



# Collegiate Junior School for Girls

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## ADMISSIONS POLICY FOR GRADE 00:

### 1. SPECIFIC PROVISIONS

- a. Collegiate Junior School for Girls is a girls only school committed to providing an environment of excellence in the provision of academic, 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 Junior School for Girls.
- d. Grade 00 is governed and regulated by ISASA (Institute for Schools Association of South Africa) and the Constitution of the school and not the Schools Act 84 of 1996 as for the other Grades. Grade 00 does not receive any government funding and relies solely on the parents paying their school fees as the primary source of income.
- e. 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 paid in advance (a discount will be offered if paid up for the year in advance) or monthly over 11 months from January to November.
- f. The SGB and Principal reserves the right to exclude a learner in Grade 00 from attending our Pre-Primary should fees not be paid as per the Constitution and ISASA regulations.
- g. No financial assistance will be given for Gr 00 school fees.
- h. The school can hand over the parent/s if fees are not paid and they will be liable for any legal/collection fees.

### 2. Both parents **MUST** complete and sign the application 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. The SGB of Collegiate Junior School for Girls 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, in the later grades, is Afrikaans.
- b. 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. 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.
- b. 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.
- c. 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 above-mentioned factors is not a guarantee of acceptance to or exclusion from Collegiate Junior School for Girls.**

### 5. PROCEDURE OF APPLICATION FOR GRADE 00

- 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. Applications must be made in writing in the year that the learner turns 4 years of age, so that they turn 5 in Gr 00.
- c. Due to the high demand for entry into the school the end of March is the closing date for applications for the following year.
- d. Acceptance is based solely on the discretion of the Principal and the SGB.
- e. There is no automatic acceptance procedure from Grade 00 to Grade R. You will be notified if your daughter has not been enrolled into Grade R.

SIGNED:

CHAIRPERSON



DATE 05/09/2024

PRINCIPAL



DATE 05/09/2024

SECRETARY



DATE 05/09/2024

**POLICY REGISTER DETAILS**

TITLE OF POLICY	Admissions Policy for Grade 00
DATE APPROVED BY SGB	22 March 2022
EFFECTIVE DATE	23 March 2022
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"><li>• The Admission Policy for Grade 00 was taken out of the previous School's Admission Policy. It was amended and circulated to all SGB members, to read through and make suggestions, before it was consolidated at the SGB meeting on 22 March 2022.</li><li>• This policy was reviewed on 05/09/2024 – no amendments were made</li></ul>