

STEDIN COLLEGE AND PRIMARY SCHOOL



ADMISSION POLICY

The submission of an application does not automatically guarantee acceptance. Without prejudice, the Principal reserves the right to accept or reject an application.

The Admission Policy of Stedin College and Primary School has been determined by the Board of Directors in terms of section 5(5) of the South African Schools Act, 1996 (No. 84 of 1996). The policy is consistent with the Constitution of the Republic of South Africa, 1996 (No. 108 of 1996) and that of the National Education Policy Act 1996 (Act No.27 of 1996) and the applicable provincial law.

PROTECTION OF PERSONAL INFORMATION ACT. ACT OF NO 4 OF 2013

The purpose of the Act is to protect personal information, to strike a balance between the right to privacy and the need for the free flow of and access to information and to regulate how personal information is processed. All information provided is treated in the strictest of confidence. Special rules apply to the processing of personal information of children.

(Section 35) This information will be used for the purpose of:

- enrolling the learner at Stedin College and Primary School and the ensuing years as a learner at the school
- registering the learner with the Department of Education
- in the event of non-payment of the school fees, forwarding the relevant parents' information to the school's attorneys
- retaining the necessary information for the school's current and past pupil data base. (Stedin College and Primary archives)

OUR MISSION STATEMENT

To become the leading affordable independent school in Nelson Mandela Bay through the provision of quality education to all learners who attend our school, and to develop an entrepreneurial mindset within our learners so that they can become creative thinkers and gamechangers in society.

FACILITY Contact Details Physical Address

1 Victoria Park Drive

Walmer

Gqeberha/Port Elizabeth

TELEPHONE: 041 205 0929: **E-mail Address:** admin@stedin.co.za

CORRESPONDENCE (Preferred method of communication with Stedin College and Primary School and parents) Parents are asked to email the school. Our email address is admin@stedin.co.za

Mark for the attention of the staff member or subject concerned (if known)

Parents are requested to provide the school with a working email address for all correspondence. As the postal service is unreliable, this means of communication will not be used.

Should parents require assistance with applications, the Admissions Secretary has been appointed by the Principal to assist parents. The direct email address of the Admissions Secretary is: marketing@stedin.co.za: Telephone No. 041 205 0929

MEDIUM OF INSTRUCTION

Stedin College and Primary School is an independent, co-educational day school, without boarding facilities.

Applicants must have a command of English, the medium of instruction. Afrikaans and isiXhosa are offered as language subjects of choice.

RELIGIOUS INSTRUCTION

Stedin College and Primary School is a Christian-based interdenominational school which respects all beliefs.

ORIENTATION

The learner must be academically orientated and be able to scholastically fulfil the necessary requirements for admission. It will be understood that once a learner is accepted at **Stedin College and Primary School** the learner will be bound by the Code of Conduct and will be expected to participate in the entire school programme.

ENROLMENT CAPACITY

The Principal, in consultation with the Board of Directors, reserves the right to review the number of classes per grade and the number of pupils allocated per grade.

Every effort will be made to ensure that the ratio of male and female in every grade will be approximately equal.

The number of learners accepted each year will be dependent on the capacity of the school with regard to:

- Teacher/pupil ratio
- Classroom size – utilization of available classrooms
- Curriculum and extra-curricular choices
- The adequate provision of learning and teaching support materials
- The pupil ratio with regard to ablution/bathroom and hall facilities (As stipulated under the Health and Safety regulations)
- It is the express wish of the Principal and the Board of Directors that, in the best interest of the learners, the ideal number of learners per register class be kept to ± 30 per class with a maximum of 35 learners per class.
- However, certain subjects will attract more than the prescribed number of 30 learners.

APPLICATION FORMS

Applications for enrolment will be advertised on the school's website and social media platforms.

Application Forms for all grades are available from the Front Office or can be emailed on request.

Grade 12 Application forms are not available for this grade. Enrolment in this grade depends on the subject choice of the learner and the learner's previous educational background and achievement.

ADMISSION AGE

The age requirements for admission have been published in General Notice 2433 (Government Gazette 19377) of 19 October 1998.

The Board of Directors of **Stedin College and Primary School** will adhere to these requirements when considering a learner's application.

As a guideline, the appropriate age for the admission of a learner is:

Grade & Age

Pre-Primary

R: 5 turning 6 years **1:** 6 turning 7 years **2:** 7 turning 8 years **3:** 8 turning 9 years

Primary

4: 9 turning 10 years **5:** 10 turning 11 years **6:** 11 turning 12 years **7:** 12 turning 13 years

College

8: 13 -14 years **9:** 15 years **10:** 16 years **11:** 17 years **12:** 18 years

A learner who is 16 years of age or older and who has never attended a formal high school and who is seeking admission for the first time or has not made sufficient progress within his or her peer group, must be advised to enrol at an Adult Basic Education and Training (ABET) Centre.

REPETITION

In principle, learners should progress with their peer groups. The norm for repetition is one year per school phase where necessary. Multiple repetitions in a grade are not permissible.

ZONING

The Board of Directors of **Stedin College and Primary School** does not apply zoning, but due consideration is given to learners who live within the area.

SELECTION CRITERIA FOR ADMISSION

The Board of Directors and the Principal of **Stedin College and Primary School** are bound by the constitution of the country to ensure that all applications will be treated fairly. However, **it must be appreciated that by virtue of the number of applications received, not all applicants will be accepted, and some fair process of selection is inevitable.**

The selection criteria are as follows:

1. Learners with siblings who are currently attending Stedin College and Primary School (not cousins or friends)
2. Learners to whom Stedin College and Primary School is the closest school (criteria for admission is at the discretion of the Board of Directors and the Principal)
3. Learners who have shown sound behavioural qualities and academic effort
4. Learners who participate in extra mural activities (sporting & cultural activities)
5. Learners who are age appropriate for the grade
6. Learners who reside permanently with their parents/legal guardian/s

The documents (not originals only copies) listed hereunder to be included with the returned completed application form:

Learner's:	Proof of the learner's home address
Birth certificate	Proof of income for school fee payer/s
Latest school report	Current school fee statement
Valid study permit (if applicable)	Death certificate (if applicable)
Valid residence permits (if applicable)	I.D. photograph of the learner
Valid passport (if applicable)	I.D. of both biological parents
	Transfer form from previous school

GRADE 9, 10 & 11 LEARNERS ONLY

Once the learner is accepted, the following documents will be required on the first day of attendance.

Transfer Form and Portfolio of work from previous school

APPLICATIONS RETURNED FOR CONSIDERATION

Incomplete application forms will not be considered.

On receipt of the completed form, the Admissions Secretary will check the applications for accuracy. In order to authenticate the information provided, the current school will be contacted to ascertain academic achievements, sporting achievements, behaviour and family conduct.

SUCCESSFUL APPLICATIONS

Should the application be successful, the Admission Secretary will telephonically contact the parents/guardians of the applicant to confirm an interview and entrance test at the school.

Written confirmation and the necessary paperwork will follow via email.

UNSUCCESSFUL APPLICATIONS

Parents whose applications are unsuccessful will be contacted via email.

All unsuccessful applications for all grades are retained on a waiting list, which is forwarded to the Department of Education.

ADMISSION COSTS

No fee will be levied on collection or return of the application form.

ON ACCEPTANCE

Once the learner has been accepted to Stedin College and Primary School, a non-refundable payment is required in order to secure the placement of the learner at Stedin College and Primary School. **This payment is payable within two weeks of receipt of notification of acceptance. This fee will be deducted from the FIRST month's school fees.** (This fee will be revised annually in accordance with current trends)

This payment can be made at our Bursar's office, swipe card facilities are available, or via EFT payments. Our school fee banking details are:

ACCOUNT NAME:	Stedin Independent School
BANK	ABSA Bank
BRANCH CODE	632 005
ACCOUNT NO.	40-9701-4210
REFERENCE	Learner's surname and initials (and applicable year)

FINANCIAL OBLIGATION

Stedin College and Primary School is an independent school and is a **PROUDLY FEE-PAYING SCHOOL**.

In terms of Section 39 of the South African Schools Act, the parties to the application are liable to pay compulsory school fees as adopted and ratified by the Board of Directors at a Meeting of the Board held at Stedin College and Primary School.

According to this Act both parents are jointly and severally responsible for the payment of school fees irrespective of any divorce or maintenance agreement in place. Further, in terms of Section 40 and 41 of the same act, the Board of Directors may enforce the payment of these compulsory school fees.

In the event of the school fees being the subject of a non-payment issue, the Board of Directors reserves the right to conduct an enquiry and or credit search with a credit information bureau. Failure to settle the outstanding school fees will result in the account being handed to the school's attorneys for collection. In accordance with the Memorandum from the Chief Directorate: Legal and Legislative Services of the Department of Basic Education of 2014 stating that:

"parents enrolling their learners in independent schools should be in the position to pay school fees. The relationship between the school and the parent with respect to the payment of school fees is a contractual arrangement. This implies that a school has the right to enforce payment of school fees in as much as the parent can enforce the provisioning of education to the learner by an independent school. The school may regulate the enforcement of payment of school fees in a form of a school policy which may provide for the termination of the contract where the parent is in default by not paying school fees. The decision to expel, suspend or withhold report cards of learners due to the non-payment of school fees should be exercised observance of a just and fair process" Stedin College and Primary School can cancel the contract between the parents and the school and provide a transfer letter so that the parent can find another school for their child.

NOTICE PERIOD (in the event of a learner leaving Stedin College and Primary School)

A month's written notice is required in the event of a learner leaving Stedin College and Primary School. Should written notice not be given, a month's school fees in lieu of notice will apply.

LEARNER RESPONSIBILITY

On acceptance, the learner and the parents will be required to abide by the code of conduct, as determined by the Principal and the Board of Directors.

RIGHTS AND OBLIGATIONS OF PARENTS

Parents have a right to be informed of:

Their child's academic progress

The governance and affairs of the school

Any decisions relating to meetings regarding school fees and school budgets

To receive notifications relating to school matters

PARENT'S OBLIGATIONS

To support their children, the Principal and Staff in upholding the Code of Conduct

To ensure that the learner attends school daily

To diligently honour their financial obligations towards the school

To attend any meetings as requested by the Principal/ Teachers/Board of Directors

July 2023

