

## ADMISSION POLICY

**Date of review of policy:**

February 2023

**Date of next review:**

February 2024

**Review members:**

Ms L Moyo – Head of Academics

Ms K Panayotakis – Academic Co-ordinator

### PREAMBLE

This admissions policy is in line with Section 5 (5) of the South African Schools Act, Act 84 of 1996 (SASA) and National and Provincial legislation and regulations as per the legislative framework in Section 9 below.

This admission policy articulates Royal Schools' commitment to ensuring that all learners have access to quality education without fear of discrimination on any grounds whatsoever. To this effect, any learner that applies for admission to any grade in this school will be subjected to a fair and equitable admissions process that is aligned to all relevant National and Provincial legislation.

### 1. PURPOSE OF THE POLICY

To facilitate admission to this school in a fair and equitable manner. This means that this policy will be applicable in consideration of the nature of rights as enshrined in the Constitution of the Republic of South Africa.

### 2. APPLICATION AND SCOPE OF THE POLICY

This policy applies to all learners, educators, support staff, the management of this school and applicant learners to the school.

### 3. LEGISLATIVE FRAMEWORK

3.1 Constitution of South Africa, (Act No. 108 of 1996 as amended).

3.2 South African Schools Act, (Act No. 84 of 1996 as amended).

3.3 National Education Policy Act, 1996 (Act No. 27 of 1996).

3.4 Gauteng School Education Act, 1995 (Act No. 6 of 1995 as amended).

3.5 Gauteng Education Policy Act (Act No. 12 of 1998 as amended).

3.6 Employment of Educators Act, 1998 (Act No. 76 of 1998 as amended).

3.7 National Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001).

### 4. POLICY STATEMENTS

#### KEY CONSIDERATIONS IN DEVELOPING A POLICY

- No discrimination on grounds of race, sex, religion, culture, and language will be made.

- Once a learner is admitted to the school, he/she may not be expelled from school unless he/she does not subscribe to the mission and Code of Conduct of the school.
- No placement tests will be written, but subject selection tests will be written in the FET phase.

The school reserves the right to conduct scholastic assessment prior to admitting an applicant.

## **5. STATISTICAL AGE NORM PER GRADE**

- The learner should, however, be age appropriate for the class for which admission is sought.
- Applicants must process the required level of competence (knowledge, skills and values) to cope with the prescribed curriculum and must have at least passed the previous grade.
  - Grade RRR – Age 2 turning 3 by 30 June OR age 3 turning 4 between July and December in the year of admission.
  - Grade RR – Age 3 turning 4 by 30 June OR age 4 turning 5 between July and December in the year of admission.
  - Grade R – Age 4 turning 5 by 30 June OR age 5 turning 6 between July and December in the year of admission.
  - Grade 1 – Age 5 turning 6 by 30 June- OR age 6 turning 7 between July and December in the year of admission.
  - Grade 9 – Age 13 turning 14 by 30 June OR age 14 turning 15 between July and December in the year of admission.
  - Grade 12 – Age 16 turning 17 by 30 June OR age 17 turning 18 between July and December in the year of admission.
- Grade 11 learners cannot be older than 18 years of age.
- Grade 12 learners cannot be older than 19 years of age.
- Grade 10-12 applicants should be interviewed by the Principal before they are accepted.

## **6. APPLICATION PROCESS**

- The parent/guardian responsible for the account must also, at the discretion of Management, have the ability to afford the monthly school fees.
- The school reserves the right to do a credit check on the account holder, prior to admitting an applicant.
- Applicants will only be considered, should physical space be available for the learner in the applicable grade and class, taking into account the applicant's subject choice.
- No learner will be admitted to the school unless the prescribed registration fee has been paid in full.
- An application will not be considered unless all the required documentation and information is provided, including:
  - Completed and signed application form
  - Completed and signed Learner Admission Contact (LAC)
  - Copy of birth certificate/ID document
  - Copy of study permit/asylum permit/refugee permit (if foreign)
  - Copy of learner's latest progress report
  - Copy of learner's final progress report (once available)

- Transfer document (once available)
- Copy of learner's vaccination record (pre-primary and foundation phase learners)
- Completed and signed school fee clearance certificate
- Copy of parent's/legal guardian's ID document
- Completed and signed aftercare form (if required)
- Copy of medical aid (front and back)
- Proof of household income/salary advise 3X months (of account holder)
- 3X months bank statement (of account holder)
- Water and lights account (latest) or proof of residence (of account holder)
- 1X credit reference (provide copy of latest statement) e.g. Edgars, motor vehicle, credit card (of account holder)
- Completed debit order form
- Completed LTPN credit check form
- Two recent colour photos of the learner (ID size)

## **7. LANGUAGE OF LEARNING AND TEACHING**

- The language of learning and teaching at the school is determined by the Board of Directors. Currently the LOLT is English.
- The school will promote multilingualism as far as this is possible by offering Afrikaans as additional language subjects (dependent on the number of learners interested in taking the language.)

## **8. PARENT CONTACT**

Parent contact can be made through any of the following:

- Personal visit to the school
- Telephone call
- Email
- Website
- Facebook
- WhatsApp

A contact form (Form R1.4) should be completed by a school employee that has been contacted by a potential parent. The completed contact form should be sent to [registrations@royalschools.co.za](mailto:registrations@royalschools.co.za) . Alternatively, the contact details of a potential parent details should be captured using the Website Contact Form on [www.royalschools.co.za](http://www.royalschools.co.za) .

## **9. ONLINE CRM SYSTEM (BITRIX)**

The following details of all parents who contact the school regarding registration or information should be uploaded by the Marketing Assistant on the online CRM system (Bitrix):

- Name of learner(s);
- Telephone number;
- Email address;
- Date of contact;
- Grade(s);
- Year in which learner intends to register;

- School at which the learner intends to register;
- Application source;
- Marketing source
- Letter number indicating how far along in process the application is.
- Current school

## 10. PARENT COMMUNICATION

Where possible all communication with parents should be made through e-mail and telephonically. The following process should be followed.

### **Mail 1:**

After the parent information has been captured on Britrix, a parent must be sent an e-mail as follows (for all emails 'Royal Schools' is to be replaced where applicable.):

*Good day*

*Thank you for enquiring at Royal Schools Queens Private for your child/children's enrolment. Royal Schools Queens Private offers Grades R to 12.*

*Our registrations are currently open and will remain open until specific grades are full. Please be advised that we are filling up in certain grades thus spaces are limited.*

*Please complete and submit the application documents at your earliest convenience. Please note that we operate on a "first come first serve basis".*

*Please click on the blue links below to access following documents:*

1. *Royal Schools Queens Private Brochure (Step by step guide on how to register)*
2. *Application Form*
3. *Royal Schools Queens Private Debit Order Form*
4. *Royal Schools Queens Private Aftercare Form (If applicable)*
5. *Royal Schools Queens Private 2023 Fee Structure (Please note that 2024 fees has not been finalised yet) (If applicable)*

*Should you require any further information, or require any assistance, please do not hesitate to contact us on 012 327 6714/9, email to [registrations@royalschools.co.za](mailto:registrations@royalschools.co.za) or kindly visit us at our offices 310 WF Nkomo Street, Pretoria West.*

*Kind regards*

### **Mail 2:**

Where a parent has obtained a registration form, but has not returned it, the following email should be sent within 5 days of the parent receiving the form:

*Good day*

*According to our records, you enquired at Royal Schools Queens Private for your child/children's enrolment. To date your application form and supporting documents have not yet been submitted.*

*Your children are important to us and we would like them to join our family. We would like to avoid disappointing you by not being able to accommodate your child at Royal Schools Queens Private as we are filling up and spaces are limited. You can submit the application form*

together with the supporting documents to: [registrations@royalschools.co.za](mailto:registrations@royalschools.co.za) or deliver the forms to the school.

Kindly let us know should you require any more information and/or assistance with the application process by contacting us, or kindly visit us at our offices.

Kind regards

**Mail 3:**

The following documents should be submitted together with the completed application form:

- Completed and signed application form
- Completed and signed Learner Admissions Contract (LAC)
- Copy of birth certificate/ID document
- Copy of study permit/asylum permit/refugee permit (if foreign)
- Copy of learner's latest progress report
- Copy of learner's final progress report (once available)
- Transfer document (once available)
- Copy of learner's vaccination record (Pre-primary and foundation phase learners)
- Completed and signed school fee clearance certificate
- Copy of parent's/legal guardian's ID document
- Completed and signed aftercare form (if required)
- Copy of medical aid (front and back)
- Proof of household income/salary advise 3X months
- 3X months bank statement
- Water and lights account (latest) or proof of residence
- 1X credit reference (provide copy of latest statement) eg. Edgards, motor vehicle, credit card)
- Completed debit order form
- Completed credit check form
- Proof of registration fee payment
- Two recent colour photos of the learner (ID size)

Where a parent has returned the application form, but with outstanding documents, the following Email should be sent within 2 days of receipt of the registration form:

*Dear Mr/Mrs/Ms*

*Royal Schools Queens Private would like to thank you for submitting your application form and supporting documents.*

*Kindly note that the documents (marked with an X) below are still outstanding and need to be submitted as soon as possible in order for us to process your application:*

Copy of birth certificate/ID document	X
Copy of study permit/asylum permit/refugee permit (if foreign)	X
Copy of learner's latest progress report	X

Copy of learner's final progress report (once available)	X
Transfer document (once available)	X
Copy of learner's vaccination record (Pre-Primary and foundation phase learners)	X
Completed and signed school fee clearance certificate	X
Copy of parent's/legal guardian's ID document	X
Completed and signed aftercare form (if required)	X
Copy of medical aid (front and back)	X
Completed and signed LAC (Learner Admission Contract (Compulsory))	

Proof of household income/salary advise 3X months	X
3X months bank statement	X
Water and lights account (latest) or proof of residence	X
1X credit reference (provide copy of latest statement) eg. Edgars, motor vehicle, credit card)	X
Completed debit order form	X
Completed credit check form	X
Proof of registration fee payment	X
Two recent colour photos of the learner (ID size)	X
Completed and signed aftercare form (if applicable)	X

Kindly email the outstanding documents to [registrations@royalschools.co.za](mailto:registrations@royalschools.co.za)  
Should you require any assistance or clarity, please contact us on 012 327 6714/9.  
Kind regards

#### Mail 4.1

No learner may be admitted to the school if a completed registration form, Learner Admission Contract (LAC) and registration fee has not been received. The registration fee must be paid once the applicant has been notified and issued with a debtor's code either by EFT, credit card or in cash.

The debtor's code should be noted on the top of the registration form and a copy of Form R1.1 and Form R1.2 must be attached to the application form. An account should be opened for the learner on Sage with category "Year of admission and grade"

The learner should be captured on D6 Plus with all information of the learner and parents captured accurately and the relevant year of admission and grade indicated.

Learners who have submitted the application form but have not paid the registration fee cannot be assured of a placement in the school – a request for payment confirmation must be sent.

The following email must only be sent to successful applicants:

Dear Parent,  
Thank you for your application form and supporting documents.  
Your application has been processed and approved.

**Please find attached hereto the following:**

- Banking details
- Confirmation of payment
- Learner admission contract

Kindly pay the (enter amount) registration fee as soon as possible so that we can secure your child's space.

**Payment can be made using any of the options below:**

- **EFT:** Please use your family code (**INSERT CODE**) as reference and email the proof of payment to [registrations@royalschools.co.za](mailto:registrations@royalschools.co.za)
- **Bank deposit:** Please use your family code (**INSERT CODE**) as reference and email the proof of payment to [registrations@royalschools.co.za](mailto:registrations@royalschools.co.za)
- **Cash:** Please come into our office for cash payments
- **Debit/credit card:** There is a speed point at our office should you wish to use this payment option

Wishing you a pleasant day and looking forward to hearing from you soon.  
Kind regards

**Mail 4.2**

The following email should be sent to unsuccessful applicants or when there is no space available in a specific grade.

Dear Parent,  
Thank you for your application for a place for your child at Royal Schools Queens Private. Our admissions department have assessed your application and we regret to inform you that we are unable to offer ..... a place at Royal Schools Queens Private due to:  
Academic record/ Discipline record/ Affordability or Credit record.  
Please kindly note that alternatively, you can make the school fee payments for 2023 in advance. This means that you are required to make the annual school fee payment as well as the registration fee payment for 2023 before the application can be accepted. Please use the student number (CODE) as reference and send the proof of payment to [registrations@royalschools.co.za](mailto:registrations@royalschools.co.za).

*Should you require any further information, or require any assistance, please do not hesitate to contact us on 012 327 6714/9, email to [registrations@royalschools.co.za](mailto:registrations@royalschools.co.za) or kindly visit us at our offices at 310 WF Nkomo Street, Pretoria West.*

*Kind regards*

**Mail 5:**

The “application form” is now referred to as a “registration form” since registration fees have been paid, and the learner has been accepted. The policy for recording receipts should be followed to record the receipt on Sage and the parent should be issued with a receipt. An acceptance letter must be sent to the parent with attachment:

*Dear Ms/Mrs/Mr*

*Thank you very much for submitting your application forms and making a payment.*

*Royal Schools Queens Private would like to officially welcome you to our family!*

*The following must be submitted (physically at the school) by the end of this year:*

- *Final progress report*
- *School fee clearance certificate to be completed by the current school – must show zero outstanding fees (if you have already done so, please ignore)*
- *Transfer letter from current school*
- *Learner Admission Contract (if not submitted yet)*

*Please find attached hereto the following:*

- *Welcome letter*
- *Uniform information*
- *School’s banking details*
- *Stationery List*

*Please click on the blue links below to access following documents:*

- *School Fee Clearance Certificate (if not submitted yet)*
- *Debit Order Form (if not submitted yet)*
- *Learner Admission Contract (if not submitted yet)*
- *Learner Discipline and Conduct Policy (if not submitted yet)*

*We look forward to very positive and productive years together.*

*We encourage you to remain in contact with the school, as it is our desire to keep you informed of all that is taking place from now till the start of the 2023 academic year. Please ensure that you keep your contact details uploaded with us at all times.*

*Kindly follow Royal Schools Queens Private on Facebook where we will be posting events in future that we would like you to attend.*

*Once again welcome to Royal Schools Queens Private family! We look forward to walking a wonderful path together!*

*Should you require any further information, or require any assistance, please do not hesitate to contact us on 012 327 6714/9, email to [registrations@royalschools.co.za](mailto:registrations@royalschools.co.za) or kindly visit us at our offices at 310 WF Nkomo Street, Pretoria West.*



*Kind regards*

## **11. GENERAL**

- In January the category on Sage should be amended to reflect the learner's grade for the year – to be done by the Debtors Department.
- Learners who were enrolled in a year and intend to return to the school in the following year should re-register for the following year by the end of the second term by completing the application for re-admission form and paying the administration fee.
- The complete application/registration package is available from the Marketing department.

## **12. AMENDMENTS TO POLICY**

The school reserves it right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the school or legal developments.