



Prestige College Schools

Admissions Policy

(Reviewed on 12 October 2018)

PREAMBLE

The purpose of Prestige College Schools is to, based on a Christian faith foundation, inspire and equip young people to embrace the future with confidence. We continuously research the modernisation of education and strive to align ourselves with the best practices we uncover, for the benefit of the learners who chose to be educated in our schools. Our motto of *Creating My Future*, embodies our intent to educate and develop learners in such a way that they are motivated and equipped to take charge of their own career and life goals. Our Admissions Policy guides prospective learners and parents/guardians as to the requirements for acceptance into our schools. Learners who will excel in our schools are those who embody the core values we subscribe to, which are:

- **Curiosity:** To have an investigative mind tempered by critical discernment.
- **Self-belief:** To have the confidence to contribute or lead in any environment.
- **Collaboration:** To multiply learning and knowledge by working with others.
- **Initiative:** To be creative and idea-rich driven by an entrepreneurial orientation.
- **Determination:** To remain resilient and focused even the face of challenges.

Prestige College Schools are independent schools, managed by a Board of Directors appointed by the founders and owners of the group of schools. Our schools are affiliated to the Independent Schools Association of South Africa (ISASA) and registered with the provincial Department of Education. We follow the CAPS syllabus as prescribed by the Department of Education and are comply with the guidelines determined by UMALUSI. Our schools will in many aspects be managed differently to public schools.

We strive to facilitate and protect an environment where race, language, religion and culture do not present any unreasonable barriers to a learner being able to participate fully in all aspects of school life. The school has a well-defined Non-Discrimination Policy that ensures that all prospective learners have equal opportunity to be considered for admission to the school. Criteria that may be applied will not contain any of the elements above and will centre on academic standards, behavioural conduct and the ability of parents/guardians to pay the school fees regularly.

All learners admitted to our schools are required to participate in the full schools programme. This includes academic, sport cultural, and Christian faith practices that form part of the school programme.

LANGUAGE OF LEARNING AND TEACHING (LOLT)

The Board of Directors have, in accordance with section 6(2) of the South African Schools Act, determined that the language of learning and teaching (LOLT) at all Prestige College Schools, will be English. Learning and teaching in a specific language subject will be through the medium of that particular language and English (in terms of the curriculum coverage requirements).

The school will promote multilingualism as far as possible by offering a First Additional Language, which will be determined per school based on the learner/parent requirements and the predominant indigenous language spoken in the geographic location. These language offerings depend on the number of learners indicating that they wish to take the language. At Prestige College Schools at least 15 learners shall take a subject before it is offered as part of the standard curriculum.

Parents and learners are also advised to study the official Language Policy of the Schools.

CAPACITY OF THE SCHOOL

The Board of Directors have determined that based on the planned infrastructure development, a Prestige College School shall have the capacity for 1600 learners by the time Phase 2 of the construction of a school has been completed. After the Phase 1 completion of the school buildings, learners will be admitted up to grade 9. Depending on the number of learners per school, in the year following, grade 10 learners may also be housed in the Phase 1 facilities, whilst the building of Phase 2 is commenced.

The capacity of a school is determined by:

- number of classrooms;
- size of classrooms;
- number of teachers the school can viably employ;
- financial capacity of the school;
- need to staff work/common areas and administrative offices;
- need to science, computer, design, art laboratories or facilities;
- need for space and facilities to support sport, culture and social activities and learning.

The Board of Directors reserve the right to make adjustments to the capacity of the school as determined by financial factors, learner demand, availability of suitably qualified and experienced staff and changes to the curriculum or education model.

CRITERIA FOR ADMISSION

The decision on admission of a learner to the Prestige College School to which they applied shall be based on the following criteria (in no particular order of importance):

- **Completed Admission forms** – whether the submission of the form is complete and contains all the relevant support documentation as indicated below in DOCUMENTS AND INFORMATION REQUIRED.
- **Promotion Requirements** – whether the learner has met all the promotion requirements for the grade immediately below what grade is applied for.
- **Space available** – whether there is place available in grade applied for.

- **Educational Needs** – whether the school is able to meet the educational needs of the learners (not limited to Learners with Special Education Needs).
- **Age of Learner** – learners who are more than two years older than the statistical age norm per grade will not be admitted to the school. The statistical age norm is determined by the formula **Grade + 6 = x years old**, as per the table below:

Grade	Age Norm
RRR	4
RR	5
R	6
1	7
2	8
3	9
4	10
5	11
6	12
7	13
8	14
9	15
10*	16

* We do not admit new learners in Grade 11 or 12

- **Academic Aptitude** – whether the learner has the appropriate level of academic mastery required for the grade applied for and whether he/she would be able to balance academic demands with the other critical components of education i.e. sport, cultural and social service. The school reserves the right to assess this through appropriate assessment instruments.
- **Motivation** – whether the learner shows a willingness to work hard and drive towards realising his/her full potential.
- **Financial Stability** - whether the parent/guardian/sponsor of the learner can afford to pay the school fees regularly without defaulting. Prestige College Schools are independent schools that receive no government subsidies and the schools' continuity depends on the consistent payment of school fees.

Please note that the attendance of a learning in the Pre-School at any of the Prestige College Schools does not automatically guarantee his/her admission to Grade 1. We do however require that all learners admitted to Grade 1 shall have completed a formal Grade R programme aligned to the prescribe CAPS curriculum. Again the schools retain the right to assess learners for school readiness before admission is granted.

The Board of Directors have granted the Principal of the School the sole discretion to admit learners to the school by considering the criteria and policy.

ENGLISH MASTERY

Although Prestige College Schools do not discriminate on the basis of language, our language of learning and teaching (LOLT) is English. A learner may be admitted to the school without the required competency in English, and learning support will be provided by both the school and private tutor arrangements by the parent/guardian. However the continued inability of the learner to master English may force the school to discuss the withdrawal of the learner to alternative schooling arrangements with the parent/guardian.

CRITERIA FOR SELECTION WHERE THE SCHOOL IS OVER-SUBSCRIBED

Where the number of applicants exceed the number of places available in a school or grade, applicants who meet the criteria stipulated earlier will be placed in the following order:

- **Siblings** – learner who are siblings of learners currently in the school, will be given preference, if their registration fees are fully paid.
- **Paid registration** – learners who the school has admitted and whose parents/guardians/sponsors have paid the stipulated registration fees will be given preference to those where payment have not been made. No learner will be accepted into the school if the stipulated registration fees have not been paid and proof of payment submitted to the school.
- **Advance Payments of School Fees** – learners whose school fees are paid at least six months in advance, will be given preference.
- **Stipulated Criteria** - All other applicants who meet the admission criteria stipulated.

DOCUMENTS AND INFORMATION REQUIRED FOR THE ADMISSION OF A LEARNER

Applications for admission to any of the schools must be made in writing or on-line (www.prestigeschools.co.za) on the standard application forms, and submitted as indicated on the form or the website. Parents/guardians/sponsors will be contacted by the school, but should also follow-up with the school if they do not receive communication as expected.

The following documents must be submitted as part of the application process:

- Fully completed **Application Form**.
- An original **Transfer Card** from the previous school plus the latest original **Report Card** issued by the previous school.
- A certified copy of the learner's **Unabridged Birth Certificate**.
- Proof of the learner's **Immunisation Record** against Polio, Measles, Tuberculosis, Diphtheria, Tetanus and hepatitis B.
- Two recent **ID Photos** of the learner (attached to application form)

- Any reports regarding **Special Education Needs**, that would help the school in understanding factors that may influence placement or teaching.
- The **Confidential Assessment Form**, completed by the previous school, which shall be faxed or emailed to the Prestige College School applied to.
- A completed **Learner Questionnaire** that forms part of the Application Form.
- Certified Copies of **Proof of Residential Address(es)** for both the learner and Parent(s)/Guardian(s) – not older than three months.
- Certified Copies of the **ID documents/cards** of both parents.
- Certified Copy of Medical Aid Card.
- Certified Copy of last three months' **Salary Advice or Bank Statement** of personal responsible for paying school fees.
- The original signed **Parent Contract** with the School.
- Learners who are not citizens of South Africa may apply for admission to the school provided the necessary **Study Permit** is obtained and submitted with the Application Form.
- Learners who apply to the school from a previously **Home Schooling** environment must submit all of the documents as stipulated minus the Transfer Card.

The Schools reserve the right to verify all documentation and information supplied by the applicant(s) and reserves the right to take legal action against anyone who intentionally supplies false information.

SUBJECT SELECTION

Learners who apply for admission to Grade 10 will need to ensure that they align their subject choices with what is offered by the School to which they are applying. The First Additional Language options offered by the school are determined by learner or prospective learner demand. The Board of Directors have stipulated that a subject can only be offered in a grade if there are 15 or more learners that take the specific subject. Subject choices in the FET phase are limited (please consult the Prestige College Schools' Subject Selection Policy), and learners are advised that classes will be filled on a first come, first served basis, which means that unless there is a sufficient number of learner (15 plus) left who still wish to take the subject, learners may have to consider taking alternative subjects.

SCHOOL FEES

Parents/Guardians/Sponsors shall understand and accept that a learner's continued education relies on the **regular payment** of school fees as per the Parental Contract. Parent must understand that failure to pay school fees is a breach of contract terms that may force the school to discontinue education.

It is the prerogative of the Board of Directors to determine the school fees in line with the Financial Policy of Prestige College School and taking into consideration the education inflation index. **Changes to school fees** will be announced and communicated before July of every year.

Where an application to any of the Schools has been successful and the learner's **acceptance of the place offered**, will only be confirmed once the obligatory registration fees (including e-learning fees) have been paid. Once the school has communicated acceptance in writing or electronically to the parents/guardians/sponsors, they have **10 weekdays to confirm** the enrolment of the child and pay the required registration fees. Failure to do so will be regarded as a withdrawn application and the place may be offered to another applicant.

A **schedule of school fees** payable is attached the application form or published on the Schools' website(s). The school fees payable varies per phase/grade and in some cases subjects chosen may include additional tuition fees e.g. Design.

PROCESS TO BE FOLLOWED BY THE SCHOOL

The schools will follow the process as indicated below:

- The school will **consider all applications** received on the basis of the criteria set out and the completeness of the accompanying documentation.
- Learners who are **eligible for admission** to the school may be invited to attend an **interview** and complete a **written assessment** in English (language of learning and teaching) and Mathematics, which will be phase specific.
- The interview allows the school the opportunity to assess whether the learner is proficient enough in **English** to master the academic programme. It furthermore allows the school to determine the motivation **and value alignment** of the learner with what the school embodies.
- An interview is **neither a requirement nor guarantee** that the learner will be admitted to the school.
- The school will send all applicants a **letter to indicate** whether their application to the school was successful or not. This should be done within 2/3 weeks after the application was received.
- Once notice of a successful application has been received, parents/guardians/sponsors shall **indicate in writing** their acceptance of the place and the stipulated **non-refundable registration fee** must be paid within 48 hours to confirm the learner's place.
- Should the required steps not be completed, the school will advise the parents/guardians/sponsors that the place has been forfeited.
- Learners who are unsuccessful with their applications to the school, may request reasons for such a decision from the school, in writing. The school shall reply within 14 days with the reasons stipulated.