

SHANGRI-LA ACADEMY



ENROLMENT POLICY

Revised 2008

09. POLICY ON ENROLMENT

POLICY ON ENROLMENT OF NEW PUPILS

1. THE PURPOSE OF THIS DOCUMENT

The purpose of this policy document is to promote and to facilitate the admission of students to the Academy.

2. FUNDAMENTAL PRINCIPLES

The fundamental principle of admission to basic education to all is guaranteed by the Constitution. Every child has the right to access to basic education and the right to equal admission to all public educational institutions as determined by the Constitution, Educational Law and the South African Schools Act. No student may be turned away or refused admission to a school on the basis of race, gender, sex, ethnic or social origin, religion, colour, sexual orientation, age, disability, conscience, belief, culture, provable inability to pay school fees and language preference.

Subject to the Schools Act, and any applicable provincial regulations, the Board of Governors shall determine the admissions policy of An Independent School.

3. COMPULSORY ATTENDANCE

3.1 Subject to the Law and any other applicable regulations, every parent of a child, shall cause the child to attend a school from the first school day of the year in which he or she reaches the age of seven years until the last school day of the year in which the child attains the age of fifteen years or the ninth grade.

3.2 The Minister determines, by notices in the government gazette, the ages for compulsory attendance of schools for students with special educational needs.

3.3 If, according to the sub-regulations of the Schools Act, a child is of school going age and the parent omits or neglects to enrol the child in a school, the Head of Department could:

- investigate the circumstances of the student's absence from school;
- take the applicable steps to set the matter in order;
- serve a written notice to the parent of the learner to claim the fulfilment of the parents obligation towards the child;

subject to the Law and any other applicable regulations.

3.4 Any parent, without decisive reason and after receiving a written notice from the Head of Department, neglects to give heed to the notice, such parent after being found guilty of an offence could be subject to a fine or a prison sentence for a period not exceeding six months;

- 3.5 Any other person who without decisive reason, withholds a child from attending school, such a person after being found guilty of an offence could be subject to a fine or a prison sentence for a period not exceeding six months;

4. EXEMPTION FROM COMPULSORY SCHOOL ATTENDANCE

- 4.1 The Member of the Executive Council may exempt a student entirely, partially or conditionally from compulsory school attendance if in the opinion of the Member of the Executive Council it is in the best interest of the student;
- 4.2 The Head of Department shall maintain a register of all students exempted from compulsory school attendance.

5. CURRENTLY ENROLLED STUDENTS

Students who are currently enrolled at Shangri-La Academy (with the exception of students currently in Grade 12) must confirm their attendance at the Academy for the following year, before the end of the third term of the current school year.

6. REGISTRATION OF NEW STUDENTS

- 6.1 A person who wishes to attend Shangri-La Academy for the first time at the beginning of any given school year, must register at the Academy between August and the end of October of the preceding year. Initial registrations may be made in person, or by completing an e-mail available form with details of the potential student.
- 6.2 For student applications made more than a year in advance, and for students who cannot immediately be accommodated at the Academy, the parents/guardian must confirm, telephonically, each subsequent year, that the student's name must be kept on the wait-list.
- 6.3 Parents of potential first-time enrolments will be required to be interviewed by the Principal, who will acquaint the prospective parents with the ethos, traditions and value systems of the Academy, in order that they may be able to make an informed choice as to which school will be the most suitable for their child.
- 6.3 Preference will be given to students applying for enrolment and who have successfully passed the required entrance examination, according to the following criteria:
- First - Siblings of students already enrolled at the Academy.
Second – Strictly according to waiting lists.

7. AGE NORMS FOR THE ADMISSION OF STUDENTS

- 7.1 Ordinarily, a student may only be admitted to Grade R in the year in which he or she turns Six (6). However, a student may, be admitted in the year in which he or

she turns Five (5), providing that all students turning Six have already been accommodated, and providing that such a student is proved school ready.

7.2 The statistical age norms per Grade are the Grade Number + 6

Grade 1 + 6 = age 7

Grade 7 + 6 = age 13 etc.

7.3 Students who are too old:

When the parent of a student lodges an application for admission to a school and such student is three or more years older than the average for the particular grade group, the Headmaster will refuse the application.

7.4 It must be remembered that certain compelling educational motivations exist why students should be within a certain age group for a specific grade. Students of school age who didn't attend school for a period of time, or students who never attended school, must be brought to the attention of the GDE District Co-ordinator.

7.5 If the Headmaster is of the opinion that a student is not of school going age and the parents can't furnish documentary proof of the child's age, the Headmaster could refuse the particular student admission to the school. The Headmaster must ensure that the family is informed of the official means that exist through which they could approach GDE District Office in this regard.

8. RESPONSIBILITY FOR ADMINISTRATION OF ADMISSIONS

The Headmaster and the Admissions Secretary will be responsible for the administration of admission to the Academy.

9. ENROLMENT PROCEDURE

9.1 Parents wishing to enroll their children are to be placed on a waiting list. If a parent is unsuccessful in acquiring a place in the Academy for any given year, they should contact the Academy at the beginning of February each year, to instruct the Admissions Secretary whether, or not, to carry their child(ren)'s names forward to the following year's and grade's waiting list.

9.2 Should space exist and they are first on the list, they are to be instructed to pay the prescribed testing fee and hand in any previous reports that may be available at the office.

9.3 On receipt of the testing fee, the admissions secretary is to arrange testing with our selected psychologist to determine the student's ability.

9.4 On receipt of the results, the Headmaster or Principal will make the decision as to whether we can accept the applicant or not. The Headmaster or Principal may require a parental interview with the parents and/or student.

9.5 The Admissions Secretary will inform the parents of the Academy decision, and, if the student can be accepted, she will instruct the parents to come to the Academy to

complete the necessary administration. She is also to instruct them to bring the required Cautionary Deposit fee with them.

- 9.6 When the parents arrive, they are to complete all administrative forms.
- 9.7 On completion of the forms, they are to take the enrolment letter to the Bursar and pay the required Cautionary Deposit. The Bursar will then complete her section of the application letter and sign it.
- 9.8 After the admission secretary is satisfied that all administration is complete, she is to sign the admission letter, make a copy for the Academy records, and hand the original to the parents as proof of enrolment.
- 9.9 Only now is the student enrolled at Shangri-La Academy.

10. DOCUMENTATION REQUIRED FOR ADMISSION OF LEARNERS

- 10.1 Any parent / guardian applying for the admission of a child as a student to Shangri-La Academy, must complete the application form and present it, together with the following documents (originals or certified copies only will be accepted):

Birth certificate

5-year Immunization Certificate

Mother and Father's Identification Documents

Proof of application for citizenship or a study permit, if the applicants are immigrants

And if the student is currently enrolled at another school

A transfer card from the respective school

A report from that school in respect of the last term of enrolment

It should also be asked if the student has been suspended from his / her previous school.

Students who cannot furnish any of the above documentation must present such documentation before the end of the first term of enrolment.

- 10.2 The Headmaster will assess the authenticity of all documents. Should any of the documents, or the information contained therein, be found to be false, the registration of the student will be nullified, and the student instructed to leave the Academy.
- 10.3 Once a student has been enrolled, the Student Profile, or Cumulative Record, or Tutor Card, or ED LAB, must be requested by the Academy from the previous school, or in the case of first-time enrolments, such documentation must be initiated.

11. WHEN IS THE ACADEMY FULL?

The maximum optimum use of classroom accommodation is a key aim of the admissions policy. The following aspects must be considered in this regard:

11.1 According to the Agreement of Tuition, a maximum of 26 students may be accommodated in a class.

11.2 The aim must be to accommodate 25 students in a class to make provision for repeaters.

12. ENROLMENT WAITING LISTS

The Academy administration will compile and maintain a Waiting List for students who cannot immediately be accommodated:

If vacancies arise, applications will be processed strictly according to these Waiting Lists. Should a parent not accept the offered position at this time, they will move to the back of the waiting list.

13. SCHOOL FEES

As an Independent School, the payment of school fees are compulsory and the Board of Governors determines the amount of school fees. Thus, parents who enrol their children in this Academy are legally liable for the payment of the school fees.

14. REFUSAL OF ADMISSION OF A STUDENT

The Headmaster has the right to refuse an application at his discretion.

15. CONCLUSION

It is important to reiterate that the purpose of this policy is to facilitate the admission of students to the Academy and the suggested procedures should not be used to hinder the admission of a student.