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|  | All Schools |
| | Operations |
| | ADMISSIONS POLICY |

HeronBridge College accepts children who are able to cope with a mainstream academic curriculum.

INTRODUCTION

The Admissions Policy is in line with the South African Constitution, South African Schools Act (Act No 84 of 1996) and the National Education Policy Act (Act No 27 of 1996). The Admissions Policy of this school is determined by the directors of the school. The Head and the admissions team are responsible for the administration of the admission of learners into HeronBridge College.

HeronBridge College accepts registrations at all times during the school year through the Admissions office. Registrations are accepted from the birth of the child. The earlier you register the better, as our waiting lists work by registration date order.

Priority will however be given to learners who already have a sibling/s in the school. It is however essential for siblings of current pupils to be registered timeously to facilitate their enrolment into the school.

We have three major intake years – Grade 000, 00 and Grade 8. Please note that Grade R and Grade 1 are not common intake years therefore it is difficult to accommodate pupils in these grades

All other Grades feed through from the previous year, and places only become available if an existing child leaves. A full term's notice from existing families is required by the first day of a school term prior to the pupil leaving to prevent loss of deposit.

REQUIREMENTS FOR REGISTRATION

- a) A copy of the pupil's Birth Certificate or acceptable proof of date of birth
- b) A copy of his/her most recent school report
- c) A completed Registration Form
- d) Proof of payment of the Registration Fee

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| Date: Jan 2016 | Authorised by: Senior Leadership | Review date: Feb 2017 |
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ADMISSIONS AGE – FOR EACH GRADE

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| Grade 000 | must be 3 years old turning 4 |
| Grade 00 | must be 4 years old turning 5 |
| Grade R | must be 5 years old turning 6 |
| Grade 1 | must be 6 years old turning 7 |
| Grade 2 to 12 | No more than 2 years above the Grade age (at the Head's discretion) |

ADMISSIONS PROCEDURE

1. If the grade for the year of registration is full, the applicant's name will be added to the waitlist.
2. Pre-Preparatory applicants will be interviewed by the Head.
3. For Preparatory and College enrolments the Head/ executive will interview and assess the reports and should there be any concerns, an informal assessment will be called for and conducted at the school.
4. The Educational Psychologist doing the assessment will make the recommendation to the Head / executive as to the progression of the enrolment however the Head will make the final decision.
5. The decision of the Head is final.
6. On acceptance a deposit equal to a terms fee is payable.
7. The deposit payable is equivalent to one term's fees. This deposit will be increased annually in January of each year, and will be credited to your account after your child's final term at HeronBridge College. This deposit will be forfeited - and not refunded - by those who do not take up places awarded to them, should they not give a full term's notice of their intention to leave. However, it is fully refundable once your child has started at HeronBridge provided that you give a full term's notice, i.e. on the first day of the school term prior to you leaving the school.
8. Contract of Enrolment to be completed in full and submitted with all relevant documents.
9. A Financial clearance must be obtained from the accounts department.
10. The completed Contract of Enrolment must be signed by the Head and returned to the parents.

VISITS

Prep School - It is school policy to allow a child to attend a day at the school before enrolling, on approval by the Head or Deputy Head concerned.

The College however, do not recommend day visits in the school.

THE ADMISSION OF NON- CITIZENS

- The Policy applies equally to the admission of non South African citizens, including parents who are in the possession of a permanent or temporary residence, or who are illegal aliens.
- A learner who enters the country on a study permit must present the study permit to the school.
- People classified as illegal aliens must, when applying for admission for their children, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country.
- a non citizen will only be enrolled if they will not be taking the place of a South African citizen.

NUMBER OF CLASSES PER GRADE

We will always aim to have:

Three Grade 000 classes at 22 per class

Four Grade 00 classes at 22 per class

Five Grade R classes at 24 per class

Five* Grade 1 classes totalling 112

Five* Grade 2 classes totalling 112

*This includes a smaller bridging class exclusively reserved for existing HeronBridge Pupils only.

Four Grade 3-7 classes at mid-twenties

Five Grade 8-12 classes at mid-twenties

Any deviation from the above will be investigated and a decision will be taken by the executive.

STAFF

Staff are not required to pay a registration fee or deposit to secure their child's place whilst being employed at HeronBridge College. A Contract of Enrolment and a staff addendum is to be completed.

NOTICE LETTERS

In terms of the contract of enrolment you are required to give us a full terms notice in writing by no later than the first day of term before you are leaving. The letter can be handed in to the relevant Pre-Preparatory, Preparatory or College office, or it can be e mailed to admissions@heronbridge.co.za

LANGUAGE POLICY

HeronBridge College is an English-medium school and the language of learning and teaching (LOLT) is English.

Afrikaans is the first additional language.

Learners will not be refused admission on grounds that English is not their official home language.

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