



## **ADMISSIONS POLICY**

### **1. ACCESS**

Northland School is open to all children and does not discriminate on the basis of race, nationality, gender, age, colour, status, language, religion, culture or disability. The school admits learners of any race, colour, national and ethnic origin to all the rights, privileges, programmes and activities generally accorded to, or made available to, the learners at the school. It does not discriminate on the basis of race, colour, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and bursary programmes, sports and other school-administered programmes.

### **2. SELECTION CRITERIA**

Northland School reserves the right to enroll learners of its choice, but shall do so in accordance with selection criteria, which will include:

- a. Recognition being given to the earliest dated provisional application forms.
- b. Recognition of having siblings at the same school.
- c. Academic suitability and ability of the applicant to benefit from and contribute to life at Northland School.
- d. Assessment of the credit-worthiness of the parents.
- e. Preference being given to children of staff of Northland School.
- f. No serious learning disabilities. i.e. Disabilities that cannot be accommodated by the school and required specialized facilities and care. Each case will be assessed individually by the Principal and Board.
- g. Compatibility with Northland School's culture and values.

### **3. AGE OF ENROLMENT**

- a. A learner will not be accepted into a grade in which they are two or more years older than the accepted age for that grade at the discretion of the Principal.
- b. The admission age of a learner to Grade 1 is not less than age five (5) turning six (6) by 30 June in the year of admission.
- c. Any learner who is 2 years or older than the average class age will not be accepted for re-admission in the case of failing a year. Behaviour and attitude will be carefully observed.

#### **4. CHRISTIAN EDUCATION**

Northland School accepts children of all religions and denominations, however Northland School is a Christian school and your child will receive and participate in compulsory Bible Education and Assemblies on a regular basis under the School's Christian ethos.

#### **5. SPECIAL NEEDS**

The school does not have the facilities or staff to deal with special needs / remedial education. If a child needs specialist care, the school will recommend that parents enrol him/her at a suitable facility.

#### **6. APPLICATION PROCESS**

- a. Parents will be required to complete an Application Form for their child/ren which also forms part of the Enrolment Agreement if their child is accepted at the school.
- b. An Application Fee is payable with the return of the Application Form.
- c. Upon application for a place at the school, the language proficiency and academic ability of all new learners will be determined by a PLACEMENT TEST to ensure correct placing in the relevant grade.
- d. The parents and child will be required to participate in an interview with the Principal or a delegated staff member.
- e. On successful admission, the official Enrolment Agreement and indemnity form must be completed and signed by the parent/guardian. Parents must also endorse the Christian ethos of the School and parents (in the case of younger learners) / learners will be required to sign a commitment to abide by the school's code of conduct and disciplinary system.
- f. On successful admission, the parents will be required to supply all the relevant documentation and fees before a place at the school is secured.
- g. No admission will be permitted without the learner's previous report card and contact with their previous school by Northland School.
- h. Financial screening of the parents of all learners will be carried out prior to acceptance.
- i. All learners must have undergone all the government required immunizations as a minimum.
- j. All parents will be required to attend Parent Orientation.

#### **7. ENROLMENT FEE**

- a. A non-refundable Enrolment fee is payable with the return of the enrolment form, before the learner can be accepted into the school.
- b. One Enrolment fee will be charged per family enrolling their children during the same enrolment period if there is more than one sibling being enrolled at the same time.
- c. Parents will be required to pay a separate enrolment fee for another child being enrolled at a later date.

## **8. IMMIGRANTS**

Immigrants must meet the entrance requirements (see above). In addition, the following conditions apply:

- a. Immigrants must be in possession of a legal South African student visa.
- b. A proficiency test in English must be passed.

## **9. DOCUMENTS & ITEMS REQUIRED**

The following documents are required to accompany the application form:

- a. Certified copy of child's Birth Certificate / ID Document
- b. Certified copies of both parent's / guardian's Identity Documents or Passports (if not South African citizen)
- c. Copy of child's Vaccination Records / Immunization Card
- d. Copy of child's Residence / Study Permit, if foreign
- e. Copy of child's FINAL Progress Report once available
- f. Transfer Document from previous school once available
- g. Copy of child's most recent School Report
- h. Copy of parent / guardian's Pay Slip
- i. Copy of two consecutive and recent bank statements
- j. Copy of both sides of Medical Aid Card
- k. Two head and shoulders photographs of child
- l. R100 non-refundable application fee

**The Board reserves the right of admission of learners to the School.**