



HOLY CROSS CONVENT SCHOOL

Holistic Primary Education For Boys & Girls

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UMALUSI accredited NPO 202-196 PBO 930011798 School Registration Number 0103000810

ADMISSIONS POLICY

Holy Cross Convent School is registered as an independent school in terms of *Chapter 5 of the South African Schools' Act of 1996*. It, therefore, exercises the right to determine its own admission policy.

Interpretation

In this policy document, unless otherwise indicated, the following definitions apply:

- School – Holy Cross Convent School
- Applicant Learner – any child applying for admission to the School
- Parent – the parent, guardian or person legally entitled to custody of the applicant learner, as well as the person responsible for the payment of school fees
- Enrolment procedure – completion and submission of all documents pertaining to the enrolment of the applicant learner, as well as compliance with the provisions of the policy

Enrolment Procedure

- The parent must complete and sign the prescribed admission forms for the applicant learner.
- An administrative fee determined annually by the Board of Governors is payable for all applications made.
- When a parent submits the admission forms, the following documents must be included:
 1. An official birth certificate of the applicant learner
 2. A copy of the applicant learner's last school report
 3. A copy of the applicant learner's current school fee account (This does not apply to applicant learners who have not yet started attending school)
 4. Any assessments or reports from specialists concerning the applicant learner (eg. psychologist, medical doctor, speech therapist)
 5. Copies of most recent salary slip of parent (Both parents where applicable). Should parent own a business, a confirmation from SARS of the registration of the business is required.
 6. Copies of last three month's bank statements of parent (Both parents where applicable)
 7. Copy of parent's identity document (Both parents where applicable)

8. Valid work permit or refugee visa of parents and applicant learners who are not South African citizens
 9. A copy of a utilities account or any other FICA document of parent
- Failure to fully complete the prescribed admission forms shall render the application null and void.
 - On submission of the admission forms, a credit check will be conducted to determine affordability of the school fees.
 - If the credit check is successful, an appointment is made for the applicant learner to complete a baseline assessment. This does not apply to Grade R applicant learners.
 - The Principal and Finance Office will assess the admission forms and the results of the baseline assessment test and reach a decision with regards to the admission of the applicant learner.
 - Parent of the applicant learner will be notified telephonically with regards to whether the application has been successful or not.
 - Parent of successful applicant learner will then pay a non-refundable deposit/registration fee.

Admission Criteria

The applicant learner will only be admitted to the School if the following criteria are met:

- Willingness to participate in all aspects of the School's religious programme
- Willingness to accept the School's code of conduct and disciplinary procedures
- Willingness to be actively involved in all the fundraising efforts of the School
- The age of the applicant learner in Grade 1 to Grade 7 does not exceed two years above or below the chronological age of that grade
- Only applicant learners turning 6 years old will be admitted into Grade R.
- Understanding that the language of instruction is English, and that Afrikaans is the First Additional language
- That the school has the capacity to admit the applicant learner. An applicant learner may be put on a waiting list, if a particular grade is full, but this is not a guarantee of acceptance

Admission Principles

- The educational principles of the School are based on Catholic principles and teachings.
- Once a decision has been made with regards to admission to the School, no further discussion will be held.
- The medium of instruction and communication is English.

School Fees

- Parents must agree to pay the school fees as set out annually by the School's Governing body.
- Parent must indicate their agreement by signing the application forms. (Both parents where applicable)

Decision – Making Authority

Final admission of the learner applicant to the School is determined on the criteria outlined in this policy and at the discretion of the principal

Review

This policy will be reviewed regularly.

Revised: September 2024