



## **ADMISSION POLICY TO SCHOOL**

### **PURPOSE**

The admissions policy in respect of Cradock High School ("the School") is determined by the governing body on the basis of the South African Schools Act, Nr. 84 of 1996 ("the Schools Act"), the National Education Policy Act, No. 27 of 1996, as well as Provincial Legislation, the Constitution of the Republic of South Africa, Nr. 108 of 1996 and applicable policy.

### **ADMISSION REQUIREMENTS**

Before a learner is admitted to Hoërskool Cradock, the parent/guardian of such learner must endorse and accept the below requirements.

Cradock High School does not discriminate in its admissions requirements on the basis of race, colour, sex, creed or language.

#### **The objectives of this policy are:**

1. Education at Cradock High School has a Christian character conforming with the values of the Bible as Word of God. However, the school does not discriminate against learners who are not Christians and they are not forced to participate in Christian activities. Cradock High School therefore respects other faiths.
2. Teaching takes place in Afrikaans and English according to the principles of mother tongue teachers and legal prescriptions.
3. Teaching takes place at Cradock High School within the educational principles and acceptable norms regarding the ages of learners in particular grades. It is not educationally feasible and is also prescribed by the Education Act that a learner must not be two years above the grade's norm.

4. The development of the identity and maturity of learners to refined young gentlemen/ladies who know their place in all areas of society suffice.
5. The development of positive life values to promote healthy human relations and diversity.
6. The development of independent, critical and creative thinkers.
7. The maintenance and development of high academic standards.
8. Cultivating young adults who are committed to continuing to be students.
9. The delivery of service to the wider community.

## **PROCEDURE**

### **1. DOCUMENTATION REQUIRED UPON ADMISSION**

A parent/guardian must complete an application form upon admission which together with a code of conduct and admission policy are handed over.

Upon admission and acceptance, a parent/guardian must provide proof of the learner immunization against infectious diseases.

If a learner moves from one school to another, a transfer card must be provided so that the school can confirm upon acceptance whether the learner comes from a legitimate school and what he/she may still be responsible for. The learner's transfer certificate must be attached to the application form for admission.

### **2. UNDERTAKING**

The parent/guardian declares that he/she respects the educational principles of the school and commits to:

- 2.1 Punctual payment of the tuition fees paid by the Governing Body be determined. If the parents have a problem with school fees, they must write to the Management Body in which they stipulate an undertaking to pay as possible.
- 2.2 The parent/guardian accepts the educationally accountable discipline in relation to his/her child in the school as well as the disciplinary procedure as laid down by the Governing Body.

- 2.3 The parent/guardian undertakes that his/her child will obey the school rules in fully.
- 2.4 The parent/guardian acknowledges the right of the Management Body to have learner(s) on grounds of misconduct or non-compliance with the school rules according to the disciplinary procedure suspended from the school.

### 3. **ADMISSION OF LEARNERS**

- 3.1 Prospective learners ("learner(s)") will to be limited to male/female gender.
- 3.2 No learner will be unfairly discriminated against in any way.
- 3.3 The maximum age requirement for admission of a learner is the grade number plus 6.
- 3.4 The capacity of the school building and facilities, taking into account applicable legislation will determine the total number of learners who is admitted to the school ("the capacity").
- 3.5 The language of teaching and evaluation is Afrikaans/English.
- 3.6 The principle of diversity and equality is respected.
- 3.7 Admission criteria: Everything is modelled on/depends on the learner's good conduct record.
  - First: learners who live permanently with their parents within the school's natural feeding area are source of nourishment and whose mother tongue is Afrikaans/English.
  - Second: learners who live permanently outside the school's natural feeding area and have gained admission to residences.
  - Third: learners who achieved the highest marks with preference to learners whose brothers/sisters are already in the school, children of CHS educators, learners in Cradock, learners who previously had family in the school.
  - Fourth: residents of Cradock.
  - Fifth: residents of other places.

#### **4. ADMISSION PROCEDURE**

- 4.1 An application form, filled out by the parents and/or guardians of a learner must be provided to the School in accordance with the Schools Act, together with proof of the learner's age (certified copy of birth certificate), as well as a certified copy of the prospective learner's latest learning report from his/her previous school.
- 4.2 If the school is already full, taking into account the capacity, a waiting list is maintained and the relevant parents and/or guardians from time to time will be informed about it. Handling the order on the waiting list will be left to the discretion of the principal.
- 4.3 Interviews with parents and/or guardians of a learner, including such learner, may take place at the request of the Headmaster.
- 4.4 The closing date for applications is 31 September of the preceding year.
- 4.5 Any learner who is not a South African citizen must submit a study permit upon admission.
- 4.6 All admissions will be recorded in a register for that purpose.
- 4.7 Upon admission, a learner and his/her parents and/or guardians will receive the code of conduct and ethos from the school. To will be expected of a learner and his/her parents/guardian to follow the code of conduct and ethos and comply promptly.

#### **5. COMPULSORY TUITION FEE**

- 5.1 Parents/guardians commit themselves to the rules as prescribed in (3.1).
- 5.2 Tuition fees are payable in advance and can be paid in full before to receive a discount of R900-00 at the end of February. The school fees are divided into ten monthly installments and must be paid up at the end of October of each year.

## 6. GENERAL REQUIREMENTS

6.1 Approval for admission is only granted if the principal is convinced of the following about prospective learner:

- Age requirements not older than two years above the norm for the Grade:

**Grade 8 - 14**

**Grade 9 - 15**

**Grade 10 - 16**

**Grade 11 - 17**

**Grade 12 - 18**

- The previous grade passed with the necessary evidence.
- Submission of birth certificate or identity document.

6.2 The carrying capacity of the school taking into account classroom facilities, class sizes and staff allocation are not exceeded in order to provide meaningful education. (Departmental ratio 1:35).

## 7. SCHOOL ZONING/NUTRITION AREA

7.1 Preference will first be given to learners who live within the school feeding area.

7.2 Learners' applications from outside the school feeding area will be considered if accommodation is available.