



# *Brescia House School*

Admissions Policy

2024



Dear Prospective Parent

Thank you for your valued enquiry regarding a place for your daughter/s at Brescia House School. Enclosed please find details regarding the application procedure as well as the application form and the fee structure for 2024.

The application procedure is as follows:

- Parents must complete the application form.
- A non-refundable application fee of R500 is due when the application form is completed.  
This can be paid in cash, by cheque, electronic transfer or deposited into the Brescia House School bank account:  
Account Holder : Brescia House School  
Bank : Standard Bank  
Branch : 006605 Hyde Park  
Account Number : 610175742  
Swift Code : SBZAJJ  
Reference : Your daughter's surname, initial, grade and year of entry  
Proof of payment : e-mail: [admissions@brescia.co.za](mailto:admissions@brescia.co.za)
- Once all the above has been completed, the applicant will be captured onto the data base.
- Before the learner can be offered a place in the Primary School, an assessment may be necessary to determine school readiness and individual grade readiness.
- Prospective pupils for entry into the Secondary School are required to write an entrance examination. English and Mathematics papers will be written and an adequate proficiency in these subjects will determine entrance into the school.

The following copies of documents are required when the application form is submitted:

- Birth certificate
- Baptism certificate (only if Catholic)
- Immunisation card (for Primary School applicants)
- Latest school report
- Transfer card (upon acceptance)
- South African ID/Driver's Licence or International Passport of both parents/guardians

Any learner who enters the country on a study permit must present the study permit to the school on application.

If your daughter is not a South African citizen, then additional documentation is required as per Department of Education regulations. Non-South African citizens must supply 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.

Please complete the application form in its entirety and submit all relevant documents including payment/proof of payment at the same time in order to facilitate the processing of the registration for enrolment.

You will be notified in writing if Brescia House School can offer your daughter a place. On acceptance of a place offered, an Acceptance Fee is due. This amount is equivalent to approximately one term's fees, is non-refundable, does not constitute a fee payment and is directed towards improvements, renovations and upgrades in the school. A building levy is not charged per term.

If you have any other queries please do not hesitate to email [admissions@brescia.co.za](mailto:admissions@brescia.co.za) - alternatively the school website: [www.brescia.co.za](http://www.brescia.co.za) can be referred to for additional information as needed.



## ADMISSIONS POLICY

1. Brescia House School is an independent Catholic school, which serves the Catholic community but welcomes children of any denomination.
2. Admission to the school is *weighted* by whether the prospective learner
  - is a Catholic
  - has a sibling in the school
  - is the daughter of a past pupil
  - the date of application

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

3. The school accepts no more than:
  - 24 learners into each grade R 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> learner may be accepted into a class.

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

Grade R	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 R 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 Head of the primary and secondary schools.
6. General enquiries, school visits, tours and admissions are handled by the school's Admissions and Marketing Department. The respective Head will then be consulted for placement.
7. Successful applicants for places in grade R and grade 8 are contacted by email prior to the starting date. Offers made must be accepted in writing. A non-refundable Acceptance Fee, as per the sliding scale, is payable on the written acceptance of the offer, or date stipulated in the letter of offer. This development fee does not constitute a tuition fee and is directed towards improvements, renovations and upgrades.

8. Other applicants will be notified in writing that they remain on the waiting list and will be contacted via email when a place becomes available.
9. The application procedure is as follows:
  - Parents will be provided with an application form to complete.
  - A fee of R500 is charged when the application form is returned or submitted. The application 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.
10. The following documents are required on application:
  - Birth certificate (a baptismal certificate is not valid)
  - Baptismal certificate (only if Catholic)
  - Immunisation card (Primary School)
  - 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/foreign nationals 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 number 11 and 12 below).
11. 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.
12. 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 parent's or guardian's 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 (B1-811)
    - Copy of radiological report (B1-806) – 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.

### 13. Marketing Material

Parents consent to the school including photographs of the pupil in publications, or in press releases, or on social media sites, to celebrate the school's or the pupil's activities, achievements or successes. Should consent not be granted, please confirm this in writing to: [marketing@brescia.co.za](mailto:marketing@brescia.co.za)

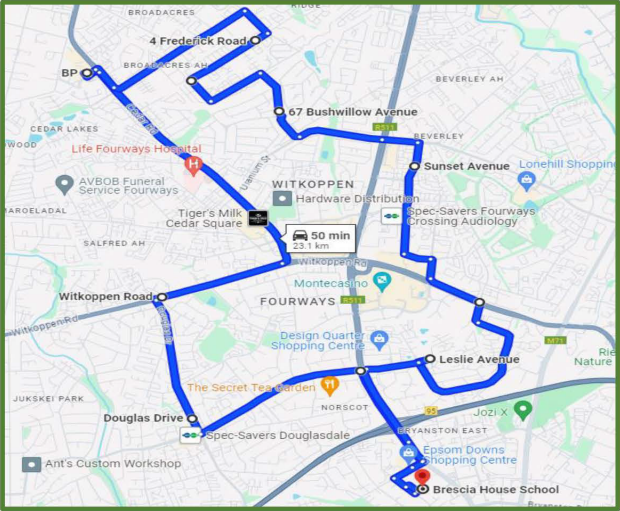
The Brescia House School Bus Service collection points are as follows:

#### Route 1:

- 06:00 Douglasdale KFC – Cnr Douglas & Leslie Roads, Douglasdale
- 06:10 Intersection – Cnr Witkoppen & Douglas Roads, Douglasdale
- 06:20 Broadacres Shopping Centre – Cnr Cedar & Valley Roads, Broadacres
- 06:30 Opposite Evergreen Lifestyle Estate – Frederik Avenue, Kengies
- 06:40 FWS Gardens Estate Security Control – Cnr Camdeboo & Bushwillow, Fourways
- 06:50 Sunset Boulevard Estate, Sunset Avenue, Lonehill/Fourways
- 07:05 Mulberry Lane Estate, Leslie Avenue (near Troupant Avenue), Magalissig

Rev 4 – 15/04.2024

Brescia House School



**BRESCIA HOUSE SCHOOL MORNING COLLECTION BUS SERVICE**

**STOP 1 - 06H00**  
Douglasdale KFC - Cnr Douglas & Leslie Roads, Douglasdale

**STOP 2 - 06H10**  
Intersection - Cnr Witkoppen & Douglas Roads, Douglasdale

**STOP 3 - 06H20**  
Broadacres Shopping Centre – Cnr Cedar & Valley Road, Broadacres

**STOP 4 - 06H30**  
Opposite Evergreen Lifestyle Estate – Frederik Avenue, Kengies

**STOP 5 - 06H40**  
FWS Gardens Estate Security Control – Cnr Camdeboo & Bushwillow, Fourways

**STOP 6 - 06H50**  
Sunset Boulevard Estate, Sunset Avenue, Lonehill/Fourways

**STOP 7 - 07H05**  
Mulberry Lane Estate, Leslie Avenue (near Troupant Avenue), Magalissig

**Arrive at School - 07H15**  
Brescia House School – Pytchley Parking Lot

There is a WhatsApp group for parents, which provides updates as the bus journeys along the route each morning. Should you have any questions, or would like to be added to the group, please contact Mr. Graham West on [graham.west@brescia.co.za](mailto:graham.west@brescia.co.za)



## TUITION FEE SCHEDULE 2024

### **New applications**

A non-refundable amount of R500 **application fee** is payable when application is made. Applications are to include the details and consent of both parents of the child. In any other legal instance, proof of parental or guardian authority will need to be provided. If your initial application is older than 1 year, please re-submit (at no additional cost) if any details have changed.

The admission process includes a fee clearance check with the applicant's previous school and the parents' credit check if consent is signed by both parents. Non-resident parent acceptance will be based on individual circumstances as discussed and agreed during the initial interview. To find out how you can apply or if you have any queries, please contact our admission team [admissions@brescia.co.za](mailto:admissions@brescia.co.za)

Upon acceptance of a pupil, the parent is required to pay an advance, **non-refundable Acceptance Fee** to secure a place. The fee is dependent on the grade enrolled and is payable according to the schedule below and as per the due payment date stipulated in the Letter of Offer:

Grade R	R 28 350
Grade 1	R 29 400
Grade 2	R 27 195
Grade 3	R 22 785
Grade 4 - 7	R 18 375
Grade 8	R 30 000
Grade 9	R 24 990
Grade 10	R 19 425
Grade 11	R 12 810
Grade 12	R 6 090

Grade 8 admissions involve an academic entrance exam, and an interview. All other applicants for the other grades are interviewed by the phase and assessed.

### **ICT Integrated learning:**

All teaching and learning in Grades 4-12 proceeds on the expectation that ICT is fully integrated into classroom and homework activities. In order to ensure the best IT support and network security, only **recommended laptops, purchased through the school**, are connected to the school's IT systems and all new students are expected to purchase laptops from the school. The laptop price and models vary, and information pertaining to the costings and ordering process is available through the Brescia House School Parent Portal.

## FEE STRUCTURE 2024

	Option 1	Option 2	Option 3
Grade	ANNUAL FEE including discount. Payable by 31 <sup>st</sup> January 2024	ANNUAL FEE – PAYABLE TERMLY. Due 1 <sup>st</sup> day of each term	MONTHLY FEE Payable via debit order. January - October
R	96 625	33 725	10 570
1, 2, 3	111 060	38 765	12 155
4, 5, 6	130 260	45 465	14 255
7	138 260	48 380	15 165
8, 9	143 995	50 260	15 755
10, 11, 12	157 645	55 025	17 250

### TUITION FEE COVERS:

*Tuition, core curriculum-based activities* inclusive of transport to local destinations for school outings, sport, and cultural events, refreshment for all social events, class readers for primary school, reference and library books, pupil insurance cover for the academic year, hearing and eye tests for Grade R & Grade 3, 1 x retreat, Purple Mash license (GrR - Gr6), student card, Athletics (Gr1-Gr 6), Reading Eggs (GrR – Gr6), all Olympiads and IXL programs (Gr7-Gr12).

<b>Payment option</b>	A tuition fee is invoiced in line with your chosen payment option. Parents are requested to check the statements and contact the Bursar's office immediately if there are any queries. All fees are payable in advance unless administered by the school's debit order. If the billing option is not chosen, billing/payment option 2 applies.
<b>Payment option 1</b>	<b>Annual Fee</b> – payable by no later than <b>31<sup>st</sup> January 2024</b> . This is subject to a discount already included in this schedule. The discount will no longer apply if the annual Fee is not settled in full by 31 <sup>st</sup> January 2024.
<b>Payment option 2</b>	<b>Annual Fee paid termly</b> – Three payments per annum, payable in advance on the first day of each term.
<b>Payment option 3</b>	<b>Monthly fees</b> – Ten monthly payments payable via Debit order, administered by the school. We offer three (3) debit order dates 5 <sup>th</sup> , 26 <sup>th</sup> , and the last business day of the month. We require a new debit order authorisation form to be completed each year. Application for such arrangement must be made before 1 <sup>st</sup> December 2023. An administration fee of R200 will be charged for each month the amount remains outstanding. All monthly payments incur interest.

### Other Compulsory Termly charges

PTA / Development levy	R515 (2023)	Per family per term
Computer levy	R300	Per pupil per term
Art levy (Grade 10-12)	R750	Per pupil per term
Consumer study levy (Grade 10-12)	R780	Per pupil per term
Consumer study levy (Grade 8-9)	R350	Per pupil per term



<b>Rebates</b>	
33.33% per term	<b>Sibling rebates</b> are applicable to the third child in the school and each additional child thereafter.
4.5%	Full <b>Annual fee</b> payable before 31 <sup>st</sup> January 2024
5%	<b>Alumnae discount</b> – terms & conditions apply. Please contact <a href="mailto:alumnae@brescia.co.za">alumnae@brescia.co.za</a> for more information
Various	We award a limited number of academic, sport, music and cultural <b>Scholarships*</b> from Grade 8 to Grade 12. The scholarship award is subject to terms and conditions. <i>*For external pupils entering the Grade 8 academic year, we offer academic scholarships. For current Brescia House School pupils, academic, sport, and cultural scholarships are offered.</i>
Various	The School has registered an Education Trust, managed by a Board of Trustees, that aims to create a lasting legacy through the offering of <b>bursaries</b> in the High School for disadvantaged girls. To find out how you can participate or contribute to this cause, please contact <a href="mailto:foundation@brescia.co.za">foundation@brescia.co.za</a>

Please note that applicable discounts only apply once, e.g., the school does not grant an early bird discount in addition to a sibling discount on the same fee account.

**Please take a note of the following information:**

<b>Arrear accounts</b>	An account will be deemed in <b>arrears</b> if the total amount due has not been paid as elected or by the 1 <sup>st</sup> day of each term. All outstanding accounts will be handed over for collection to the school attorneys, and all costs, including the handover fees, charged between the attorney and client(school) will be for the account of the parent, guardian or responsible person. No student will be allowed to attend a camp or tour or write a public examination unless tuition fees are up to date. These charges are due and payable on the presentation of an account.
<b>Incidental charges</b>	Although the school attempts to keep additional charges to a minimum, parents can expect incidental charges invoiced to their school fee account from time to time. You will receive information on any charges from the school before the amount is billed to your daughter's account. All additional charges must be paid in full by the end of each term.
<b>Interest</b>	Interest is payable if fees are not paid on time. The interest rate is prime +2%
<b>Matric - IEB</b>	The cost of 2024 IEB Matric examinations, each Advanced Programme subject fee, and any other Matric examination fee will be communicated to you. To facilitate your daughter's registration, IEB fees must be paid directly to the school by the beginning of Term 2/2023. Non-payment will result in your daughter not being registered for IEB Matric examinations.
<b>Pupil Acceptance fee (PA fee)</b>	Upon acceptance of a place, a <b>non-refundable</b> fee is required to secure your daughter's place.

<p><b>Withdrawal notice</b></p>	<p>A <b>full term's written notice</b> emailed to the relevant Head of school is required to discontinue enrolment and any other facility (i.e. Music lessons) offered by the school. If a notice is not given within the 1st week of each term, i.e. 7 working days from and including the 1<sup>st</sup> day of the term (latest by 26<sup>th</sup> January, 17<sup>th</sup> May &amp; 16<sup>th</sup> September 2024), a full termly tuition fee will be charged in lieu of notice.</p>
<p><b>Withdrawal of educational service</b></p>	<p>The school reserves the right to restrict the admission or withdraw educational services of any pupil in respect of whom monies due to the school are outstanding as per School and ISASA policy.</p>

**Banking details:**

Account Name: *Brescia House School Bank:*

*Standard Bank, Hyde Park*

Branch Code: 006605

Account number: 610175742

SWIFT: SBZAZAJJ

Your account can be paid via EFT, Debit Order (administered by the school) or Credit Card (surcharge applies). For safety reasons, we are not able to accept cash payments.

If you have any queries regarding fees or charges, please contact:

[schoolfees@brescia.co.za](mailto:schoolfees@brescia.co.za) or

[finance@brescia.co.za](mailto:finance@brescia.co.za)

The **scholarship** exam for Grade 8 usually take place in February/March each year. The school follows the ISASA rules as to when the results of the scholarship will be made public. Scholarship offers will be made on the date determined by ISASA and according to the School Policy.

The potential **bursary** candidates (Grade 8 only) are invited to write an English and Mathematic exam and they are interviewed by the Headmistress of the High School before selection is made.

Should you have any queries, please contact our Marketing and Admissions team on [admissions@brescia.co.za](mailto:admissions@brescia.co.za)



## **MISSION STATEMENT**

**Brescia House School**

**Believes In**

**Creating a Christian atmosphere, in which principles of truth, love, justice and reverence become the criteria in life's decisions.**

**Working to achieve academic excellence and the development of the whole woman in all facets of her potential.**

**High standards of behaviour and discipline and in the importance of the individual and in her creative self-expression.**

**The dignity of all persons and in respecting the rights of others.**

**An open environment where all persons of our richly diverse society may grow in mutual understanding and acceptance.**