ADMISSIONS POLICY

1. The Admissions Policy is based upon absolute fair treatment of all who seek admission to the school.

2. Prospective parents, who so desire, will be granted an interview with the Head of College ("HOC") and Head of the Preparatory School ("HOP") (as the case may be). At this interview, the admissions policy of the school, our educational aims, tuition fees and the current extra-mural programme will be discussed. Parents/guardians will be given a tour of the school if they so desire.

3. All applications received are scrutinized by the Administrative Office to make sure forms are completed in full. ONLY applications containing all the required information and supporting documentation will be accepted and processed. Applications <u>without</u> the required <u>information and documentation will not be processed</u> until all relevant information and documentation has been received.

4. Gr. 2 - 11: Principal's recommendation from previous school is ESSENTIAL before any application will be processed. Positive disciplinary record, parent involvement and credit history will also be taken into consideration.

5. Receipt of application is acknowledged.

6. Complete applications are forwarded to the HOC or HOP (as the case may be), who will indicate the processing procedure for each individual application.

7. For placement in Gr. 8, applications from Preparatory School Gr. 7 learners are processed first and based on the results of the April report. Further in regard to applications from the St George's Preparatory School –

    7.1 The application is to include a transfer form, with the closing date being within the first week of the second term;

    7.2 A written recommendation from the HOP will be required;

    7.3 Applicants from the Preparatory School will receive preference with placement (placed first before any outside applicants are placed) and

do not have to write an intake assessment - the April report is used as guide;

7.4 On acceptance, the applicant will receive a letter that they have been given a place in Gr. 8 and will be required to sign a contract as acceptance of the place. A registration fee is to be paid (50% of normal registration fee). The registration fee is deducted from the first month's school fees. Should the learner not arrive on the first day of school or decide to opt for another school (after having paid the registration fee), the registration fee is forfeited to the School.

8. Outside applicants who qualify as suitable candidates e.g. a pass mark is indicated on the attached copy of their report from another school where the standard of education is known to be comparable to that of St George's, will be placed on a waiting list.

9. When places become available, all applicants on the waiting list are contacted and invited for assessment.

10. All applicants are assessed and placed on an official placement list strictly in accordance to their respective results and disciplinary record. In the discretion of the HOC or HOP (as the case may be) interviews may be called for at any stage. Any deviation from this procedure for a specific reason must be approved by the Principal before a place is offered.

11. Applicants may <u>not be informed</u> of their position on either the waiting or placement lists as this creates unrealistic expectations.

12. Applicants who do not achieve good results in the assessment tests (and who are therefore not suitable candidates) and who receive negative reports with regard to their disciplinary record, will be informed accordingly in writing, and removed from the waiting list.

13. Without derogating from the above, the following criteria may be taken into account when considering placement of learners:

13.1 Children of a staff member, provided the child meets the school's grade requirements with particular reference to assessment.

13.2 Preparatory School Gr 7 candidates for entry into Grade 8 (see above).

13.3 Members of the Anglican Church.

13.4 Children who speak fluent English (this is to help maintain a solid core of English speaking children in the school).

13.5 Namibian citizens.

13.6 Siblings of children already in the school, provided they have applied timeously and meet the grade entry requirements with particular reference to assessment.

13.7 Consideration may be taken of 'old' St George's families.

13.8 Placements to ensure diversity and fair gender numbers in classes.

13.9 Whether the learner is currently in St George's. Existing learners will receive placement priority, but without derogating from what is provided for herein regarding existing learners.

14. Each new academic year will be considered as a de novo application for placement at the School, also in respect of existing learners. The School (acting through the HOC or the HOP – as the case may be) retains the discretion to refuse to re-admit a learner at the School for the following academic year. In such instances, the learners will be notified in writing accordingly. The learner's parents and/or guardians agree to abide by the decision of the HOC or the HOP (as the case may be), and any such decision is not subject to appeal or review.

15. The learner's parents and/or guardians agree to abide by the decision of the HOC or the HOP (as the case may be), and any such decision is not subject to appeal or review.

ADMINISTRATIVE PROCEDURES & RELATED MATTERS

16. Waiting lists and Placement lists should be kept up to date at all times. When vacancies occur in grades, all applicants on the list will be invited for an assessment.

17. With the exception of St George's Gr. 7 learners entering Gr. 8, all applicants will be assessed before acceptance into the school.

18. After assessment, parents will be informed of the outcome of the assessment.

19. Learners who have not passed the intake assessment may be granted placement at the School if the HOC or HOP (as the case may be), with the assessment administrator, are of the opinion that the child has potential to succeed, given time, patience and sound teaching.

20. Parents, who are offered a place for their child at the School, must sign a contract and pay the compulsory non-refundable registration fee before entry into the School.

21. All staff members are exempt from paying the compulsory non-refundable registration fee upon acceptance of a place for their children at the School and their children qualify for a bursary applicable for the duration of the staff member's employment at the School.

22. Apart from acknowledgement of receipt of application forms, the School will only contact parents when there is a possibility of a place becoming available. Should this occur, the applicants on the waiting list will be invited for an intake assessment.

23. The admin office must communicate (by email or other written mode of communication) annually with applicants to determine whether the child's application needs to remain on the waiting list. The onus is on the parents to communicate any changes in contact details (including telephone numbers, e-mail, postal and physical addresses) to the Office as well as supplying the School with the latest school report. Neglecting to do so may result in a child losing the opportunity to be placed in this school.

24. Admission ages (year before entry)

	Minimum age
Gr. 00 (Jnr Pre-Primary)	4 years by 31 December (i.e. turn 5 in JPP)
Gr. 0 (Snr Pre-Primary)	5 years by 31 December (i.e. turn 6 in SPP)
Grade 1	6 years by 31 December (i.e. turn 7 in Gr. 1)
Grade 2	7 years by 31 December (i.e. turn 8 in Gr. 2)
Grade 3	8 years by 31 December (i.e. turn 9 in Gr. 3)
Grade 4	9 years by 31 December (i.e. turn 10 in Gr. 4)
Grade 5	10 years by 31 December (i.e. turn 11 in Gr. 5)
Grade 6	11 years by 31 December (i.e. turn 12 in Gr. 6)
Grade 7	12 years by 31 December (i.e. turn 13 in Gr. 7)

	Minimum age
Grade 8	13 years
Grade 9	14 years
Grade 10	15 years
Grade 11	16 years
Grade 12	17 years

25. Recommended maximum age in the following grades before 31 January of the year of intake:

	Maximum age
Jnr Pre-Primary	5 y 6 m
Snr Pre-Primary	6 y 6 m
Grade 1	7 y 6 m
Grade 2	8 y 6 m
Grade 3	9 y 6 m
Grade 4	10 y 6 m
Grade 5	11 y 6 m
Grade 6	12 y 6 m
Grade 7	13 y 6 m
Grade 8	14y6m
Grade 9	15y6m
Grade 10	16y6m
Grade 11	17y6m
Grade 12	18y6m

26. It is essential that the School operates at full strength (academic and financial) at all times. The number of learners per class is decided by Management in collaboration with Council, and is currently 28 learners per grade class.

27. The decision of final placement is the prerogative of the HOC (in the case of the College) and the HOP (in the case of the Preparatory School), and any such decision taken is final In the event of a learner being granted admission to the School, he/she, and his/her parents or guardians irrevocably and unconditionally agree (without exception) to be and remain bound to the School's code of conduct, rules, other regulations applicable and the terms and conditions set out in the contractual agreement entered into between the parties.

REVISED BY MANAGEMENT: APRIL 2014