



ADMISSION POLICY

1. AIM OF THIS DOCUMENT

The aim of this document is to monitor and facilitate admission to the school. This also reflects our agreement with the Department of Education to ensure quality education for each learner.

2. ADMISSION TO THE SCHOOL:

2.1 As a private school Excelsior Learning Centre strives to provide in every educational need of learners, without discriminating in any way.

2.2 The school can, in a case where there is any doubt about a learner's achievement, request a test to certify the learner's readiness for the specific grade.

2.3 *The school will only accept learners whose parents endorse the financial policy, code of conduct and mission of the school.*

2.4 Although we expect parents and learners to respect this specific character and tradition of our school, no learners with different religious beliefs will be excluded.

3. RESPONSIBILITY FOR THE ADMINISTRATION OF ADMISSION:

The centrum manager, director, academic head or the person to whom this authority is delegated, is responsible for the administration of admission to the school.

4. WHO MUST REGISTER?

4.1 Learners must register according to age groups.

4.2 Compulsory attendance

4.3 All new learners

5. CHANGING OF SCHOOLS:

Excelsior Learning Centre does not favour learners out of any specific area. Preference will be given to learners of the same family where older learners already attend the school.

6. COMPULSORY ATTENDANCE:

6.1 Each parent who is responsible for children must see that these children attend school from the first school day of the year in which the child turns 7 until the last day of the specific year.

6.2 If parents neglect or fail to enrol such a child for school for certain periods, he/she will be guilty of a crime and can be punished if found guilty by law.

7. DOCUMENTS NEEDED FOR ADMISSION

- 7.1 A signed, completed admission document.
- 7.2 A transfer document and financial clearance from previous school
- 7.3 Copy of ID documents of parents.
- 7.4 Copy of clinic card of learner.
- 7.5 Reports (Occupational Therapist, Pshycologist etc.)
- 7.6 As soon as the learner is admitted to Excelsior, profiles or confidential information will be requested from previous schools.

8. ADMISSION OF NON-CITIZENS

The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.

A learner who entered the country on a study permit must present the study permit on admission to the school.

Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

9. SCHOOL FEES:

School fees, as determined by Management and as stated in the financial policy, is compulsory and has to be paid by parents or the responsible person. The owner of the school is responsible for the rent of the buildings, teachers' salaries and all working expenses of the school.

10. LANGUAGE POLICY:

Our medium of instruction is English and Afrikaans First Additional Language. In cases where children are Xhosa- or Zulu speaking (or any other language) we can expect learners to do a language ability test.

At admission parents must sign an agreement to state that they accept the following:

- Authority and discipline of the school as included in the Code of Conduct.
 - Responsibility for financial matters as stated in the Financial Policy.
 - If these admission requirements are not met during the learner's school career, Management can reconsider the continuous attention of school by the learner.
- Exceptions to above mentioned will be handled by the executive management.

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
Principal

Date: _____

Signed _____
Parent

Date: _____