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The King's School Linbro Park Admissions Policy

1 Interpretation

In this policy any expression to which a meaning has been assigned in the National Education Policy Act, 1996 (Act No. 27 of 1996) and the South African Schools Act, 1996 (Act No. 84 of 1996), has that meaning.

2 Purpose

The purpose of this policy is to provide a framework to the management of The King's School Linbro Park for providing learners with access to The King's School Linbro Park.

3 Administration of Admissions

- 3.1 The Principal of The King's School Linbro Park must determine the process of registration for admission to The King's School Linbro Park in order to enable the admission of learners to take place in a timely and an efficient manner. The Principal and the school governing bodies should encourage parents⁽¹⁾ to apply for the admission of their children before the end of the preceding school year.
- 3.2 The Principal of The King's School Linbro Park is responsible for the administration of the admission of learners to The King's School Linbro Park. The Principal may delegate the responsibility for the admission of learners to another qualified member of the staff of The King's School Linbro Park.
- 3.3 The admission policy of The King's School Linbro Park is determined and ratified by the board or governing body of the school in terms of section 5(5) of the South African Schools Act, 1996 (No. 84 of 1996). The policy must be consistent with the Constitution of the Republic of South Africa, 1996 (No. 108 of 1996), the South African Schools Act, 1996 and applicable provincial law.
- 3.4 The Principal of The King's School Linbro Park shall reserve the right to deny admission to the school on the basis of failure to meet the established, objective criteria for admission identified in this policy.
- 3.5 This admission policy of The King's School Linbro Park may at no time unfairly discriminate in any way against an applicant for admission.
- 3.6 A learner is admitted to the school programme on the condition that:
 - a. The required school fees and all other accounts are paid in full in a timely fashion.
 - b. The learner and parents subscribe to and adhere to the mission statement and code of conduct of the school.If either of these conditions are not met, the school reserves the right to require that the learner be suspended from classes, denied access to cultural, sporting or social activities of the school, denied a school report or transfer certificates either permanently or until such time as the conditions are met.
- 3.7 In the educational interest of the learner, he or she will be may be requested by the Principle to undertake a suitable test to assist a placement decision and to help identify any special needs upon enrolment in the school.
- 3.8 Placement decisions will take into account the recognition of prior learning on an individual basis.
- 3.9 The King's School Linbro Park will seek where possible to redress the inequalities which have hindered learners from previously disadvantaged communities.
- 3.10 The name of a learner will be removed from a school's admission register when the learner
 - a. leaves the school after grade 12 or after completing the compulsory school attendance period, or is granted exemption from compulsory attendance according to section (4) of the SA Schools Act;
 - b. applies for a transfer to another school and the transfer is effected;
 - c. is expelled from school; or
 - d. dies.

4 Register of Admission

- 4.1 The Principal of The King's School Linbro Park will keep a register of admission to the school. All admissions of learners to the school must be recorded in the register of admission. The register must contain the name, date of birth, age, identity number, if applicable, and address of the learner as well as the names of the learner's parents as defined in the South African Schools Act, 1996 (see footnote 1) and their addresses and telephone numbers, where applicable.
- 4.2 Entries in the register of admission must be verified against the birth certificate or identity document of the learner concerned.
- 4.3 Officials of the provincial education department will be allowed access to the register of admission.

5 **Preference Criteria and Spiritual Standing**

- 5.1 Preference will firstly be given to learners who were registered at the school the previous year.
- 5.2 Secondly, to learners whose siblings are registered at the school.
- 5.3 Consideration will first be given to learners whose parents are members of the London Road Church and then to learners whose parents are members of churches where Jesus Christ is Lord, provided that the learner of thirteen years or older wants to be taught and disciplined in The King's School environment and agrees to live according to the school's expectations.

6 **Documents Required for Admission**

- 6.1 A parent must complete an application form for admission, which will be made available to him or her from the school office together with the admission policy and the code of conduct for learners of the school. The principal must ensure that parents are given whatever assistance they may require to complete the form.
- 6.2 When a parent applies for admission of a learner to The King's School Linbro Park, the parent must present an official birth certificate of the learner to the principal. If the parent is unable to submit the birth certificate, the learner may be admitted conditionally until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs. The principal must advise parents that it is an offence to make a false statement about the age of a child. (See Births and Deaths Registration Act, 1992 (No. 51 of 1992).) The parent must ensure that the admission of the learner is finalised within three months of conditional admission.
- 6.3 On application for admission, a parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. If a parent is unable to show proof of immunisation, the principal must advise the parent on having the learner immunised as part of the free primary health care programme.
- 6.4 When a learner transfers from the school, the Principal must complete a transfer card and hand it to the parent, or forward it to the principal of the receiving school. The learner's transfer card must be attached to the application form for admission to the receiving school.
- 6.5 If the transfer card is not available the Principal may admit the learner and place the learner in a grade on the basis of the following documentation:
 - a. the last report card issued by the previous school;
 - b. other equivalent documentation from the previous school; or
 - c. a written affidavit of the parent stating the reason for not having the transfer card and the grade the learner attended at the previous school.

7 **Age Criteria**

- 7.1 All pre-primary learners must be between the ages of two years and six years.
- 7.2 For entry into Grade 1 learners must be six years old or turn six before 30 June.
- 7.3 For the primary and high school, a learner's age must be within the accepted range as at 1 January.
- 7.4 A certified birth certificate must be submitted as proof of age.

8 **Academic Criteria**

- 8.1 No child shall be admitted to any level unless he or she has completed The King's School entrance tests or evaluation appropriate to that level.
- 8.2 No child shall be admitted to the school unless a certified copy of the most recent scholastic report/certificate has been produced.
- 8.3 A learner must be seen to benefit from the teaching of the school. Learners may be admitted for a probation period, subject to academic progress and character growth.
- 8.4 Parents should be aware that there may be an additional responsibility to find and pay for any extra tuition arising from academic "gaps".
- 8.5 Learners may be retained at the end of the academic year, at the discretion of the academic staff. This is always applied in the best interests of the child.

9 **Language Proficiency**

- 9.1 As English is the language of instruction, a learner must have a standard command of the English language appropriate to each level.
- 9.2 If a learner qualifies for immigrant status, parents are responsible to find and pay for tuition in a foreign language.

10 **Admission of Non-citizens**

- 10.1 The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.
- 10.2 A learner who entered the country on a study permit must present the study permit on admission to the school.
- 10.3 Persons classified as illegal aliens must, when they apply for admission to the school for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

11 **Learners with Special Needs**

- 11.1 The rights and wishes of learners with special education needs, will be taken into account at the admission of the learners to The King's School Linbro Park. Learners with special education needs may be admitted where this is reasonably practical.
- 11.2 Where the necessary support which would facilitate the integration of a learner with special needs into The King's School Linbro Park, cannot be provided, the Principal will refer the application for admission to a suitable school.
- 11.3 A learner who is 16 years of age or older and who has never attended school and who is seeking admission for the first time or did not make sufficient progress with his or her peer group, will be advised to enrol at an Adult Basic Education and Training (ABET) centre.

12 **Christian Conduct and Obligation**

- 12.1 Parents must accept in writing the policy and rules for learners.
- 12.2 Parents must weigh up and acknowledge the obligations involved in registering their child in a Christian school.

13 **Rights and Obligations of Parents**

- 13.1 The school board of The King's School Linbro Park will inform all parents of learners admitted to a school of their rights and obligations in terms of the South African Schools Act, 1996, any applicable provincial law. Parents must specifically be informed about their rights and obligations in respect to the governance and affairs of the school.
- 13.2 Parents have an obligation to support their children to attend school regularly and to complete all assigned work in a timely fashion
- 13.3 No learner will be admitted until the person who wishes to register the child has completed an undertaking to pay school fees and other financial obligations such as the administration fee with promptness and integrity. School fees are payable on the 1st of each month over an 11 month period.
- 13.4 Parents of all newly enrolled children will be required to attend a parenting course offered by the school within one year of their children's enrolment in the school.
- 13.5 Parents have an obligation to keep abreast of all communication from the school to the parent body. This includes, but is not limited to, reading the weekly newsletter distributed by the school and attending all parents' evenings.
- 13.6 The King's School Linbro Park is a private school and relies largely on the parents' efforts to fund capital development.
- 13.7 The King's School will not accept learners from families who owe money to other schools.

14 **General**

- 14.1 As a body joined together, it is important to note that the school can only function effectively when teacher, parents and learners attend the following:
 - a. Compulsory Parent Meetings
 - b. School functions
- 14.2 Fulfilment of all the above does not guarantee admission into the school.
- 14.3 The admission criteria are subject to the discretion of the Management Board.
- 14.4 All supporting documents must accompany the application.

"Parent" means:

- a. the parent or guardian of a learner,
- b. the person legally entitled to custody of a learner, or
- c. the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner's education at school.