



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 Request for Admission of a student, a student would be subjected to an “Entrance Assessment”, of which would be discussed on the first engagement 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 “entrance assessment”, of which may finalise the admission of the student to the school, in the event of the student achieving the required admission criteria.
- 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 or a readiness assessment. Student/s may be requested to participate in a class observation on the school campus. 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 a class observation session.
- 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 completion of the entrance assessment or class observation, submission of all relevant supporting documents, the admissions would then interview the parent/s of the student/s and the student/s. 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. Alma Mater International School reserves the right to accept or reject an application should the student not meet the admission criteria. Alma Mater International School reserves the right to not discuss reasons for rejections.

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
Grade R	5 years turning 6	6
Grade 1	6 years turning 7	7
Grade 2	7 years turning 8	8 or 9
Grade 3	8 years turning 9	9 or 10
Grade 4	9 years turning 10	10 or 11
Grade 5	10 years turning 11	11 or 12
Grade 6	11 years turning 12	12 or 13
Grade 7	12 years turning 13	13 or 14
Grade 8	13 years turning 14	14 or 15
Grade 9	14 years turning 15	15 or 16
Grade 10	15 years turning 16	16 or 17
Grade 11	16 years turning 17	17 or 18
Grade 12	17 years turning 18	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 Submission of external therapist/OT/Psychologists' recommendations, reports, and/or psychological diagnostic results. Where a student has been tested on recommendation, or educational referrals.

3.7 Transfer card from the attending school,

3.8 Birth Certificate or acceptable proof of date of birth,

3.9 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

