

# Admissions Policy

Harding Christian Academy (HCA)  
Website and General Use

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**Purpose.** This policy explains how Harding Christian Academy admits learners, what we require from families, and how we apply our Christian ethos fairly and lawfully.

## 1. Scope and guiding principles

This policy applies to all admissions to HCA for Grades 1-9 (and any grades offered from time to time), including new admissions, re-admissions and transfers between phases.

HCA is an independent Christian school in KwaZulu-Natal. We aim to provide a safe, orderly environment for teaching and learning, and to build a constructive partnership with parents/guardians.

- The best interests, dignity and safety of every child.
- Fair, transparent and consistent admissions decisions.
- A clear Christian ethos that is operational, not vague.
- Realistic administration suited to a small-school context.

## 2. Definitions

- **Parent/guardian:** the person legally responsible for the learner and/or authorised to contract with the school.
- **Applicant:** the learner and family applying for admission.
- **Probation period:** the initial adjustment period during which the school and family confirm that placement is suitable.
- **School days:** weekdays during the school term on which the school is open for learners.

## 3. Christian ethos and family partnership expectations

HCA is a Bible-based Christian school. Our education, discipline and community life are shaped by Scripture and Christian conviction.

Admission to HCA is a privilege and is based on a family partnership model. Families are expected to support the school in creating a consistent, God-honouring environment for learners.

HCA welcomes applications from diverse backgrounds. Where a family is not willing to support the Christian ethos in practice, the school may decline admission on ethos-alignment grounds (not on unlawful discrimination grounds).

- Families are expected to be active in a local Bible-believing church (the school may request church/pastor contact details for support and verification).
- Parents/guardians commit to respectful communication, punctual attendance at meetings when required, and support of the school's Code of Conduct and policies.
- Learners are expected to participate in school religious activities that form part of the school programme (e.g., devotions, Bible lessons, assemblies).

## 4. Admission criteria

HCA considers applications against the criteria below. Meeting criteria does not guarantee a place, as enrolment is also subject to capacity and resources.

- **Capacity:** availability of space, staffing and resources in the relevant grade.
- **Age and grade placement:** the learner must fit the grade structure and readiness expectations.
- **Ethos alignment:** willingness of the family to support the Christian character of the school.
- **Behavioural and learning support needs:** the school's ability to provide appropriate support without compromising the safety and learning of others.
- **Legal requirements:** completion of required forms, consents and documentation.

## 5. Admissions process

The normal admissions process is:

- Step 1: Submit the completed application pack and supporting documents (see section 6).
- Step 2: The school reviews the application, may request additional information, and schedules an interview if required.
- Step 3: The school may administer appropriate readiness/placement checks or request previous assessments (where relevant).
- Step 4: The school communicates the outcome in writing (accept / waitlist / decline).
- Step 5: On acceptance, the family completes the enrolment confirmation steps (fees, undertakings, policy acknowledgements) before the learner starts.

## 6. Required documents checklist

Required document / form	Notes
Application Form	Completed and signed by parent/guardian.
Parent/Guardian Identity Document	Copy (certified if requested).
Learner Birth Certificate	Copy.
Learner Immunisation Record (Clinic Card)	Health Department requirement.

Previous school report (and assessments, if available)	Complete with placement and support planning.
Medical Details and Emergency Authorisation	Completed and signed.
Indemnity / consent forms	Completed and signed as required.
Fee payment agreement / undertaking	Completed and signed.

## 7. Interviews, placement and support

The school may conduct a parent/guardian interview and, where appropriate, a learner interview. The purpose is to confirm readiness, discuss expectations, and plan any support required.

Where a learner has identified learning or behavioural support needs, the school may request additional professional information to determine whether reasonable support can be provided within the school's capacity.

- Placement decisions may include conditions (e.g., support plan, trial period, scheduled review meetings).
- Where the school cannot reasonably provide the support needed, the school will discuss alternative options with the family in a constructive manner.

## 8. Acceptance, enrolment and probation

Admission is only final once the school has issued a written acceptance and the parent/guardian has completed enrolment confirmation (including fee arrangements).

All new learners are admitted on a probation period of up to three (3) months. During this period, the school monitors adjustment, attendance, effort, behaviour and academic progress.

- A probation review meeting may be scheduled before the end of the probation period.
- Where placement is clearly unsuitable, the school may recommend withdrawal with appropriate notice and support to ensure the learner transitions responsibly.

## 9. Daily routines (summary for families)

School hours: 08h00 to 14h00 (Monday to Friday); learners may be received from 07h30.

For safety, learners must be handed over to a staff member on arrival, and collected promptly at the end of the day. The school must be notified if someone other than the usual caregiver will collect a learner.

Parents should keep ill children at home. Contagious infections must clear before return, to protect other learners.

- Food: send healthy meals. Chips and sweets are not allowed during the school day.
- Toys: no toys are to be brought to school unless specifically approved for show-and-tell.

## 10. Fees and financial commitments (summary)

HCA is a fee-paying independent school. A registration fee of R 2 500,00 is payable per child before the child starts school.

School fees are payable in advance. The parent/guardian responsible for payment must sign the annual fee undertaking and keep to the chosen payment option.

For full details, see the HCA Fees Policy (published separately) and the current fee schedule.

- All payments must use the learner's reference number and name for allocation.
- Where accounts fall into arrears, the school will engage the family to arrange payment and may apply contractual remedies consistent with the Fees Policy.

## **11. Data protection and confidentiality (POPIA)**

HCA collects and processes personal information for admissions, learner administration, safety and legal compliance. We keep records secure and limit access to authorised staff.

Parents/guardians must keep the school updated with correct contact details and must notify the school of relevant medical or legal changes affecting the learner.

- Information is shared only where necessary for education, safety, legal reporting duties, or with consent.
- Photos/media of learners are used only in line with consent preferences recorded by the school.

## **12. Withdrawal and transfers**

If a parent/guardian intends withdrawing a learner, they must notify the school in writing and meet with the school to plan an orderly transition.

Notice periods and fee implications must be reasonable and are set out in the Fees Policy and parent contract documents.

- The school may request clearance of outstanding amounts (or a signed arrangement) before issuing certain administrative confirmations, subject to lawful limits and the best interests of the learner.
- Learner records will be provided to the next school in a responsible manner upon request and where lawfully permitted.

## **13. Records, forms and review**

Records to be kept include: application pack, admissions decision note, copies of supporting documents, signed undertakings and policy acknowledgements.

This policy is reviewed annually or when legal/regulatory changes require updates.

## Appendix A: Admissions quick checklist (office use)

- ☐ Application form received and signed
- ☐ Parent/guardian ID copy
- ☐ Birth certificate copy
- ☐ Immunisation record copy
- ☐ Previous report / assessments (if available)
- ☐ Medical details and emergency authorisation
- ☐ Indemnity signed
- ☐ Fee undertaking / payment agreement signed
- ☐ Church/pastor contact details recorded (where applicable)
- ☐ Acceptance letter issued / waitlist / decline recorded
- ☐ Probation review date diarised

## Appendix B: Church contact details (optional)

The school may request the following to support family partnership and learner care:

Field	Details
Church name	
Pastor / leader name	
Telephone	
Email	
Notes (optional)	