



ST GEORGE'S
DIOCESAN SCHOOL
— SINCE 1919 —

APPLICATION PROCESS

Thank you for taking an interest in enrolling your child at St George's Diocesan School, Windhoek, Namibia. For over 100 years, we have built up a proud tradition of excellence. As an Anglican Church School we are dedicated to providing children of all races, creeds and nationalities in Namibia with quality education that is innovative and exciting in a nurturing environment where they will reach their full potential based on Christian values.

Before starting the admissions process, we encourage both parents and students to visit our School. The best way to do this is to attend our different Open Days (Prep School: Grade RR-1 and College Open Days) or make an appointment for a school visit at +264 61 237 456.

The Process

Once you have decided to enrol your child at St George's, the school application process is fairly simple.

Follow these steps in making an application to join the St George's family:

1. The first step towards enrolment is to complete an application form and hand it in at the School Admissions Office.
2. Alternatively you can download the applications form from our Website, complete it and email it together with the required documentation to the following addresses:
 - Prep School (Grade RR - 7) Applications - admissions@stgeorgesnamibia.com
 - College (Grade 8 - AS and A Level) Applications - colrecep@stgeorgesnamibia.com
3. Three months bank statements of the person responsible for the account must be emailed to the School's Bursar - sb@stgeorgesnamibia.com. The name of the applicant (students name) must be in the subject line.

Waiting List

Please note that submitting an application form does not guarantee enrolment, but rather confirms your interest in St George's Diocesan School.

Your application will place you on the Waiting List. St George's School will contact you for an intake assessment as soon as an appropriate place becomes available for your child. Should you not gain a place in the year specified, your application will be rolled over to the following year(s). We ask that you contact the Admissions Office should any of your details change. Please remember to inform us immediately of any changes in your contact/telephone number(s) or email address.

Should an attempt to reach you fail, we will cancel the application. We ask that you inform us if you no longer wish to be kept on our Waiting List.

St George's has a well-known reputation as a School of Excellence. Consequently, the length of time spent on a Waiting List is difficult to predict.

Apart from Grade RR & 1 (Pre-Preparatory) and Grade 8 (College), which see relatively large intakes of students, we are generally able to offer you a place in the Pre-Preparatory, Preparatory and College only after a current student has notified us of his/her intention to leave. This can happen anytime during the school year, and we will seek to fill that place immediately.

Pre-Preparatory: Little St Georgians (Grade RR & R)

Grade RR: Turning 5 years – 48 students

Grade R: Turning 6 years – 52 student

Step 1 – Attend the Prep School Open Day (highly recommended) and make an application as soon as possible for placement on the waiting list. Attendance at the Open Day is not mandatory but advisable.

Step 2 – St George's will contact you when we can offer you a place.

Grade RR process

- St George's begins the admission process for Grade RR in March prior to the Grade RR year.
- We invite all applicants that submitted their applications on/before the Closing Date for Grade RR Applications for an assessment.
- We first make offers to siblings of existing St George's students, members of the Anglican Church and to children of past students (alumni). We take gender, age, social and student diversity into consideration when we compose the class of 48. Admission is subject to a student assessment and an interview with the parents.
- Final offers and invitations for placement in St George's are conditional. If required, upon an interview between the Head of Prep, the Head of Department: Pre-Preparatory and the parent(s)/guardian(s).
- Parents/guardians confirm their acceptance with a deposit and Contractual Agreement form within 10 days following the interview if offered a place.
- We inform all remaining parents on the Grade 00 waiting list of the outcome by the end of August prior to the Grade RR year.

Grade R process

We make offers only when a current student leaves the school as the grade size does not increase significantly from year to year. Departures can take place at any time of the year. If we have vacancies at any point during the year, we will first contact siblings, members of the Anglican Church and children of past students (alumni) and then other applicants on the waiting list. If you are interested in a January start in the Pre- Preparatory only, please note that we cannot make decisions about January admission for any given year until the end of August in the preceding year. Admission is subject to a student assessment and an interview with the parents.

Step 3 – Ensure that we have your correct contact details. We will not cancel your application until you tell us to do so or until we aren't able to contact you using the details provided.

St George's Preparatory (Grade 1 – 7)

Grade 1: For children turning 7 - 75 students (approximately 30 placements available for outside applicants)

Grades 2 – 7: For children turning 8-13

Step 1 – Visit St George's Preparatory School (highly recommended) and fill in an application form, available on the School's website. Please contact us at +264 61 237 456 to arrange a school visit. The school visit is not mandatory, but advisable.

Step 2 – St George's will contact you when there is a possibility of a place. Most of our Grade 1 children come to us from our Pre-Preparatory School. To fill the available Grade 1 places, we refer to the waiting list and invite children in for an assessment before August of the Grade R year. Siblings of existing St George's students take priority. For Grades 2 to 7, for the most part, we are able to offer places only when current students leave the school. When this occurs, we refer to the waiting list, request a copy of the most recent school report, and invite a prospective student for an assessment and interview.

If you are interested only in a January start in the Preparatory School, please note that we cannot make decisions about January admissions for any given year until the end of August in the preceding year.

If offered a place following the assessment, parents confirm their acceptance with a deposit and Contractual Agreement form within a few weeks.

Step 3 – Ensure that we have your correct contact details. We will not cancel your application until you tell us to do so, or until we aren't able to contact you using the details provided. We will roll your application over to the College waiting list if requested.

St George's College (Grade 8 – Grade 13)

For children turning 14-19 (Grade 12 is the Cambridge AS-level year and Grade 13 is the Cambridge A-Level year).

Grade 8 St George's Preparatory students' application process

Step 1

St George's students receive an automatic roll-over to the College and are placed first, based on their Grade 6 Promotion report and the Recommendation by the Head of Prep.

Step 2 - The Head of Prep will complete the Principal's Recommendation Form for each student, which will be forwarded to the College.

Grade 8: Outside application process

- St George's begins the admission process for Grade 8 in March prior to the Grade 8 year.
- We invite all applicants that submitted their applications on/before the Closing Date for Grade 8 Applications for an intake assessment (English & Mathematics).
- We first make offers to current St George's students and to siblings of existing St George's students, members of the Anglican Church and to children of past students (alumni). Then, we list all other applicants according to the number of months between the child's date of birth and the application date.
- Final offers and invitations for placement in St George's College are conditional upon an interview between the Deputy Head College, the applicant and his/her parent(s)/guardian(s).
- Parents/guardians confirm their acceptance with a deposit and Contractual Agreement form within 10 days following the interview, if offered a place.
- We inform all remaining parents on the Grade 8 waiting list of the outcome by the end of August prior to Grade 8 year.

Grade 9-13: Outside applications

Applying to Grades 9

If you would like to be considered for a place in Grades 9, St George's cannot begin to consider the applicant if an application form has not been submitted. Such application enables us to assess the student in relation to a specific vacancy, which is a critical step for College placement.

Placement in this grade is subject to:

- space availability;
- a review of the candidate's reports and the Principal's Recommendation Form;
- an assessment test; and
- an interview with the Head of College.

Applying to Grades 10 and 11

If you would like to be considered for a place in Grades 10-13 St George's cannot begin to consider your child if an application form has not been submitted. Your application enables us to assess the child in relation to a specific vacancy, which is a critical step for College placement.

Placement in these grades are subject to:

- space availability;
- similar Cambridge International curriculum followed at the previous school or Cambridge IGCSE/AS qualification;
- a review of the candidate's reports and the Principal's Recommendation Form;
- an assessment test; and
- an interview with the Head of College.

Applying to Grades 12-13

Please note that we accept new students into the Grade 12 and 13th year under the following conditions:

Cambridge Advanced - AS Level (Gr. 12) Gr. 11 (Requirements for entry into Gr. 12)

- **A C symbol average (4 Cs on IGCSE extended level) is required for external candidates to be admitted into Gr 12 (AS Level) as full-time students. English Language AS Level will not be offered to a student entering the school in Grade 12.**
- Students may continue with a subject on AS level if the subject was taken on IGCSE extended level and passed with a minimum of a C (65% minimum) symbol in the CIE exam. A minimum of 65% in Maths on extended level is required from a student in order to continue with Computer Science, Mathematics, Physics and Chemistry on AS Level.
- Four AS subjects per student are offered based on the St George's curriculum/subjects. Special conditions will apply if the student wishes to take more than 4 subjects, such as:
 - Student must have passed with an average of a B symbol in the IGCSE exam;
 - If the timetable is able to accommodate the additional subject.

Cambridge Advanced - A Level (Gr 13)

Assessed on a case-by-case basis.

REVISED BY SCHOOL MANAGEMENT JULY 2020