



## ADMISSION POLICY

Adopted by the Board of Directors on: 01 September 2019

Principal: Mrs. M M Nel

### PREAMBLE

1. The Board of Directors of Educato Academy has accordingly constituted the following as the Admissions Policy of the school, in the belief that its provisions are consistent with:
  - i. The Constitution of the Republic of South Africa Act 108, 1996;
  - ii. The National Education Policy Act 27, 1996
  - iii. The South African Schools' Act 84, 1996 and subsequent amendments
2. In applying the admission policy, we strive to provide for the quality educational needs of our learners in their best interests and without discriminating unfairly in any way. In this endeavour, the safety, well-being, and best interests of the learners are of paramount importance when determining acceptance of applications to the school.
3. Nothing in the Application for Admission Form, should be interpreted as a representation or warranty made by the School that your child will be admitted to and enrolled with School.

### ADMISSION PRINCIPLES

4. No Applicant Learner may be refused or discriminated against on the grounds of race, religion, or culture.
5. Educato Academy is a Christian School, and no learner will be exempted from related activities.
6. Educato is an Independent Primary School dedicated to delivering accessible, high-quality education that aligns to the Curriculum Assessment Policy Statements (CAPS).
7. Learner must be conversant and teachable in English.
8. Learner must be able to function within the School Rules, Ethos and Code of Conduct of the school.

9. The age of the learner should not exceed two years above the chronological average age of the Grade, in instances where learner have been required to repeat a year.
10. The Education Laws Amendment Act of 2003 provides that the admission age of a Learner for Grade R is “*age four turning five by 30 June in the year of admission*”; and Grade 1 is “*age five turning six by 30 June in the year of admission*”. However, the school’s experience has been that it benefits children to enter Grade 1 in the year they turn seven. **Children are therefore given preference for admission to:**
  - i. **Grade R** in the year they turn six; and
  - ii. **Grade 1** in the year they turn seven.
11. Learners who have attended Exclusive Kids Academy Pre-School receive preferential placement in Educato Academy for GR.R. Although, admission to Educato Academy is not automatic, it is subject to the condition that the learner meets the school readiness requirements of Educato Academy.

## **LANGUAGE OF INSTRUCTION**

12. Educato Academy is an English Medium School, with English being the language of instruction and Afrikaans being the First Additional Language. Learners should be proficient in English. An additional language is offered only with the objective to expose our learners to the language at an entry level only.

## **ADMISSION OF NON-CITIZENS**

13. Children of parents who are not South African citizens will be considered for enrolment, subject to the relevant legal documentation being in order at the time of application, and at all times during the course of their enrolment.
14. For children who are holders of a permanent residence permit – a certified copy of the permanent residence permit of the applicant and the applicant’s parents
15. For children who are holders of a refugee permit - a certified copy of the refugee permit for the applicant and the applicant’s parents. Should the refugee permit expire prior to completion of the child’s studies suitable proof of application for an extension should be provided to the school three months prior to its expiry and the school should be notified of the result of the application as soon as it has been decided.
16. In all other cases – a certified copy of the temporary residence document for the applicant and the applicant’s parents.

## **INCOMPLETE OR IRREGULAR APPLICATIONS**

17. An application will be rendered null and void if:
  - i. the prescribed form is not completed in full;
  - ii. the supporting documentation is not attached; or
  - iii. the content is misleading or misrepresents the facts.

## **LATE APPLICATIONS**

18. Applications submitted after the applicable closing date will only be considered:
  - i. After the applications received by the closing date have been processed; and
19. If there are still places available at Educato Academy

## BUILT-IN DISCRETION OF THE PRINCIPAL

20. The admission and enrolment of learners to the School is at the discretion of the Executive Principal, acting in terms of the School's Admission Policy, who may refuse a learner's admission to the School without giving reasons therefore and may grant temporary or provisional enrolment to the School subject to such further terms and conditions which the executive principal may impose. The executive Principal may, at his/her sole discretion, cancel any admission application, enrolment, registration, or re-registration in accordance with the Rules.

## APPLICATION DOCUMENTS AND PROCEDURE

### STEP 1

21. An application for the admission of a Learner to Educato Academy is made to the Principal. The Parent(s) applies for admission by presenting the required compulsory documents, including:
- i. Application for Admission Form (Fully Completed)
  - ii. Learners Birth Certificate (Copy)
  - iii. Learners Immunization Card (Copy) - *Proof that the learner has been immunised against: polio, measles, tuberculosis, diphtheria, tetanus, and hepatitis B.*
  - iv. Parent(s) ID Document / Passport (Copy)
  - v. Account Holder's ID Document / Passport (Copy)
  - vi. Proof of Residence (Copy - Not Older than Three Months, e.g. Utility Bill)
  - vii. Report Card (Copy of latest)
  - viii. Confidential Report (Completed by the learner's current school)
  - ix. Medical Aid Card (Copy – if applicable)
  - x. ID Photos of the learner (Two Copies)
22. Each parent, alive and of full capacity, must complete the Application for Admission Form and sign the Contract. If one parent is the custodian parent, then the non-custodial parent, if not a signatory, must affirm in writing his or her consent hereto as a pre-condition.
23. If parents are divorced or separated and a parent is unable to contact the other parent for their personal or financial information or signature, or in any circumstances where only one parent has applied for admissions for their child, an affidavit must be produced by the applicant parent detailing the circumstances.
24. If a child is adopted, parents must supply a copy of the adoption order with the application.
25. The applicable **Application Fee** must be paid upon submission of the Application for Admission Form. (*See Clause 6 of Terms and Conditions*)

### STEP 2

26. Educato Academy will review your Application for Admission Form and will contact you to schedule a date for the prospective learner to attend Educato Academy for one day as part of the application process, the prospective learner will have the opportunity to meet the Educators and socialize with their peers. During class time the prospective learner will complete an **Academic Assessment** with one of the Educators.
27. Only after this process will Educato Academy contact you as to the success of the application.

### **STEP 3**

28. You will be required to pay the applicable **Registration Fee** for the Grade, and the tuition fees in advance when they become due.
29. Submission of the Transfer Card for the Learner if he or she is currently enrolled at another school.
30. Complete a Debit Order Form should you have selected the 15th of each month as your payment date.

### **THE FOLLOWING CRITERIA APPLY AT EDUCATO ACADEMY**

31. If application is made for a class which is full, the applicant will be placed on the list of applicants and will only be assessed when a space becomes available.
32. School fees are payable by Debit Order, EFT, Speed Point, or Cash at Reception by the Account Holder. If fees are not paid, the school has the right to:
  - i. Suspend the learner from the school premises and all academic and other school activities until the outstanding payment(s) are received by Educato Academy.
  - ii. Charge interest on overdue accounts.
  - iii. Instruct attorneys to recover the outstanding amounts and all cost and collections charges, which will be for the account of the signatories.
  - iv. Report signatories whose accounts are overdue to a credit bureau. – This will only be done after due notice.

**END**

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