

# EZEKIEL CHRISTIAN SCHOOL

“ GOD STRENGTHENS”



## ***THE ADMISSIONS POLICY***

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# The Admissions Policy

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## 1. Purpose

The Admissions Policy is one of the critical guiding documents of [Name of School]. It seeks to ensure:

- a. That there is no unfair discrimination in the admission of learners to the school.
- b. That no learner is unlawfully refused admission to the school.
- c. That the administrative procedures for admission to the school are clearly defined and known to all affected parties.
- d. That the admission of learners to the school is carried out in a smooth and professional manner.

## 2. Preamble

The South African Schools Act, (SASA) No. 84 of 1996, provides the framework for the SGB of a school to establish and adopt an admission policy for its school. The policy shall be in line with the directives of the Constitution of the Republic of South Africa.

## 3. Our Vision

Developing and promoting tomorrow's leaders with Christlike character in their attitudes and actions.

## 4. Our Mission

Providing a relevant Biblically-based quality individualised education producing Christlike leaders.

## 5. Our Values

Godly Character

Servanthood

Integrity

Excellence

Unity

Accountability

## 6. The School Statement of Faith

The School Statement of Faith has to be signed together with all the admission forms by the parents and filed by the school accordingly in line with the security of personal data as per POPI Act.

The school has a right to follow its own ethos and belief system (Christianity) and only accept those who are in alignment or accept the faith. Unwillingness to sign the Statement of Faith would automatically disqualify or exclude a child from admission.

## 7. Rights of learners to admission

- a. No learner shall be denied admission to the school on the basis of gender, race, colour, creed, or cultural background.
- b. No learner shall be denied admission to the school on the basis of the bad behaviour of his brothers/sisters who were previously admitted to the school.

## 8. Age norms

- a. Learners admitted to the school in **Grade RRR must be 3 years old turning 4 years** in the year of admission. The learner must also be 100% potty trained.

Learners admitted to the school in **Grade RR must be 4 years old turning 5 years** in the year of admission.

Learners admitted to the school in **Grade R must be 5 years old turning 6 years** in the year of admission. Any learner applying for **Grade R will be tested** to determine if the student is ready for Grade R. Learners must have a **test score of 80%** to be accepted in Grade R.

Learners must preferably speak English.

Learners admitted to the school in **Grade 1 must be 6 years old turning 7 years** in the year of admission. Learners who are age ready for Grade 1, but **cannot speak or understand English will not be accepted in Grade 1**. Such a learner will be placed in Grade R. Any learner applying for **Grade 1 will be tested** to determine if the student is ready for Grade 1. Learners must have a **test score of 90%** to be accepted to Grade 1.

- b. Learners admitted to a school at **an age above the age norm for a grade**, will undergo a **diagnostic test** to determine their appropriate Grade level. As far as possible they will be placed in a fast-track facility, or with his or her peer group, unless it is not in the educational interest of the learner. In the latter case, the learner will be placed in a suitable lower grade, and an accelerated program will be worked out for the learner to enable him or her to catch up with the peer group as soon as possible.

- c. Children with **special needs** may also be accommodated provided it is within the school's capacity to cater appropriately for the learners educational and other needs (e.g., any physical impairment).

## **9. Admission procedures**

### **9.1 Responsibility**

A parent must complete an application form for admission, which is made available to him or her by the office of the school together with the school statement of faith, the admission policy and the code of conduct for learners of the school. The office ensures that parents are given whatever assistance they may require to complete the forms.

- a. When a parent applies for admission of a learner to the school, the parent must present an official birth certificate of the learner to the principal of the school. If the parent is unable to submit the birth certificate, the learner cannot be admitted until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs. The principal must advise parents that it is an offence to make a false statement about the age of a child. (See Births and Deaths Registration Act, 1992, No. 51 of 1992).
- b. On application for admission, a parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. If a parent is unable to show proof of immunisation, the principal must advise the parent on having the learner immunised as part of the free primary health care programme.
- c. When a learner transfers from one school to another, the principal must complete a transfer card and hand it to the parent, or forward it to the principal of the receiving school. (Note: the learner's permanent record remains with the school and is not passed on to the receiving school.) The learner's transfer card must be attached to the application form for admission to the receiving school.
- d. It is the responsibility of the office to verify and ensure that all learners enrolled in the school appear in the school's database.

### **9.2 Admission of foreign learners**

- a. The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.
- b. A learner who entered the country on a study permit must present the study permit on admission to the public school.

- c. Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

### **9.3 Admission of learners with special needs**

- a. Children with special needs may also be accommodated provided it is within the school's ability to cater appropriately for the learner's educational and other needs (e.g. any physical impairment).

## **10. Removal of learners from the database**

- a. A learner shall be removed from the school's database when the learner:
  - i. Leaves the school after completing the highest grade at the school,
  - ii. Is expelled from the school in terms of the procedures and stipulations outlined in the Act,
  - iii. Passes away
- b. It is the responsibility of the office and the register class educators to ensure that no learner appears in the school admissions register if the learner is no longer at the school.

## **11. Policy review**

The policy shall be reviewed every year.

## **12. Policy effective date**

This Policy becomes effective as from the date when it is adopted and signed into effect by the Members of the SGB of the school.

## **13. Conclusion**

The admission of learners to Ezekiel Christian School is of utmost importance and critical to the growth and development of the school. It is important that the functionaries of the school ensure adherence to this policy for a smooth admissions process to be pursued in the school. Violations of this policy may lead to disciplinary action taken against the culprit. Only learners that are in adherence and observance of this policy shall be admitted to the school.