



KOBE – RAMOKGADI ADVANCED LEARNING ACADEMY

“KNOWLEDGE ONLY BY EDUCATION”

Policy Title	Admission Policy
Purpose	To provide a framework to KOBE-RAMOKGADI ADVANCED LEARNING ACADEMY(KRALA) PTA and SMT regarding admission to the school. To regulate admission process and allocate resources accordingly. To ensure that admission at the school takes place timely and in an efficient manner
Application:	All learners seeking admission at KOBE-RAMOKGADI ADVANCED LEARNING ACADEMY, PTA and Admissions Committee as appointed by the Board of Directors.

PREAMBLE

Purpose

1.This policy aims to explain how student entry into KOBE-Ramokgadi Advanced Learning Academy (KRALA) works, both in terms of practice and philosophy. We trust that it will help prospective parents and students plan their application and understand the process. Entry at KRALA requires parents to be technologically inclined. As applications include both physical and online applications. This document should be read in conjunction with the information published on the admissions page of the school’s website.

The principal together with the PTA of KOBE-RAMOKGADI ADVANCED LEARNING ACADEMY should encourage parents to apply for admission of their children before the end of the preceding school year. They may advertise space and call for applications in the public spaces and other neighbouring schools which are feeder zones around KOBE-RAMOKGADI ADVANCED LEARNING ACADEMY.

OPEN DAY

- The school may in consultation with the PTA and SMT organise an Open Day towards the end of the year to allow invited parents an opportunity to familiarize themselves with the school systems.
- The admission committee report to SMT to organise an Open Day in Term 3 to allow parents an opportunity into the school systems.
- Issue admission forms from the 1st June annually for Gr R -Gr 11 learners.

ADMINISTRATION OF THIS POLICY

- It is the duty of the PTA and SMT to make a copy of this policy available to the Board of Directors.
- Subject to this policy, it is particularly important that all eligible learners of compulsory primary school going age are accommodated in KOBE-RAMOKGADI ADVANCED LEARNING ACADEMY.
- This policy and the administration therefore shall not unfairly discriminate in any way against any applicant for admission.
- No test may be administered with the sole purpose of determining admission of a learner to KOBE-RAMOKGADI ADVANCED LEARNING ACADEMY.

PERIOD FOR ADMISSION

Admission of Gr. R - Gr 11 learners start on 01 June and closes on 31 October of each year or as determined by the Board of Directors and SMT.

EMERGENCY ADMISSION (if space allows it)

The following circumstances may be considered for emergency admission:

- Death of a child's parent
- Divorce that may force change in custody situation
- Parents who moved to a new area

Proof is needed for all of the above.

RIGHTS OF LEARNERS TO ADMISSION

No learner may be denied admission on the basis of race, gender, colour, creed, religious background, nationality or any form of discrimination.

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DEREGISTRATION OR REMOVAL FROM ADMISSION REGISTER

- The name of a learner must be removed from a school's admission register when the learner-
 - leaves the school after completing the compulsory school attendance period;
 - applies for a transfer to another school and the transfer is affected;
 - is expelled from school; or dies.

DOCUMENTS REQUIRED FOR ADMISSION OF A LEARNER

The following documents are required for admission to KOBE-RAMOKGADI ADVANCED LEARNING ACADEMY:

- ✓ Unabridged Birth Certificate/affidavit
- ✓ Clinic/Immunisation Card
- ✓ 2 x Passport/ID photos
- ✓ Transfer letter
- ✓ Recent School Report
- ✓ Learner Portfolio
- ✓ Proof of residence (water and electricity bill not older than 3 months)
- ✓ Valid Passport for a learner for non-Eswatini citizen
- ✓ Valid Study permit for non-Eswatini citizen
- ✓ I.D. documents for both parents/guardians.
- ✓ Medical aid (if applicable)
- ✓ Latest financial statement of current/previous school (optional)

In addition to the above, the following rules shall apply:

- A parent must complete an *application form* for admission, which should be made available to him or her by the admission committee.
- Incomplete admission forms shall constitute non-acceptance.
- Student admission is facilitated by an Application Form. This form requires that the child's parent or legal guardian accepts the school's General Terms and Conditions of Enrolment.
- The Application Form needs to be accompanied by a non-refundable Application Fee.
- The principal must oversee the whole process of admission.

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- Parent applying for admission of a learner to KRALA must make sure that the learner meets the requirements.
- The Admissions Secretary coordinates the writing of an admissions assessment.
- Under no circumstances will a child be admitted not meeting the above requirements.
- In addition to this, to ensure that KRALA can meet a student's learning needs, comprehensive information must also be provided, along with the Application Form and Application Fee, before he/she is admitted.
- The principal must advise parents that it is an offence to bring false documents.
- On application for admission, the admission committee must verify that the learner has been immunised and has proof of immunisation especially for grade RR and grade R.

- If the transfer letter is not available for a learner transferring to KOBE-RAMOKGADI ADVANCED LEARNING ACADEMY, the Principal may admit the learner and place the learner in a grade on the basis of the following documentation:
 - *the last report card issued by the previous school;*
 - *other equivalent documentation from the previous school such as portfolio, etc.*
 - *a written affidavit of the parent stating the reason for not having the transfer letter and the grade the learner attended at the previous school.*
 - Parents must be made aware that completed application forms will first be checked and if the child is admitted they will be notified.

- Once these documents have been received, the Application is reviewed by the relevant school leader and a recommendation is made to the Executive; principal, with whom the final decision to accept, or not, rests. In some cases, additional information may be requested or testing may also be required prior to this decision.

- **There may occasionally be circumstances under which we:**
 - Deny admission to students where the school determines that their needs cannot be met. This includes students with severe and profound cognitive and developmental disabilities, students who are more physically challenged than we can manage safely, students with severe emotional, behavioural, or psychiatric disorders, or students who consistently disrupt the learning of other students as a

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result of their behaviour. The principal always has the right to deny admission if he/she considers KRALA will not be a place where the student can be successful

- Require parents of current students to seek alternative schooling for their children where the school determines that their needs can no longer be met or where parents or students have not complied with formal written recommendations of the school.
- Deny admission where parents fail to disclose during the admissions process all relevant information about their child's learning needs and submit all requested documentation.
- Deny a student because our Learning Support service is at full capacity. The school has no obligation to admit a student who applies for admission and is not obliged to justify its decision not to admit a student. Once a place is offered, it must be accepted in writing by the parents. The start date cannot be changed without the prior agreement of the school.

Additional support

- KRALA offers a limited range of learning and language support services for those students who need additional resources to become independent learners. The total number of students at KRALA receiving learning support can never exceed 10% of the total student population. The school does at the moment offer special education thus do not expect parents to enrol their children with special needs. The total number of students admitted with learning support needs within these percentage quotas is always a decision made by the relevant school leader and the Executive Principal.

The support may include:

- Structured support within the mainstream programme for students with identified mild to moderate learning difficulties, which can involve modifications for students who require them to be successful.
- In certain circumstances, individual tutor support for students with mild learning difficulties;
- Support in English Language Development (ELD) for students whose command of English is insufficient to allow them to succeed without language support.

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The following is also to be noted:

• *Additional payment is required for individual tutor support and for all testing or school support services.*

Every effort will be made to accept students applying to KRALA. Waiting lists will be established as the need arises.

When a child is wait-listed, parents will be advised as to the possibility of a place becoming available or an additional class formed.

Whilst places are offered according to the date when a complete application is submitted to the Admissions Office, the following criteria is used to establish the priority of students on a waiting list at any time during the school year:

- *Students of transient international families.*
- *Siblings of current KRALA students*
- *Children of current KRALA faculty and staff*
- *Students of former KRALA families*

ADMISSION OF NON-SA CITIZENS

- This policy applies equally to learners who are citizens and non-citizens of Eswatini and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.
- A learner who entered the country with the study permit must present it on admission to KRALA.
- Persons classified as illegal immigrants must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country.
- Non-citizens should have done English language for them to be admitted at KRALA.

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AVAILABILITY OF SPACE/CAPACITY AT KRALA

- The school may determine the capacity of each class to accommodate learners as per the school's norms and standards, or as may be determined by the Board of Directors.
- The SMT and PTA shall take all reasonable steps to accommodate learners at the school taking into account the school classroom resources. The number of learners per class must not exceed 25 and should not be less than 20.
- Gr R Gr 3 learners must not exceed 25 learners in each class

LEARNERS WITH SPECIAL EDUCATIONAL NEEDS

- The school shall try where this is ***reasonably practical*** to accommodate such special needs of such learners.

AGE REQUIREMENTS FOR THE ADMISSION OF A LEARNER TO DIFFERENT GRADES OF KRALA

- If a learner has been admitted to a school at an age above the age norm for a grade, such learner must, as far as possible, be placed in a fast-track facility, or with his or her peer group, unless it is not in the educational interest of the learner.
- In the latter case the learner must be placed in a suitable lower grade, and an accelerated programme must be worked out for the learner to enable him or her to catch up with the peer group as soon as possible.
- To grade RR: Three during year of admission.
To grade R: Five during year of admission.
Grade 1: Six during year of admission.
- A learner who is 16 years of age or older and has never attended school and is seeking admission for the first time or did not make sufficient progress with his or her peer group.

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REPETITION

- A learner who has repeated one or more years at school in terms of this policy is exempted from the age grade norm, except that, if a learner is three years older than the norm age per grade, the principal must determine whether the learner will be admitted to that grade.
- In principle, learners should progress with their age cohort. Repetition of grades seldom results in significant increases in learning attainment and frequently has the opposite result. The norm for repetition is one year per school phase where necessary. Multiple repetitions in one grade are not permissible.
- The norm is not to be construed as promoting the practice of automatic promotion. A learner's needs must be attended to, through the efforts of the learner, and his or her teachers, with support from the learner's family and peers.

THE PREFERENCE ORDER OF ADMISSION IS: -

✓ *Based on the criterion set*

REGISTER OF ADMISSION

- A waiting list will be availed only for grades 1-7.
- The principal shall keep a register of admission of the school. All admissions of learners to the school must be recorded in the register of admission.
- The register must contain the name, date of birth, age, identity number (if applicable), and address of the learner as well as the names of the learner's parents and their addresses and telephone numbers, where applicable.
- Entries in the register of admission must be verified against the birth certificate or identity document of the learner concerned.
- The Board of Directors must have access to the register of admission.
- A registration fee of E200 for new learners must be paid on registration which should be part of the yearly school fees.
- Existing learners to pay a re-registration fee of E150 towards school fees of the following year by the end of the current year.

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PAYMENT OF SCHOOL FEES

- Payment of school fees and stationary fees at KOBE-RAMOKGADI ADVANCED LEARNING ACADEMY is compulsory, and forms part of contractual obligations of parents whose children are admitted at the school.
- The SMT shall determine the amount of school fees payable each year in consultation with parents, and shall develop a contract to be signed by each parent stating their commitment to paying school fees.
- The contract shall include the legal obligation placed upon the PTA by the Board to collect monies for the running of the school; it shall also include the legal duty of the PTA to institute legal action against any parent who fails to pay the required school fees.
- Method of payment: EFT and/or Debit order. Admission numbers must be used as reference. Cash and Card facility at school is also an option.

Exemption of School fees

- Exemption forms will be issued to parents at a certain date annually.
- Employees' biological children at KRALA will pay 50% of school fees and PTA members at KRALA will pay 70% of the school fees for the first and second child, and full school fees for the third child.
- Proof of necessary documentation should be submitted for review.

ADMINISTRATION OF THIS POLICY

- The Admission Committee must comprise of a PTA member, Deputy Principal, Administrator, Educator and/or two members as must be determined by the Board.
- Members assigned to undertake the admissions at KRALA shall ensure that admission of learners is done properly, promptly, and without prejudice.
- The principal shall serve as the arbitral person to monitor and take complaints or any appeals that might be lodged by stakeholders.

***KRALA recognises its duty to protect personal information and will process personal data in accordance with all existing legislation.**

Date of next Review: August 2028
Date of next review: September 27

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