



# Brescia House

SCHOOL

## POLICY DOCUMENT

### ADMISSIONS POLICY

1. Brescia House School is an independent Catholic school, which serves the Catholic community but welcomes children of any denomination. It aims to maintain a minimum 70% enrolment of Catholic learners in every grade.
2. Admission to the school is determined by whether the prospective learner
  - is a Catholic
  - has a sibling in the school
  - is the daughter of a past pupil
  - belongs to a previously disadvantaged group.

The date of application is also taken into account.

The School's data programme automatically weights applications according to these criteria.

3. The school accepts no more than:
  - 24 learners into each grade 0 class (total 72 learners)
  - 26 learners in all other classes (total of 78 learners per grade)In emergencies or to accommodate the sibling of another learner a 27<sup>th</sup> pupil may be accepted into a class.

4. The statistical age norm per grade is the grade number plus 6, e.g.

Grade 0	6
Grade 1	7
Grade 2	8
Grade 3	9
Grade 4	10
Grade 5	11
Grade 6	12
Grade 7	13
Grade 8	14
Grade 9	15
Grade 10	16
Grade 11	17
Grade 12	18

A learner will generally be accepted into grade 0 in the year in which she turns 6.

5. Admissions policies, regulations and provisions are determined by the Board of Governors in conjunction with the Principal and Headmistresses of the primary and secondary schools.
6. Generally enquiries, school visits, tours and admissions are handled by an administrative assistant in the office of the Principal. He/she consults the Principal and/or the relevant Headmistress if any case deviates from the school's admissions policy.

7. Successful applicants for places in grade 0, grade 1 or grade 8 are contacted telephonically in January/February each year. Offers made and accepted telephonically are confirmed in writing.
8. An acceptance fee, equivalent to one term's fee, is payable on acceptance of the offer of a place. The acceptance fee is non-refundable, does not constitute a tuition fee and is directed towards development, upgrades and renovations of school facilities and equipment.
9. Other applicants will be notified in writing that they remain on the waiting list and will be contacted telephonically when a place becomes available. Telephonic contact will always be confirmed in writing.
10. The application procedure is as follows:
  - Parents will be provided with an application form to fill in.
  - A fee of R200 is charged when the admission form is returned or filled in. The registration fee is not refundable if the learner should not attend the school.
  - Each applicant will be added to the data base and the weighting will apply.
11. The following documents are required on application:
  - Birth certificate (a baptismal certificate is not valid)
  - Baptismal certificate (Catholic)
  - Immunisation card (grade 1)
  - Last school report (where applicable)
  - Transfer card (where applicable) on admission
  - Any learner who enters the country on a study permit must present the study permit to the school on registration.
  - Non-citizens/ illegal aliens must show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country. If they cannot do so, the School will advise them to acquire the necessary documentation. The learner will be temporarily admitted to the school (see numbers 12 and 13 below).
12. The following regulations apply to foreign learners in South Africa:
  - All foreign learners enrolled in a school must be in possession of a study permit for the specific school at which they are enrolled.
  - Prospective foreign learners must submit an application to the authorities according to the regulations and await the outcome of this application (get passport endorsed with study permit) before the learner will be allowed to be enrolled and attend classes.
  - The study permit is issued for the learner to attend a specific school for a specific period. The school is required to ensure that the learner's permit is valid during the entire time the learner attends the school.
  - The school is required to notify the authorities of the departure of any foreign student from the school.

A letter from the school confirming the following must accompany the application:

- Confirmation that the learner has applied to be enrolled at the school and an indication of the grade in which she will be placed.
- Assurance that the foreign learner is not depriving a local learner of a place.
- Proof that the school fees have been paid or an arrangement for the payment of fees has been made.
- A written undertaking that the school will inform the Department of Home Affairs when the learner leaves the school.

13. To comply with these regulations for foreign learners, the school requires the following documents:

- A certified copy of the learner's birth certificate.
- A certified copy of the learner's passport.
- A certified copy of the parents' or guardians' passport.
- Proof that the learner is supported financially for the duration of her studies in South Africa.
- Proof of medical cover with a medical scheme that offers medical cover in South Africa.
- Copy of medical report (BI-811).
- Copy of radiological report (BI-806) – children over 12 years of age.
- If the learner is living with a guardian, a letter from the biological parents confirming the arrangement and a letter from the guardians accepting guardianship over the learner.