

Admission Policy

Effective Date: 1 January 2011



1. Preamble

Shree Bharat Sharda Mandir is a co-educational school based on the Hindu ethos and values. This admissions policy articulates the school's commitment in ensuring that all learners have access to quality education without any fear of discrimination on any grounds what so ever. To this effect, any learner that applies for admission to this school will be subjected to a fair and equitable admissions process that is aligned to all the relevant National and Provincial legislation.

No learner may be refused admission to the school on the basis of unfair discrimination based on race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV/AIDS status or any other illness.

While The School does not discriminate on religious grounds in terms of the admission, it is expected that those learners who are enrolled at The School attend various religious activities specific to the Hindu faith that are practiced by The School. These include assemblies and the celebration of the various festivals. However, learners of other faiths will not be required to worship during these activities.

2. Criteria for admission

- a. Application forms are to be signed by both parents of the child. In any other legal instance, proof of the authority will need to be provided.
- b. Preference is given on the waitlist to siblings, children of staff and the children of alumni depending on the space available
- c. Admissions will also be considered whether the family and child will align to the values of School, whether the child will add value to the School and whether the family is able to meet the fee commitments
- d. All applications are subject to fee payment verification by the previous school attended. The School Admissions office will request information regarding payment history and subsidies in each instance. The School may decide not to offer a place in the case of an adverse report.
- e. Successful applicants must also agree to submit to the school's Code of Conduct.
- f. Applicants who are not South African citizens must also provide a valid study permit.

3. The Admissions process

3.1 Informing Parents

The school will communicate the commencement of the admissions process through the local newspaper/ newsletters or posters, once it has been decided upon by the Management of the School

3.2 Application for Admissions

Parents applying for admission to the school for the first time will:

1. Be issued with an application form which must be duly completed and returned to the school within the stipulated timeframes. (Refer to Annexure A).
2. Submit the following supporting documentation for admission to the school:
 - A certified copy of the birth certificate
 - A certified copy of the parents identity document / passport
 - A certified copy of proof of immunisation against Polio, Measles, Tuberculosis, Diphtheria, Tetanus and Hepatitis B (Clinic Card)
 - Proof of residence e.g. water and lights account.
3. In cases where a learner transfers from another school the parent must also submit the following from the previous school:
 - a. A transfer card.
 - b. The last report.
4. On submission of a completed application form, parents will receive an allocated admissions reference number in writing from the relevant admissions register.
5. A nominal application fee is payable at the time the application form is handed back to the school.
6. The School has a central admissions office which manages the admissions process from application to acceptance from Grade R – Grade 10. These actions may include assessments, interviews and discussions with previous schools.
7. All new applicants are subjected to an entrance examination or to a school readiness assessment.
8. After passing the examination/ readiness assessment the Applicant with their family will be requested to attend an interview and to submit a character reference from his/her current school.
9. The final decision will be made after the interview and the successful applicants will be notified to come and complete the registration documents.
10. All new admissions require the payment of a non-refundable registration fee, determined by the Executive of the Advisory Council from time to time.

4. Admission Age and Age Grade Norms

The admission age of a learner to Grade 1 is age five (5) turning six (6) by 30 June in the year of admission. The admission age of a learner to Grade R is age four turning five by 30 June in the year of admission. For the placement of learners into different grades, the age grade norm, namely, grade number plus six years, will be applied for admissions purposes.

5. Learners Who Are Repeating

In principle, learners should progress with their age cohort. The norm for retention is one year per school phase. At the discretion of the school management, a learner who has repeated a grade and does not show any academic progress during the repeat year will be asked to find another school at the end of the year.

6. Approval

REVIEWED AND APPROVED BY ADVISORY COUNCIL: OCTOBER 2019

NEXT REVIEW DATE: OCTOBER 2021