

Guidelines for Student Admissions, Re-admissions and Transfers

Overview

These guidelines are intended to provide guidance on student admissions, re-admissions and transfers. The guidelines are divided into three sections as follows:

Section A: Admissions

Section B: Transfers

Section C: Re-admissions

Cases not covered by these guidelines should be referred to the Director, Regional Operations or the Permanent Secretary, Ministry of Basic Education.

SECTION A: ADMISSIONS

1. CITIZENS

In all cases, the following maximum age limits for admission shall apply:

Form 1 : 19 years

Form 2 : 20 years

Form 3 : 21 years

Form 4 : 22 years

Form 5 : 23 years

All cases warranting special consideration due to age, sports affiliation, special needs, etc should be directed to Director Regional Operations or Permanent Secretary with all supporting documents such as health record, social service report or recommendations from Ministry of Youth Empowerment Sport and Culture Development etc.

Students seeking special consideration for admission into Form 4 in Government schools who were not initially admitted MUST be ONLY ONE [1] point below the cut-off for that admission year. The same shall apply to ALL those with peculiar requests, e.g Support Services, Sports, OVC's etc.

All students seeking admission into either Form 1 or Form 4 in Government schools MUST have sat for a National Examination equivalent to Standard 7 [PSLE] and Form 3 [JCE] respectively.

2. CHILDREN OF NON-CITIZENS

Children of non-citizens can be admitted provided they submit the following documents to the Regional Office for consideration:

- A Certified copy of the most recent school report or school leaving statement.
- Proof of applicant's age.
- A certified valid copy of the applicant's travelling document.
- A valid resident permit document for the parent/guardian.
- Proof of parent/guardian's employment in Botswana [Work Permit; Exemption Certificate; or Appointment letter].
- Examination Equivalent to PSLE/JCE or results slip Certified from the

examination body/council of origin.

The above documents [school report and age] should enable the Ministry of Basic Education to determine the appropriate level of entry. For admission into Form 1 or Form 4, the child must have sat an Examination in their country equivalent to Standard 7 [PSLE] or Form 3 [JCE] respectively.

3. REFUGEES

Requests for admission from refugees should be channelled through the Botswana Council for Refugees.

SECTION B: TRANSFERS

1. TRANSFERS BETWEEN GOVERNMENT/GOVERNMENT AIDED SCHOOLS

Transfer requests from one Government/Government Aided School to another can be mutually agreed upon by the School Heads concerned provided the following documents are submitted:

- A copy of the applicant's most recent school report to determine the most appropriate level of entry and subject combinations.
- Proof of applicant's age. [Passport; Birth Certificate or Omang Card.]
- A copy of the clearance report/certificate/letter from previous school.

2. TRANSFERS BETWEEN PRIVATE SCHOOLS AND GOVERNMENT/GOVERNMENT AIDED SCHOOLS

Transfer requests from students studying at either a local private school or from schools outside of the country should be cleared with the Regional Office.

- All students seeking admission into either junior secondary or senior secondary in Government schools MUST provide evidence of sitting for an Examination equivalent to Standard 7 [PSLE] and Form 3 [JCE] respectively.
- Applicant's should have studied a minimum requirement of at least Five [5] core subjects to be considered.
- Proof of studying Setswana for Citizens is a pre-requisite.
- Provide clearance report/certificate from previous school.

Students who do not meet the basic requirements will need to REPEAT a Form/Standard in order to comply.

SECTION C: RE-ADMISSIONS

1. EX-PREGNANCY CASES

Students who dropped out of school due to pregnancy can be re-admitted to any school six months after cessation of pregnancy. Such admission will only be executed at the beginning of the academic year. The following documents are a pre-requisite for students to be considered for re-admission:

- Application letter stating three schools in order of preference
- Testimonial from their previous school including clearance for lost property.
- Last academic progress report.
- Proof of applicant's age [Passport; birth certificate or Omang card.]
- Certificate of fitness from a certified medical practitioner

On submission of the above mentioned documents, the School Head may admit the student provided a place is available. However, in case of Form 4 applicants, these should be referred to the Regional Office for inclusion in the National Selection exercise.

2. STUDENTS WHO DROPPED OUT DUE TO ILLNESS

Students who left school due to illness can be re-admitted to the same school provided the following documents are submitted to the School Head and a suitable space is available:

- Last academic progress report.
- Proof of applicant's age. [passport; birth certificate or omang card.]
- An authentic medical statement to show that the applicant is medically fit to return to school.

(A case history, detailing dates and types of treatment is NOT required).

3. DESERTION CASES

Students who left school of their own choice [i.e. desertion] can be re-admitted where suitable space is available provided the following documents are submitted to the School Head:

- Last academic progress report.
- Testimonial from their previous school.
- Proof of applicant's age. [Passport; birth certificate or omang card.]
- Social and Community Development Report/Medical Report/ Tribal admin report.

4. EXPELLED STUDENTS

Students who have been expelled can only be readmitted by the Honourable Minister of Basic Education. Such students are advised to appeal to The Honourable Minister through the School Head, Regional Office and Permanent Secretary.