



ADMISSION POLICY

Alma Mater is an Independent school, and has been established within the limitations of the South African School Act, and is registered with the Gauteng Department of education, but follows a Cambridge International Curriculum.

The School is a discipleship school which aims to practise the Christian Based faith and would not practise any other religion within the boundaries of the school. ***(This is in accordance with clause 56 and 57 of the South African Schools Act 84 of 1996.)***

1. Admission of Student/s

1.1 On completion of the Application for Admission of a student, a student would be subjected to an On-Line Assessment "Entrance Exam", of which would be discussed on the first meeting with the parents, legal guardians and any other person/s who may be responsible for such student. The school shall inform the parent/s and or legal guardian of the student/s, a date, time and venue to which shall construe a process of when the student shall be required to participate in the On-Line Assessment "entrance exams", of which may finalise the admission of the student to the school, in the event of the student achieving the relevant required assessment results.

(This is applicable to students being admitted to the High School, only.)

1.2 In respect to the Primary and Pre-primary school, all students are required by the school's policy to be subjected to an assessment and a readiness assessment in the case of pre-primary students.

(Details to be provided on submission of an application for admission of student.)

1.3 All relevant documents (as indicated in clause 3 of this policy), shall be required to be submitted, on submission of the Application for Admission, together with any other relevant documents as the school may deem relevant, from time to time.

1.4 Once all requirements have been met, including the On-Line Assessment entrance exams and all relevant documents have been submitted, the principal would then interview the parent/s of the student/s and the student/s, to discuss the acceptance or the rejection of the student's application. Such discussion and information shall be deemed confidential and shall not be discussed with any other person, other than the legal responsible person of the student.

2. Age Norms

2.1 A student must have aged or have turned the approximate age before June of a calendar year, before Alma Mater would place a student within the grade specified below.

2.2 Alma Mater will admit a student in a Grade as determined below;

Grade of Student year	Approximate Age of Student (years)	Students Age may not exceed in the following
Grade R	5	6
Grade 1	6	7
Grade 2	7	8 or 9
Grade 3	8	9 or 10
Grade 4	9	10 or 11
Grade 5	10	11 or 12
Grade 6	11	12 or 13
Grade 7	12	13 or 14
Grade 8	13	14 or 15
Grade 9	14	15 or 16
Grade 10	15	16 or 17
Grade 11	16	17 or 18
Grade 12	17	18 or 19

3. Relevant documents for Admission

3.1 A completed and signed Application for Admission of student/s,

3.2 Certified copies of identity documents or passport or birth certificates of student/s,

3.3 Certified copies of valid permits: temporary or permanent residence permit, student study VISA

3.3 Certified copies of Identity documents of parents and/or legal guardian or any person deemed to be responsible person of such student,

3.4 Clinic Card and/or immunization card of the student,

3.5 Latest School report (if currently attending another school),

3.6 Transfer card from the attending school,

3.7 Birth Certificate or acceptable proof of date of birth,

3.8 An Administration Fee, which is not refundable.

4. School Zoning:

4.1 School zoning is irrelevant for admission to the school.

5. Admission of non-citizens:

5.1 Non-citizens will be admitted to the school provided that parents are in the possession of one of the following permits: temporary or permanent residence permit, student study VISA.

6. Other

6.1 I/we, the undersigned, hereby acknowledge and agreed to read all policies, terms and conditions that have been provided by the school, at the time of submitting this application for admission.

6.2 To maintain a partnership in education together with the teacher, by assisting and supporting the educator whenever necessary, to ensure that the child's progress is not hindered in anyway.

6.3 Attend parent's meetings to discuss student/s academic progress.

6.4 To ensure that the homework of which is given to the student/s are/is completed by the student/s, accordingly.

6.5 As the school practise the Christian based faith only, the student therefore shall receive such teaching, accordingly.

6.6 As the school's resources are limited, the students shall be provided an education within the Afrikaans and English median only.

6.7 The parent/s or legal guardian of the student, further agree to educate the child/children on the school's code of conduct and shall hereby take full responsibility for the child/children, as they are seen as minors within the law of the country.

6.8 It is further agreed, that all parent/s, legal guardian/s or any legal responsible person of whom may have a child/children admitted to the said school, must report any misconduct, false or misleading statements that may harm the image of the school that has been brought to their attention, by any means possible. Such information shall be deemed confidential and shall not be mentioned, without permission, unless warranted by a court or any such body that possesses such power or authority.

6.9 The information stated within this policy, is not limited to any law or legalisation thereof.

This policy is issued within the limits and rights of the school, as the school strives to ensure equal opportunities for all individuals that are admitted to the school and practises a code that is fair and just to all students.

I _____ the parent/s, legal guardian, legal responsible person of _____ (student) hereby acknowledge receipt of the said document of which was issued to me on the date indicated below.

(Signature of parent/ legal guardian/ legal responsible person)

Date

