is not in the candidate's best interests to be admitted to the school, the Parents will be provided with the contact details of other institutions or specialists, as the case may be.

In cases where the candidate's application has been approved, but the particular grade is full, the learner will be placed on a waiting list, and the parents/guardians will be contacted in the event that a space becomes available.

In cases where the candidate's application has been approved, the learner will be admitted to the school and following procedure will be followed:

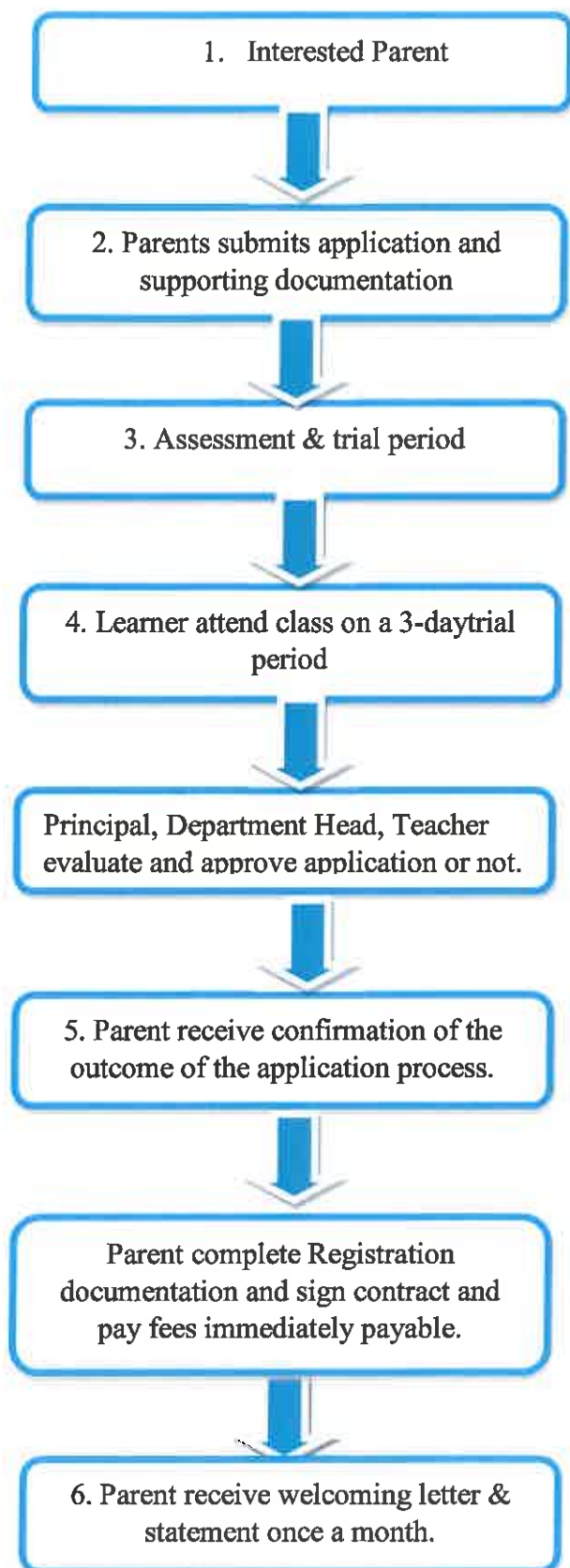
- Parent or Guardian completes Registration Documents, with photocopies of the following documents attached thereto:
 - Passport size photo of the learner
 - ID documents of Parents
 - Birth Certificate of the learner
 - Most recent school reports
 - All available assessment reports from occupational therapists, psychologists and speech therapists
- Parent or guardian reads and signs the Contract.
- All documentation is stamped and filed appropriately.
- The parents/guardians will have to pay the non-refundable deposit, purchase the appropriate stationery and the school uniform.
- Only once the enrolment fee, first month's school fees and stationery packs have been purchased and the Parent Contract has been signed will the child's place in the school be secured. This must be made clear to the parents.
- Administration of admissions includes requesting new learner's transfer cards and Learner Profiles from their previous school, in the form of documentation, keeping a register of admissions to the school in the required form and maintaining the waiting lists.
- The Principal delegates the responsibility for the administration of the admission of learners to the school to the school secretary. The school secretary is hereby entrusted to ensure that procedurally, and in line with this policy, the administration of admissions is carried out.

6.3 Re-registration of Current Learners

A learner who is currently enrolled at the school and who intends to remain enrolled at the school must confirm his or her attendance at the school for the following year. The above process is not to determine admission (but may in case of poor discipline) at the school, but to serve as a planning instrument for classes for the following year, as well as for staff provisioning.

Audeamus Private School

Application and Registration Standard Process



- Complete application forms.
- Obtain application form and fee information from school secretary

1

- Check application for completeness and ensure application questionnaire has been completed.
- Schedule child for a 3-day trial period.

2

- Hand application with Approval form to relevant Department Head.

3

- Evaluate Learner during trial period.

4

- Conduct admission discussion and agree on best placement for learner.
- Provide formal feedback to both parents.
- Proceed with registration if so agreed.
- Payment of enrolment fee and first month's school fees.

5

- Prepare welcoming letter and financial statement for parent within 24 hours after proof of payment has been received.

6

