



UNION PREPARATORY SCHOOL ADMISSION POLICY

Preamble:

- *The Governing Body of Union Preparatory School has constituted the following Admission Policy of the school, in the belief that its provisions are consistent with:*
- *The Constitution of the Republic of South Africa (Act 108/ 1996.)*
- *The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.*
- *The South African Schools' Act (Act 84/1996) and subsequent amendments.*
- *The Eastern Cape Provincial School Education Act 1 of 1999*
- *The Promotion of Administrative Justice Act (Act 3/2000.)*
- *The Health and Safety Act.*

POLICY

It is the aim of the school to:

1. Embrace diversity and provide an environment where the race, culture, religion and economic standing of the individual are in no instances an impediment to his/her access to, or progress in, any aspect of school life.
2. Make provision for any South African citizen or other persons with the relevant documents who may wish to apply.

It is the policy of the school that:

1. No pupil will be refused admission on grounds of race, culture, religious belief or financial circumstance, however learners admitted to the school need to be sufficiently proficient in English so as not to prejudice their ability to progress academically since our school is a single medium school where English is the language of learning and teaching
2. Any pupil admitted to the school is admitted to the total school programme, and will not be suspended from classes, denied access to cultural, sporting or social activities of the formal school programme on the grounds of an inability by his/her parents to meet the required school fees.

Admission Committee:

An Admissions Committee will be established to process ALL applications. This committee will consist of the following members:

1. UPS Principal
2. Parent member of the SGB
3. Educator member of the SGB
4. School secretary

Entry age:

In accordance with education department policy, learners may be enrolled for Grade 1 at 5 years of age, turning 6 by 30 June. For admission, the learner's age for entry into any grade should not exceed the Grade +6. The age of the learner should not exceed two years above or below the chronological average age of the Grade. Preference will be given to learners turning seven in Grade 1.

Class size:

The School Governing Body has determined that the optimal class size is 23 learners per class. The Governing Body employs additional teachers and class assistants to ensure that this objective is met. (Please see annexure A for capacity determination.)

Pre-school Reception attendance:

Union Pre-School is Union Preparatory "feeder school", and children from Union Pre-school will be given preference for enrolment in Grade 1. Other learners who are enrolled at a registered pre-primary school will be given preference over learners who are not enrolled at a pre-primary school.

Feeder zone

Learners should reside in Graaff Reinet. Learners accommodated in any Union Schools hostel will automatically form part of the feeder zone.

Language of tuition

The SGB of Union Preparatory School has, in its language policy determined that the school will be a single medium school and English will be the language of learning and teaching. English is taught at Home Language level.

Applicants thus need to be sufficiently proficient in English so as not to prejudice their ability to progress academically at the school.

Afrikaans is our First Additional Language and isiXhosa is offered at second additional language level

Gender balance

Union Preparatory School is a co-educational school, and the School Governing Body reserves the right to maintain the gender balance in each grade.

Special Needs

The amount of support that a learner with special needs requires (based on an assessment where this is indicated) will be taken into consideration in relation to the school's available resourcing. Full disclosure regarding all educational and special needs requirements previously identified, including previous assessments and reports, must be made during the application process.

Fees

- An advance of 50% of the following year's term 1 school fees must accompany the acceptance documentation. Should the learner leave the school, a full term's notice must be given to avoid being liable for the school fees for the "notice" term.
- Parents must agree to pay the school fees as per the resolution adopted by a majority of parents attending the Annual General Meeting, in accordance with the Union Preparatory School Constitution.
- **Both parents must** indicate their agreement to pay the school fees by signing the application form. In the case of divorced / separated parents, it is the responsibility of the parent applying at the school to obtain a signed copy of the application form from their divorced or separated partner. If parents are deceased or unknown, the legal guardian needs to fulfil the duties and undertakings envisaged above and supply the relevant documentation in support of their role as legal guardian.

To reduce the burden on full fee paying parents, the amount of fee relief granted to parents in financial distress will be kept to a manageable level, and reviewed annually.

Fee reductions may be made available by the School Governing Body after considering a complete set of financial information supplied by the parents.

Applications for fee reductions will not be considered unless ALL the required documentation has been completed and submitted.

*Fee reduction and Fee exemption are used interchangeably

Interview

Union Preparatory School reserves the right to interview prospective learners and their parents and / or legal guardians. Learners whose parents or legal guardians do not make themselves available for an interview by the school will not be considered for admission.

SELECTION

Where a process of selection has to be applied as a consequence of the number of applicants exceeding the number of available places in the school or grade for which application is made, applicants will be considered and placed in the following order, *except where placement in the School would not be in the best interests of the learner concerned*:

1. Applicants who have English as a first language, or who are proficient in English.
2. Applicants whose proven record is such that they are clearly willing and able to benefit educationally and contribute meaningfully to the advancement of the school's educational programme.
3. Applicants age with respect to the Grade norm.
4. Applicants' language or other special needs requirements, with regard to the schools capacity to adequately provide these educational needs.
5. Applicants who are siblings of current pupils and/or immediate past pupils of Union Preparatory School
6. Applicants who are sons/daughters of alumni of the school.
7. All other applicants.

In the case of Grade 1 applicants, the criteria below will be considered in addition to the above:

1. Applicants who are currently enrolled for Grade R at our feeder school – Union Pre School.
2. Applicants turning 7 in Grade 1 will be given preference.
3. Applicants who are currently enrolled for Grade R at another recognised Pre-School.
4. Applicants are deemed to be school ready by the school.

ADMISSION PROCEDURE

1. The Application form must be completed and returned to the school together with the fee advance and declaration of preparedness to pay the fees *or complete application for a fee reduction*. A copy of the learner's latest available school reports and/or the pre-primary school principal's signed certification of school readiness (in case of Grade 1 applicants) must accompany the application. Please see list of additional documentation required (e.g. birth certificate, as below).
2. The application form is screened for eligibility in terms of the criteria (above) by the Admissions Committee

3. The learner and the parent(s)/guardian(s) are interviewed. In considering applications, a potential learner will be expected to demonstrate to the school that s/he is able to cope academically with the specific pressures and unique demands of the school, and it will be a condition of final acceptance that an applicant must have **passed** the grade immediately below the grade into which admission is sought.
4. Where an application is successful, the parent(s) / guardian(s) will be asked to complete a Contract of Enrolment, and the process taken further.
5. Where an application is unsuccessful the Headmaster will inform the parent(s) / guardian(s). Reasons for such refusal will be given on request.

List of documentation required

1. Application form signed by both parents / legal guardian *and* Pre-primary school principal certifying school readiness (in case of Grade 1 applicants).
2. Proof of guardianship, if applicable.
3. Certified copy of birth certificate.
4. Immunisation certificate.
5. Certified copy of most recent school report (in case of all applicants beyond Grade 1).
6. Declaration of preparedness to pay the full school fees, or ***all*** documentation pertaining to an application for a Fee Reduction. (Obtainable from the Debtors clerk).
7. Resident Permit or Study Permit for non-South African applicants.

Note that no applications will be accepted unless ***all*** the required documentation and copies of certificates are submitted, advance fees paid, and at least one parent or legal guardian makes him / herself available for an interview at the school.