

# ADMISSION POLICY

# FOR



# PHUZA ULWAZI ACADEMY

## Aims

The policy seeks to ensure that:

*The more you dream, the furthest you get*



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- There is no unfair discrimination in the admission of learners.
- That no learner is unlawfully refused admission to the school.
- That the administrative procedures for admission are clearly defined and known to all affected parties.
- That the admission of learners to the school is carried out in a smooth and professional manner.

## **Admission procedure**

- Admissions will be done from the 3<sup>rd</sup> term to 4<sup>th</sup> term. Application forms are available in third term.( deadline will be given)
- No admission of learners shall be carried out in the beginning of the academic year.
- A learner must benefit from the curriculum and it is therefore necessary to assess each Application for Admission.
- Applicants are assessed according to the normal entry requirements and, if necessary, personal interviews and completing admission tests will be conducted.
- The school does not make provision for learners with special educational needs, but a slow learner should not be regarded as such and In such cases, the principal shall refer the application of such a learner to be placed in a suitable school.
- Pupils who live in the feeder areas have preference.
- All the necessary forms, plus the administration fee need to have been completed/paid before the application is processed.
- Learners who are accepted and not accepted will be informed through sms/emails/telephone.
- Admitted learners will be recorded on admission register.
- Parents have the right of appeal to the Principal.



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## Age norms

The following are requirements for admission to the specific grades.

Grade	Permissible age
08	13
09	14
10	15
11	16
12	17

## Admission to the entry grades (8 and 10)

- In the case of learners being admitted to the entry grades to the school, the following shall be required from the learner:
  - ✓ A duly completed application form supplied by the academy.
  - ✓ Original progress report
  - ✓ Transfer Letter
  - ✓ Certified copies of ID or birth Certificate
  - ✓ 2 X ID Photos
  - ✓ Certified copies of ID copy for parent/guardian
  - ✓ Proof of residence
  - ✓ Debit form (if applicable)
- If the learner does not have some of the required documentation, such a learner may be admitted provisionally pending the submission of such outstanding documents.
- The school reserves the right to verify any documentation submitted to the school for admission purposes.



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## **Admission to other grades (9, 11 and 12)**

- Learners are encouraged to seek admission in the entry grades mentioned above.
- The admission of a learner to these grades will be strictly monitored.

## **Admission of foreign learners**

- The school shall give priority to local learners for admission over foreign learners.
- In the case of a foreign learner applying for admission, the following documents shall be required:
  - ✓ A duly completed application form supplied by the academy
  - ✓ Original progress report
  - ✓ Transfer Letter
  - ✓ Certified copies of ID or birth Certificate / Passport
  - ✓ 2 X ID Photos
  - ✓ Study permit
  - ✓ Certified copies of ID copy for parent/guardian.
  - ✓ Proof of residence. (temporary residence in RSA)



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## Additional information

- a. The following responsibilities to be carried out during the admission of learners are assigned to the specified officer:

Activity	Responsible officer
Issuing of Application	Admin Personnel or can be downloaded on <a href="http://www.phuza-ulwaziacademy.co.za">www.phuza-ulwaziacademy.co.za</a>
Receiving of Application	Admin Personnel
Verification of Document	Principal
Interviews and selection tests	Selection team
Informing parent of outcome	Principal
Processing of Application and Payments	Admin Personnel

## Removal of learners from the admissions register

- The admission register shall be kept by the administrative officer. This register (SA-SAMS) usually contains all the relevant information of the learners.
- A learner shall be **archived** in the school's records when the learner:
  - ✓ Leaves the school after completing the highest grade at the school,
  - ✓ Applied and granted transfer to another school and the transfer accepted in the other school,
  - ✓ Is expelled from the school in terms of the procedures and stipulations outlined in the code of conduct.
  - ✓ Passes away



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## **Recruitment**

The school shall take the following actions in order to recruit learners for admission:

- ✓ advertisements through flyers, local radio station, school's website;
- ✓ Announcement in churches.
- ✓ application shall be dispatch to feeder schools during the first week of October

## **Policy review**

- The policy shall be reviewed annually.

## **Policy effective date**

This Policy shall become effective as from 01 January 2016.

## **Conclusion**

It is important that the school ensures adherence to this policy. Only learners that are in adherence and observance of this policy shall be admitted to the school.