

 <p style="text-align: center;">AGGENEYS INTERNATIONAL ACADEMY</p> <p style="text-align: center;">Quality Assurance Policies & Procedures</p>			Document Title:	Quality Management System ADMISSIONS POLICY
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ADMISSIONS POLICY

Adopted by the Board of Governors of the Aggeneys International Academy in terms of its Constitution, in terms of the South African Schools Act (SASA) No. 84 of 1996 (as amended) and the Constitution of the Republic of South Africa.

This policy should also be read in conjunction with the Academy's Language Policy

1. AIM OF THIS POLICY

The aim of the Admissions Policy is to:

- facilitate and promote the admission of learners to the Academy in a manner which adheres to the prescriptions of the Constitution of the Republic and other relevant national and provincial legislation, so that no learner is negatively discriminated against, and
- articulate a set of principles and procedures to guide personnel who manage the admissions of learners to the Academy

2. FUNDAMENTAL PRINCIPLES

- The Academy recognises the right to basic education and equal access to public education institutions which is enshrined in the Constitution of the Republic and other pieces of legislation.
- The AIA is an independently-owned institution, established with the purpose of providing an education of an international standard, delivered in the medium of English, to children of employees of the Black Mountain Mining Company (PTY) LTD and to learners from the Aggeneys community and surrounding areas.
- Within the framework of the Constitution of the Republic of South Africa, the constitution of the Board of Governors and other relevant legislation, and guided by the Policy Framework of the Academy, no learner may be refused access to this school on the grounds of race, gender, origin (ethnic or social), religion, belief, colour, culture, language or age.

- The principles contained in the SASA (South African Schools Act) regarding compulsory attendance and exemptions from compulsory attendance, and which are applicable to public schools, are implicit in this policy.

3. INTERPRETATION

In this policy document, unless the context indicates otherwise:-

- 3.1 Teacher : means any person who teaches, or trains learners at the Academy and who has been appointed by the Board of Governors of the Academy;
- 3.3. Learner: means any person receiving education or obliged to receive education in terms of the SA Schools Act;
- 3.4 Practitioner : Any person in charge of a group room in the Early Learning Centre
- 3.5 Assistant Practitioner : Any person trained to assist in a group room in the Early learning Centre.
- 3.6 Teaching Assistant : Any person trained to assist with learning and administration in the classroom at the Academy
- Assistant Teacher : Any person training with UNISA to complete their teaching degree and working as either a Teacher (NQT) or a Teaching Assistant.
- 3.7 Parent means:
- 3.7.1 the parent or guardian of a learner;
- 3.7.2 the person legally entitled to custody of a learner; or
- 3.7.3 a person who undertakes to fulfil the obligations of a person referred to in paragraphs 3.4.1 and 3.4.2 towards the learner's education at the School;
- 3.5. The School means the ACADEMY
- 3.6. The ELC means Bright Beginnings early elarnign Centre

4. ADMISSION OF A LEARNER

4.1 DOCUMENTS

- 4.1.1 Application for Admission documents for the following year will be available for collection from the school during the third term of the current school year.
- 4.1.2 Prospective parent/s must fully complete, sign and submit all compulsory and other documentation for the admission of a learner to this school.

- 4.1.3 The application form together with the additional documents described in sub-paragraphs 4.1.5 (a) – (i) below shall be delivered to the school prior to 15h00 on the closing date as determined by the school and as advertised on the application form.
- 4.1.4 Preference shall be given to applicants whose applications are complete and have been submitted on or before the deadline time and date. Late and/or incomplete applications may be disregarded.
- 4.1.5 When a parent applies for the admission of a learner, the parent must present:
- (a) the school's application form duly completed and signed and / or the completed learner registration form (if the learner originates from a state school)
 - (b) a **certified** copy of an official birth certificate of the learner and/or a **certified** copy of the learner's identity document
 - (c) a **certified** copy / copies of the official identity document/s of the parent (s) or legal guardian(s);
 - (d) a **certified** copy of a municipal water or electricity account of the home address of the parents, as proof of permanent residential address and/or residence (unless applicants reside in Aggeneys);
 - (e) A Health card for the admission of children in the Early learning Centre and for grade R / Grade 1 at the Academy
 - (f) the most recent **original** report card issued by the previous school of the learner or other equivalent documentation from the previous school;
 - (g) the CEMIS/ISAMS transfer certificate if the learner originates from a state school, OR a valid transfer certificate from another independent school;
 - (h) such additional documents as may be prescribed by the school from time to time;
 - (i) non-South African learners whose parents are in possession of temporary or permanent resident permits are also required to submit the compulsory documents as described above, as well as **certified** copies of the applicable permit (s), viz, residence permits, work permit s, study permits, etc.
 - (j) a parent shall be entitled to submit, together with the application, additional documentation that may demonstrate compliance with the admission criteria described below in [4.2]

4.2 ADMISSIONS

4.2.1 Preference will be given to admitting learners:

- (a) whose parents are in the employ of Black Mountain Mining (PTY) LTD;
- (b) who live within the school's immediate geographical vicinity;

- (c) who agree and accept that the Language of Learning and Teaching (LoLT) of the school will be English;
 - (d) Who agree to abide by the school's assessment policy and procedures; disciplinary code for learners and attendance expectations for the term.
 - (e) whose application documents are complete in all aspects as stipulated in paragraph 4.1 above;
 - (f) who are siblings, except where this is not in the best interests of the learner and/or the school;
 - (g) who display a willingness to contribute to the social, academic, sporting and cultural life of the school;
 - (h) who have a good disciplinary record.
- 4.2.2 The school will admit learners and serve their educational needs without any unfair discrimination.
- 4.2.3 A learner may be declined admission to Aggeneys International Academy, or forfeit admission to the Academy on grounds of his or her parent:
- (a) failing to pay school fees as determined by the Board of Governors without entering into such an agreement with the Board of Governors and/or the Management of the school ;
 - (b) not subscribing to the vision and mission of the school;
 - (c) refusing to enter into a contract in terms of which the parent relinquishes any claim for damages that may result from the education of the learner.
 - (d) showing lack of support and participation in their child's learning processes, and refusing to engage with the academy in the interests of their child's development.
- 4.2.5 In the event that after the application of the criteria referred to in sub-paragraph 4.2.1, applicants are equal, preference will be given to learners who are living in Aggeneys and whose parents work for Vedanta.
- 4.2.6 The Head, in the first instance, and then her Deputy Head and other staff members to whom authority has been delegated, are responsible for the administration of admission to Aggeneys International Academy.
- 4.2.7 All applicants who apply to this Academy and complete an application for admission must be provided with receipts, numbered in sequence, for admission by the school.
- 4.2.8 Once a learner's application has been successful, the Head will send a letter to the parents at the address provided to the school, informing them that their child has been accepted as a learner at

the school. Such letter will be sent out no later than during the 10th week of Term 3. Unsuccessful applicants will also be sent letters advising them accordingly.

- 4.2.9 Parents must notify the school in writing of their intention to accept the place offered by signing the acceptance document and returning it to the school. If a parent does not follow this step, and arrives to place their child in school on day 1 of a term, they will be declines access and admission.

5. INFORMATION PROVIDED TO PARENTS

- 5.1 The school will provide the following information to prospective parents:
- 5.1.1 the school's Admission Policy
 - 5.1.2 the school's Code of Conduct for Learners
 - 5.1.3 the school fees payable, and the exemption from payment of school fees or subsidies or bursaries available, where applicable, subject to the conditions laid down by the BoG.
- 5.2 All parents, when they accept admission for their learners to the Academy, are required to sign a form in which they acknowledge that they are legally bound to pay the school fees as stipulated by the Board of Governors and as communicated to parents. Even when they leave the school, they are bound to pay all fees before transfer letters are given to them.

6. REGISTRATION

Once a learner has been admitted to this school, that learner must be registered on the current database (CEMIS/ISAMS) of the Northern Cape Education Department as part of the enrolment of the learner.

7. APPEAL

The administration and application of this policy is the responsibility of the Head, and as such, the Head has the authority to admit or to refuse admission of a learner to the school according to the prescripts of this policy. Before making a decision to either admit or refuse admission to a learner, or terminate the attendance of a child, the Head can consult with the Board of Governors, through its Chairperson, to ascertain that the decision is in line with the Academy's policy and relevant legislation.

8. REVIEW

It is intended that this policy will be reviewed from time to time to establish its relevance and appropriateness to the school's changing situation. The review date and mechanisms will be determined by the Board of Governors and communicated to all relevant parties.

This policy has been adopted on behalf of all the relevant stakeholders. Signed original in school file.

AIA POLICY DOCUMENT