



SOUTH AFRICAN COLLEGE HIGH SCHOOL

Newlands Ave, Newlands 7700 | Private Bag Newlands 7725
Tel: +27(0)21-689-4164 www.sacollege.org.za

ADMISSION POLICY

1. GENERAL

- 1.1. This policy was determined by the governing body of South African College High School (the "**School**") in accordance with Section 5(5) of South African Schools Act (Act No. 84 of 1996, as amended).
- 1.2. This policy was developed and adopted by the governing body of the School on 5 February 2018 in line with applicable laws. The governing body of the School reserves its rights to amend this policy to the extent that it may at any stage conflict with applicable laws.
- 1.3. This policy shall at all times be interpreted and applied in a manner that protects and promotes the **best interests of all learners** concerned.
- 1.4. For the purposes of this policy, "**parent**" means the biological parent, legal guardian, adoptive parent and any other person who is legally responsible for the learner's education and who has the legal authority to apply for admission to the School.
- 1.5. For the purposes of this policy, a learner will be of **compulsory school-going age** from the first school day of the year in which he reaches the age of seven years until the last school day of the year in which he reaches the age of fifteen years or Grade 9, whichever occurs first.
- 1.6. All admission applications and related queries should be directed to the Headmaster's Office.

Headmaster	Mr B Grant
Admission's Secretary	Mrs Sarah Townes
Telephone Number	0216894164 (ext 201)
Email Address	admissions@sacollege.org.za
Postal Address	Newlands Avenue, Newlands, 7700
Physical Address	Private Bag, Newlands 7700

2. COMMITMENT TO FAIR PRACTICES

- 2.1. The School aims to provide an environment where the race, language, culture, religion and socio-economic circumstances of each learner do not act as unreasonable barriers to him accessing or progressing in any aspect of school life.
- 2.2. The School is committed to ensuring that no form of unfair discrimination against any applicant is practiced during the School's admission process.
- 2.3. Any learner admitted to the School will have full access to the official school programme (as defined in clause 2.4 below) and will not be subjected to the following on the basis that his parents are unable to pay the required school fees:
 - suspended from any classes;
 - subjected to any form of abuse;
 - denied access to any nutrition programme for which he qualifies;
 - denied his school report, examination results, transfer certificate or any other document or information that forms an integral part of the education of the learner; or
 - denied access to the sporting, cultural, service and social activities offered by the School.
- 2.4. For the purposes of this policy, the official school programme shall include all academic, sporting, cultural, service and social activities offered by the School.
- 2.5. The commitments made in terms of clause 2.3 shall not apply to activities or events which do not form part of the official school programme. Without limiting the generality of this clause 2.5, grade socials (including matric dances and the like) and school tours shall not form part of and are in addition to the official school programme.

3. LANGUAGE OF LEARNING AND TEACHING

- 3.1. The language of learning and teaching at the School was determined by the governing body of the School in accordance with Section 6(2) of the South African Schools Act.
- 3.2. In its language policy, the governing body of the School has determined that the language of learning and teaching at the School will be English.
- 3.3. All learning and teaching at the School will generally take place through the medium of English.
- 3.4. Learning and teaching in a specific language subject may take place through the medium of that particular language and English (whatever is appropriate and necessary to ensure that the curriculum is covered adequately).
- 3.5. Each applicant for admission to the School must indicate on the prescribed admission application form the preferred language of learning and teaching for the learner to assist the School in understanding the language preferences of all learners admitted to the School.
- 3.6. The School will promote multilingualism as far as this is possible and necessary by offering Afrikaans, Xhosa and French as additional language subjects.

4. CAPACITY OF THE SCHOOL

- 4.1. The governing body of the School has duly determined the total capacity of the school to be 850 learners with an average of 170 learners per grade across five grades (being Grades 8 to 12).
- 4.2. The governing body of the School considered all relevant factors in determining the capacity of the school, including but not limited to the following:
- The number of classrooms in the School;
 - The size of each classroom in the School;
 - The number of teachers available at the School;
 - The financial capacity of the School;
 - The need to provide all teaching staff with a common area and a work area on the premises of the School;
 - The need for designated work areas for the exclusive use of the School's administration, management and maintenance teams;
 - The need to designate space for facilities that support the delivery of quality education at the School, including a library, science and biology laboratories, computer laboratory, art room and music facilities; and
 - The need for space suitably developed for all sports, cultural and social activities offered at the School, including sports fields, drama facilities and a school hall.
- 4.3. The capacity of the School may be adjusted by the governing body of the School in line with any changes that are effected to or directed at the financial capacity, infrastructure, curriculum programme and personnel of the School from time to time.

5. CRITERIA FOR ADMISSION

- 5.1. The selection of learners for admission to the School shall be based on an assessment of the following factors (in no particular order):
- 5.1.1. Whether a complete admission application (being a complete set of all documentation and information requested in terms of clause 8 below) has been submitted;
 - 5.1.2. Whether the learner has met the promotion requirements for the grade immediately below the grade to which the admission application relates;
 - 5.1.3. Whether there are places available at the School given the capacity of the School set out in clause 4 above;
 - 5.1.4. Whether the School is able to meet the educational needs of the learner (including but not limited to any special education needs of the learner);
 - 5.1.5. The age of the learner. Learners who are more than two years older than the statistical age norm per grade will not be admitted to the School unless exceptional circumstances require otherwise. The statistical age norm per grade is calculated by adding six to the grade number (e.g. Grade 8 + 6 = 14 years old);
 - 5.1.6. The willingness of the learner to participate in and add value to all areas of school life;

- 5.1.7. Whether admission to the School would be in the best interests of the learner given that all learners are required to participate in the academic, sporting and cultural programme of the School and given the need to ensure that:
- the academic aptitude of the learner is appropriate for entry into the particular grade to which the admission application relates; and
 - the learner will be able to balance the academic demands of the School with all other demands of the School, including the demands associated with a learner's participation in sporting, cultural and service activities;
- 5.1.8. Whether the learner will benefit from the programme of the School given his proficiency in English, being the language of learning and teaching at the School. The inability of a learner to communicate effectively in English may place an unreasonable limitation on his academic progress at the School and could therefore result in the learner not being admitted to the School. and
- 5.1.9. Whether the learner shows a willingness to work hard to achieve excellence in his academic outcomes.
- 5.2. Any learner who receives a scholarship or bursary of any kind that is recognised by the School and that is conditional upon him being in attendance at the School must meet the criteria for admission set out above.
- 5.3. Please note that although preference will be given to learners attending the South African College Junior School, such attendance does not in any way guarantee his admission to the School.
- 5.4. The governing body of the School has determined that the Headmaster shall have the discretion to admit learners subject to the provisions of this policy. The absence or presence of any of the factors set out in clause 5.1 above does not mean that a learner will be refused or guaranteed admission to the School.

6. CRITERIA FOR SELECTION WHERE THE SCHOOL IS OVERSUBSCRIBED

- 6.1. Where the number of applicants exceeds the number of places available at the School or in a particular grade, applicants who meet the criteria for admission set out in clause 5 above will be considered and placed in the following order, unless admission to the School would not be in the best interests of the learner(s) concerned:
- 6.1.1. Preference will be given to learners who are siblings of current learners at the School. The School does not give preference to learners whose parents went to the School and/or learners whose older siblings went to the School in the past but who are not current learners at the School;
- 6.1.2. Preference will be given to any learner who has received a scholarship or bursary of any kind that is recognised by the School and that is conditional upon him being in attendance at the School;
- 6.1.3. Learners of compulsory school-going age who will not be more than two years older than the statistical age norm for the relevant grade in the year of admission will be given preference over learners who are not of compulsory school-going age and who are underage;

- 6.1.4. Learners of compulsory school-going age who will not be more than two years older than the statistical age norm for the relevant grade in the year of admission will be given preference over learners who are not of compulsory school-going age and who are overage. Any learners who are above the compulsory school-going age but who have not completed Grades 10 to 12 shall be referred to an Adult Basic Education and Training (ABET) centre, a Further Education and Training (FET) college or a similar institution;
- 6.1.5. Applications received by the closing date referred to in clause 10 below will be given preference over late applications; and
- 6.1.6. All other applicants who meet the admission criteria set out in clause 5 above.

7. CRITERIA THAT WILL NOT BE USED FOR ADMISSION PURPOSES

- 7.1. Without limiting the scope of clause 2 above, no learner shall be refused admission to the School on the basis of his race, home language, academic performance, religious beliefs, cultural beliefs, or his socio-economic status.
- 7.2. No learner will be refused admission to the School where:
 - 7.2.1. The learner's parents cannot pay the school fees payable (if any) and/or have applied or intend to apply for a fee exemption;
 - 7.2.2. The learner's parents do not support the mission statement of the school; or
 - 7.2.3. The learner's parents refuse to waive any claim for damages arising out of the education of the learner.
- 7.3. Except where the School is required to determine the placement of a learner in a specific course or programme (including but not limited to a technical field of study, dance or music), a learner will not be tested as part of the admission process. A learner will only be required to undertake a suitable test if this is in the educational interest of the learner; will assist in deciding how best to place the learner; and has the prior approval of the Head of the Western Cape Education Department.
- 7.4. With reference to clause 3 above and subject to clause 5.1.8 above, no learner will be refused admission to the School on the basis that his home language is not English where:
 - 7.4.1. the School has a place for the learner in the relevant grade; and
 - 7.4.2. English is the preferred language of learning and teaching for the learner.
- 7.5. No registration charge, application fee, administration fee or the like is payable when applying for admission to the School.

8. DOCUMENTS AND INFORMATION REQUIRED FOR THE ADMISSION OF A LEARNER

8.1. All applications for admission to the School must be made in writing and may be submitted by hand or by post. The following documents must be submitted on or before the closing date indicated in clause 10 below:

8.1.1. The School's **prescribed application form** completed and signed by the learner's parents (a copy of which is attached or available from the School office). In the case of divorced or separated parents who are responsible for the learner's education and who have the legal authority to apply for admission to the School, it is the responsibility of the parent applying at the School to obtain a signed copy of the application form from their divorced or separated partner. Should the written consent of their divorced or separated partner not be required or not be possible to obtain, the parent applying at the School must provide written proof of this fact (e.g. consent paper / order of court / written affidavit signed before a Commissioner of Oaths, which document must explain why such consent is not required or cannot be provided).

8.1.2. A copy of the **learner's birth certificate**. Where a copy of the learner's birth certificate is unavailable at the time that the admission application is submitted, the School may admit the learner to the relevant grade, provided that the applicant provides written proof that application has been made to the Department of Home Affairs or other relevant authority for the learner's birth certificate;

8.1.3. **Proof that the learner has been immunised** against the following communicable diseases:

- Polio
- Measles
- Tuberculosis
- Diphtheria
- Tetanus
- Hepatitis B

If proof of immunisation cannot be provided, parents must seek guidance from the School on how to arrange for the learner to be immunised. Once proof of immunisation is obtained and submitted to the School, the application for admission in question will be processed;

8.1.4. An **original transfer card** for the learner where he/she is transferring from one school (independent or public) to the School. Should the transfer card be unavailable, the applicant must provide the School with one of the following:

- The latest original report card (or equivalent document) issued by the previous school; or
- A written affidavit of the parent signed before a Commissioner of Oaths (stating the reason for not having a transfer card and the grade the learner attended at the previous school);

8.1.5. A **copy of any reports that will assist the School in understanding the educational needs of the learner**, including, for example, physiotherapy reports, speech reports, occupational therapy reports and remedial reports; and

8.1.6. **Proof of the residential address(es) of the learner and both parents** (which proof may include a copy of a title deed, existing lease

agreement and/or utility bill or bank statement not older than three months).

- 8.2. Please note that it is an offence to provide false information regarding the age of a child.
- 8.3. The School reserves its rights to verify all information and documentation supplied by an applicant for admission and reserves its rights to take legal action against any applicant who intentionally provides false information and documentation.
- 8.4. Should parents not wish to immunise any of their children against any of the communicable diseases listed in clause 8.1.3 above, they may apply to the Head of the Western Cape Education Department for permission not to immunise their children. Pending the decision of the Head of the Western Cape Education Department, the learner will not, in the health interests of other learners, be admitted to the School.
- 8.5. Learners who are moving from a home school environment to the School need to submit all documents listed above, except the transfer card.
- 8.6. Learners who are not citizens of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs or whose parents have been recognised as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998, as amended) may apply for admission to the School. All documents listed above must be submitted as part of the admission application, as well as a certified copy of the parents' residence permit(s).
- 8.7. Learners or their parents who are not citizens of South Africa and who entered South Africa on a study permit may apply for the admission of the learner to the School, provided that all documents listed above are submitted as part of the admission application with a certified copy of any study permit held by the learner.
- 8.8. Learners who are not citizens of South Africa, who are not in possession of a study permit and whose parents are not in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs or whose parents have been recognised as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998, as amended) may apply for admission to the School, provided that all documents listed above are submitted as part of the admission application with proof that the parents have taken formal steps to legalise their stay in South Africa.

9. SCHOOL FEES

- 9.1. The governing body of the School understands and accepts that:
 - 9.1.1. the State cannot provide all resources required to achieve and maintain a well-functioning and high-performing schooling system;
 - 9.1.2. the School shall therefore take all reasonable measures within its means to supplement the resources supplied by the State in order to improve the quality of education provided by the School;

- 9.1.3. the School is required to raise additional funds through the active involvement of parents who are given opportunities at general parent meetings to vote on matters concerning the governance and budget allocation of the School; and
- 9.1.4. school fees payable in respect of each learner admitted to the School shall be determined by the governing body of the School with the approval of a majority of parents attending a general parent meeting (which meeting shall be arranged each year by the governing body of the School).
- 9.2. Where an application for admission to the School is successful and the applicant accepts the place offered, the parents concerned are under a statutory duty to pay the relevant school fees unless they have been totally exempted from paying all of the fees payable pursuant to clause 9.5.
- 9.3. A schedule of the annual school fees payable to the School for the relevant year of admission is attached / included in the admission application form and is also available from the office at the School.
- 9.4. The school fees payable by parents for a particular grade will be the same across that grade and will not vary according to the curriculum or extramural curriculum choices made in respect of each learner within that grade. This does not exclude the possibility of differential fees for different grades.
- 9.5. Parents have the right to apply for an exemption from paying the annual school fees. A copy of the School's Fee Exemptions Policy and the relevant application form can be obtained from the School's Fee Exemptions Manager or any person designated as such.

Name of Fee Exemptions Manager	Mrs Debbie Gartshore
Telephone Number	021-6894164 ext 218
Fax Number	021-6852669
Email Address	gartshored@sacollege.org.za
Postal Address	Private Bag, Newlands, 7700
Physical Address	Newlands Avenue, Newlands, 7700

10. CLOSING DATE FOR ADMISSION APPLICATIONS

The **closing dates for the submission of admission applications** are as follows:

- 10.1. All applications for admission to Grade 8 for a particular year must be submitted to the School in the first school term in the immediately preceding year as advised by the School on its website or in notices issued by the School from time to time.
- 10.2. All applications for admission to any other grade offered by the School may be submitted at any time during the school year and will be considered in

accordance with the admission criteria set out in this policy as and when a place in the relevant grade becomes available.

11. PROCESS TO BE FOLLOWED

- 11.1. Subject to the provisions of this clause 11, the School will process all applications as follows:
 - 11.1.1. The School will consider all admission applications received to determine whether the learners concerned are eligible for admission to the School in terms of the admissions criteria set out in clause 5 above;
 - 11.1.2. The School shall apply the provisions of clause 6 above where the School receives more admission applications for a particular grade than there are places available in that grade; and
 - 11.1.3. The Headmaster shall then make the necessary decisions pursuant to clause 5.4 above.
- 11.2. Learners who are eligible for admission to the School may be invited to attend an interview.
- 11.3. An interview is not a precondition for admission to the School and is intended only to assess the school readiness of the learner and whether he would benefit from the programme of the School given his proficiency in English, being the language of learning and teaching at the School. School readiness and language proficiency are important to the academic progress of any learner at the School.
- 11.4. Given the purpose of an interview set out in clause 11.3 above, not all applicants will be invited to an interview and not all applicants interviewed are guaranteed admission to the School.
- 11.5. The School will consider all late applications received after the relevant closing date indicated in clause 10 above only if all applications received by the relevant closing date have been dealt with and there are still places available at the School.
- 11.6. While the School will consider all admission applications it receives and ensure that the School accommodates learners wherever possible and appropriate, all parents are strongly encouraged to apply to other schools to ensure that their children are ultimately placed in a suitable school.
- 11.7. By the 22nd June 2018, the School will send all applicants a letter confirming whether their admission application has been successful or unsuccessful.
- 11.8. **Where an application for admission is successful, parents will be required to accept the place offered to the learner concerned in writing and by paying a deposit of R2,800.00 by the date indicated in the letter of acceptance issued by the School.** This deposit will be deducted from the school fees payable for the first school term in which the learner attends the School. The School reserves its right to offer the place to another learner should a successful applicant not accept an offer made by the School and pay the deposit by the stipulated deadline. Late responses and/or late payments received by the School may be reconsidered if there are still places available in the relevant grade.

- 11.9. If the School declines an application for admission, the applicant may request reasons for such decision from the School. These reasons will be provided in writing by the School within a reasonable time after receiving the applicant's request.
- 11.10. Should an applicant not be satisfied with the decision of the School not to admit the learner (including the reasons for such decision), they may appeal against the decision, in writing, to the Provincial Minister / MEC for Education.