



# Alexander Road High School

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Port Elizabeth  
South Africa

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## ADMISSION POLICY

The admission policy of Alexander Road High School is determined by the governing body of the school in terms of section 5(5) of the South African Schools' Act, 1996 (No. 84 of 1996). The policy is consistent with the Constitution of the Republic of South Africa, (No. 108 of 1996), the South African Schools' Act, 1996 and applicable provincial law.

### Documents required for admission

- A parent or legal guardian must complete and digitally sign the Alexander Road High School admission form, which is available online. Incomplete admission forms will not be accepted.
- The parent or legal guardian must present an official birth certificate or the official identity document of the learner.
- The parent or legal guardian must present a certified copy of the learner's latest school report.
- One recently taken passport size photograph must accompany the application form.
- In the case of immigrants, the necessary study visas and entry visas must accompany the admission form.
- When a learner applies for admission from another secondary school, a transfer card that has been
- signed by the transferring school's principal must accompany the admission form. If for whatever
- reason a transfer card is not available, the admission form must include a letter from the transferring school's principal.

### Admission criteria

- Preference will be given to learners who satisfy the following criteria:
- Alexander Road High School is the closest geographical high school to their place of permanent abode.
- Siblings are currently enrolled at the school.
- Both parents work in the environs of Newton Park or in the case of single parents, the guardian parent works in the environs of Newton Park.
- Thereafter the following assessment criteria are used:

- The language of teaching and learning at the applicant's current school is English.
- The learner offers English as a home language.
- The learner demonstrates a balanced profile in areas of school life such as academic, sporting, cultural, leadership and outside interests as described on the application form.
- Acceptances are based on the assessments of the profile criteria. Those applications that score highest are given preference.
- The learner's previous school reports indicate a positive work ethic.
- Applications for grades 10-12 should match the subjects offered at the school as far as possible.
- The completed admission form is received on or before the advertised closing date.
- Admission to a particular grade will close on the advertised date or when the enrolments reach 35 learners per register class. Any learner who is two years or more above the grade norm will not be considered for admission.
- Applications for grades 9-12 will only be considered if and when a vacancy occurs in the relevant grade.

### **Successful applications**

All successful applications are notified in writing.

- In order to secure the place offered at the school the following must be completed:
  - The acceptance reply form.
  - The debit order form.
- If all the conditions to secure acceptance are not met and the completed forms are not received within ten days of the acceptance being granted, the offer of acceptance may be cancelled. This is to assist the large number of applications on the admissions waiting list.
- The following documentation and information are included with the acceptance letter:
  - Dates of new parents' meetings.
  - The school's code of conduct and school rules, which include the rights and responsibilities of parents teachers and learners.
  - The school's prospectus.
  - The acceptance reply form and conditions for acceptance.

### **Unsuccessful applications**

All unsuccessful applications will be notified in writing. Applications placed on a pending list will be given priority should a vacancy arise.

YOUR APPLICATION WILL ONLY BE CONSIDERED IF THE ADMISSION FORM IS COMPLETED IN FULL AND THE FOLLOWING ITEMS ACCOMPANY THE APPLICATION FORM:

If not a South African citizen a certified copy of a Study Permit.  
Certified Copy of latest report.  
Certified Copy of the previous academic year final report.  
Certified copy of Birth Certificate or Identity Book.  
A copy of a most recent Municipal account as proof of address.

Upload a recent photo of the applicant

Note: A certified copy of a current mid-year report may be requested before acceptance is finalised

We regret that no copies of documents will be made at the school.