



Collegiate Junior School for Girls

ADMISSIONS POLICY: Grade R - 7

1. GENERAL PROVISIONS

- a. According to Section 5(5) of the South African Schools Act 84 of 1996, as amended, (hereafter referred to as "SASA") the Admissions Policy of a public school is determined by the school governing body, (hereafter referred to as "SGB").
- b. The SGB of Collegiate Girls Junior School has, after deliberation of all material factors, adopted as its Admissions Policy the provisions contained herein.
- c. During the formulation of such Admissions Policy, the SGB has ensured adherence to SASA and to the principles contained in the Constitution of the Republic of South Africa, as well as to other applicable legislation.
- d. It is emphasised that, in the implementation of this Admissions Policy, section 28(2) of the Constitution will be the overriding factor in consideration of each application. The section provides:

"A child's best interests are of paramount importance in every matter concerning the child."

2. SPECIFIC PROVISIONS

- a. Collegiate Junior School for Girls is a girl's only school committed to providing an environment of excellence in the provision of academic and cultural and sporting education and activities.
- b. Consideration will be given to whether it will be in a learner's best interests for her to be accepted.
- c. No form of unfair discrimination will be practised in the selection of learners to Collegiate Girls Junior School.
- d. The number of students per classroom at Collegiate Junior School for Girls is determined by the allocated square meterage in accordance with relevant educational regulations, with a maximum capacity of 30 students per class and an average recommended space allocation of 1.2 square meters per learner, as guided by Section 5(5) of the South African Schools Act 84 of 1996.
- e. **Both parents MUST complete and sign the application form, the enrolment form, and the tuition agreement form except where:**
 - i. The parent is a widow / widower and proof by way of a death certificate is provided.
 - ii. The parent can provide proof that the learner's birth was the result of a sperm donor.
 - iii. The parent can provide an original document from the District Surgeon stating that she was sexually assaulted resulting in the birth of the learner.
 - iv. The parent can provide proof of an interdict against the other parent.
 - v. The parent enrolling the child has sole custody of the child and can provide proof thereof.
(The abovementioned documents MUST be presented in their original form).

3. LANGUAGE OF INSTRUCTION

- a. In terms of Section 6(2) of SASA, the SGB of a public school may determine the language policy of that school.

- b. The SGB of Collegiate Girls Junior School has, in its language policy, determined that the school is a single medium school and that the language of instruction is English. The First Additional Language is Afrikaans.
- c. Learners admitted to the school will need to be sufficiently proficient in English so as not to prejudice their academic progress.

4. PRIORITY GIVEN TO APPLICANTS

In considering applications for admission to Collegiate Junior School for Girls, the SGB has resolved that the principal will have discretion to admit learners, and, in the exercise of such discretion, priority will be given to the following applicants in the following order:

- a. Except for Grade R, a learner must have passed, or been allowed to proceed from the Grade immediately below the Grade into which admission is sought.
- b. A learner whose parent can prove, by the submission of documentary evidence to the satisfaction of the school, that Collegiate Junior School for Girls is one of the closest schools to the learner's place of normal residence or place of work.
- c. A learner who has a sister currently at the school. There are exceptions to this rule and each one will be based on merit and at the discretion of the principal and/or SGB.
- d. Where placement is in the best interest of the learner and where she is clearly willing and able to benefit educationally from the programme offered by the school.

The presence or absence of any of the abovementioned factors is not a guarantee of acceptance to or exclusion from Collegiate Junior School for Girls.

6. PROCEDURE OF APPLICATION

- a. All applications are required to be made in writing on the school's prescribed application form, together with documentary proof requested to be annexed thereto.
- b. Due to the high demand for entry into the school the end of March is the closing date for applications for the following year. The final cut-off date will be determined by the Department of Education in the Eastern Cape.
- c. The ability to afford school fees is important as the government does not provide adequate funding and often, there is very limited funding received from the government at all thereby forcing our school to rely on school fees as the primary source of income.
- d. Parents/guardians are made aware that the school is a fee-paying school and that such fees are set and approved by the parent body at the annual budget meeting and must be paid strictly as is stipulated. This is either annually and in advance (a discount will be offered each year) or monthly over 11 months from January to November.
- e. A parent must indicate on the application form as to whether they will require financial assistance in terms of school fees.

Grade R & 1 applicants:

- a. Admission age is in accordance with the departmental policy at the level of entry to the school. The statistical age norm is the grade number plus 6. Entrance into Grade R requires 5 years of age after 10 June in the Grade R year or turning 6 in the Grade R year.

Entrance into Grade 1 requires 6 years of age after 10 June in the Grade 1 year or turning 7 in the Grade 1 year.

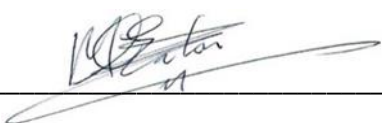
- b. Applicants will be notified via email whether their application has been accepted.
- c. The applicant will be required to notify the school in writing within the prescribed period of the acceptance of a place for the learner for the following year or the applicant will be deemed to have elected not to take up the offered position.
- d. Due to our school having a Pre-Primary there are only a limited number of places available as most of our Grade 00s come to Grade R and our Grade Rs come to Grade 1.


Applications for other Grades (excluding Grade 00 Pre-Primary):

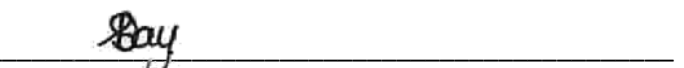
- a. Applications are dealt with on an *ad hoc* basis for those families moving into the natural feeder area during the year.
- b. All other applications are dealt with on request and parents need to give the necessary notice at the previous school.
- c. If an application has been declined, an applicant is entitled to appeal in writing within 7 days of receipt of the letter stating that their application has been declined.
- d. The Principal and Chairperson of the SGB will review the appeal and respond within 14 days.

This Admissions Policy for COLLEGIATE JUNIOR SCHOOL FOR GIRLS was adopted by the Governing Body of COLLEGIATE JUNIOR SCHOOL FOR GIRLS at a meeting held at the school on 22 February 2022.

SIGNED:

CHAIRPERSON  DATE 14/11/2024

PRINCIPAL  DATE 14/11/2024

SECRETARY  DATE 14/11/2024

POLICY REGISTER DETAILS

TITLE OF POLICY	Admissions Policy
DATE APPROVED BY SGB	14 November 2024
EFFECTIVE DATE	14 November 2024
EXPIRY DATE	This School Admissions Policy remains in force until amended or replaced <u>and</u> approved by the SGB.
REVIEW DATE	Three years or sooner from date of adoption. Each SGB should review this policy at least once during its term of office.
AMENDMENT HISTORY	<ul style="list-style-type: none">• The Admission Policy was first amended in December 2021 and circulate to the SGB to read through and make suggestions so that it can be consolidated at the first SGB meeting of 2022 (22 February).• This policy was reviewed on 05/09/2024 – no amendments were made

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| | <ul style="list-style-type: none">• This policy was reviewed on 14/11/2024 – an addition was made with point 2(d). |
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