



"I stand before God"

St Michael's School for Girls

Bloemfontein

Celebrating 140 Years of Excellence

ADMISSION POLICY FOR ST MICHAEL'S SCHOOL

INTRODUCTION:

The Free State Head of Education has, in terms of section 5 (paragraph 7 and 8), of the South African Schools' Act, 1996 (Act 84 of 1996 as amended) delegated his powers to admit learners to public schools and to give reasons of refusal to admit learners, to the principals of schools.

It should therefore be noted that the admission of learners at St Michael's School is the responsibility of the principal.

In terms of section 5(5) of the South African Schools Act (84) of 1996 the Governing Body of a school determines the admission policy. In determining this policy, St Michael's Governing Body has attempted in every way to comply with the Constitution of the Republic of South Africa, 1996, the South African Schools Act 1996 and applicable provincial legislation.

In terms of Government Gazette 10067 in which norms and standards are prescribed, the school takes cognisance of the fact that the ratio of 1m² area per learner has been and is being exceeded. In the interest of the school budget and the shortage of available spaces in the province, the status quo will be maintained. The number of learners admitted to the school will only be re-considered if the Department of Education constructs additional classrooms on the premises.

CONSIDERATION FOR ADMISSION:

Selection Criteria:

1. Since English is the Language of Learning and Teaching, learners should be proficient in English.
2. St Michael's is a traditionally small school, which strives for excellence, and as such the average class size would be 25 day scholars and 5 boarders per class, as determined by the Board from time to time.
3. Daughters of the Anglican Clergy that apply for admission would be considered for admission.
4. Applicants should not have past criminal records.
5. The disciplinary record from the previous school should be submitted in the case of forced or requested removal.

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6. The principal may have a consultative meeting with the parents and applicant to confirm the information submitted.

Ethical Criteria

1. Acceptance of the Mission Statement and acknowledgement of the ethos of St Michael's School and the school's right to implement it.
2. Signing of the form 'Conditions, declaration and undertaking and permission.'
3. The multi-cultural character of the school should be maintained.
4. Learners whose sisters study or have studied at St Michael's School will get preference.
5. St Michael's School traditionally provides for a wider community.
6. The continuance of the boarding facility must be considered.
7. Prospective parents commit to make the necessary financial contributions to the school as decided by the school governing body and accept the fact that the SGB has the right to take the necessary legal steps, should they default.
8. Any other factor which may be considered by the principal or Board as fair.

APPLICATION PROCEDURE:

Application for admission must be done by the parent or guardian of the learner.

To be considered for admission as a learner, the parent must produce the following:

- a fully completed application form;
- certified copies of applicant's birth certificate and identity document.
- a certified copy of the most recent report;
- certified copies of ID book of both parents/guardians;
- copies of the parent's municipal account (water, electricity and property taxes);
- proof that the learner has been immunized against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

A learner applying for Grade 1 should turn seven years old in that year, or within the first six months by the end of June in Grade 2 (as determined by legislation). A learner applying for other grades should be of an age compatible with that of her respective classmates.

Applications for the following year should reach the principal by the **end of the second term** of the preceding year.

Any other arrangements as deemed necessary by the principal, for the smooth management of application, may be added. The principal may, at any time, admit learners or consider applications, at his/her discretion.

After an application has been processed, the parents will be informed of the outcome. Appeals should be directed to the Department of Education.

Once the pupil has been accepted, a non-refundable partial payment of first term school fees will be required. A transfer card from the learners' previous school will be required on the first day of attendance.

ADMISSION OF NON-CITIZENS:

This policy applies to:

- learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for residence issued by the Department of Home Affairs;
- a learner who enters the country on a study permit must complete the study permit together with other necessary documents and submit them to Department of Home Affairs. This process originates in country of residence;
- persons classified as illegal aliens must, on application for admission for their children, produce proof that they have applied to the Department of Home Affairs to legalize their stay in this country in terms of the Aliens Control Act, 1991 (nr 96 of 1991).

LEARNER WITH SPECIAL EDUCATION NEEDS:

- the rights and wishes of learners with special education needs will be taken into consideration.
- where it is reasonably practical and would benefit the learner, a learner with special education needs will be admitted.

WAITING LIST:

- In cases where a learner could not be admitted because of the limit in numbers, but qualifies for admission, the principal can place the learner's name on the waiting list for a period as decided by him/her.
- Every year, prospective parents must re-submit applications.

DATE OF COMMENCEMENT:

This policy will commence from 12 March 2014.