



Admission Policy

STEPS ACADEMY ADMISSION POLICY

1. GENERAL

1.1. This policy was determined by the Directors of Steps Academy in consultation with the PLC of STEPS ACADEMY in accordance with Section 5(5) of South African Schools Act (Act No. 84 of 1996, as amended).

1.2. This policy was developed and adopted by the PLC of the School in 2017 in line with applicable laws. The Board of Governors and the PLC of the STEPS ACADEMY reserves its rights to amend this policy.

1.3. This policy shall always be interpreted and applied in a manner that protects and promotes the best interests of all learners concerned.

1.4. For the purposes of this policy, “parent” means the biological parent, legal guardian, adoptive parent and any other person who is legally responsible for the learner’s education and who has the legal authority to apply for admission to the School.

1.5. For the purposes of this policy, a learner will be of school-going age.

1.6. All admission applications and related queries should be directed to the Principal’s /Director’s Office.

Principals(Directors)	Mr A Govender / Mrs P Lyman
Secretary in the Office	Ruth /Natalie
Telephone Numbers	011 - 791 9090 011 - 791 3377
Email Address	stepsacademyoffice@gmail.com
Postal Address	133 Randpark Drive , Randpark Ridge, 2169
Physical Address	1 Malope Road, Randpark Ridge, 2169

2. COMMITMENT TO FAIR PRACTICES

2.1. The School aims to provide an environment where the race, language, culture and religion of each learner do not act as unreasonable barriers to him accessing or progressing in any aspect of school life.

2.2. The School is committed to ensuring that no form of unfair discrimination against any applicant is practiced during the School’s admission process.

2.3. Steps Academy (an independent school with no funding from the Education Department) reserves the right to exclude learners from the school official programme after all due process have been followed and all avenues to recover school fees have been exhausted.

2.5. For the purposes of this policy, the official school programme shall include all academic, sporting, cultural, service and social activities offered by the School.

3. LANGUAGE OF LEARNING AND TEACHING

3.1. The language of learning and teaching at STEPS ACADEMY is English as stated in the Language policy of the school.

3.2. The medium of instruction at STEPS ACADEMY is English and the language of assessment is also English except for subjects like French and Afrikaans.

3.3. Each applicant for admission to the School must indicate on the prescribed admission application form the preferred second language of learning and teaching for the learner to assist the School in making adequate organizational arrangements.

4. CAPACITY OF THE SCHOOL / CLASS SIZE

4.1. The Directors in consultation with the PLC of the School has determined the total capacity of the school shall be determined by the following relevant factors, including but not limited to the following.

The number of classrooms in the School;

The size of each classroom in the School;

The number of teachers available at the School;

The financial capacity of the School;

The need to provide all teaching staff with a common area and a work area on the premises of the School;

The need for designated work areas for the exclusive use of the School's administration, management and maintenance teams;

4.2 The staff student ratio is 1:10

4.3. The capacity of the School may be adjusted by the PLC (Parent Liaison Committee) of the School in line with any changes that are effected to or directed at the financial capacity, infrastructure, curriculum programme and personnel of the School from time to time.

5. CRITERIA FOR ADMISSION

5.1. The selection of learners for admission to the School shall be based on an assessment of the following factors (in no particular order):

5.1.1. Whether a complete admission application (being a complete set of all documentation and information requested in terms of clause 8 below) has been submitted;

5.1.2. Whether the learner has met the promotion requirements for the grade immediately below the stage to which the admission application relates;

5.1.3. Whether there are places available at the School given the capacity of the School set out in clause 4 above;

5.1.4. Whether the School can meet the educational needs of the learner (including but not limited to any special education needs of the learner);

5.1.6. The willingness of the learner to participate in and add value to all areas of school life

5.1.7. Whether admission to the School would be in the best interests of the learner given that all learners are required to participate in the academic, sporting and cultural programme of the School and given the need to ensure that: the academic aptitude of the learner is appropriate for entry into the stage to which the admission application relates; and the learner will be able to balance the academic demands of the School with all other demands of the School.

5.1.8. Whether the learner will benefit from the programme of the School given his proficiency in English, being the language of learning and teaching at the School. The inability of a learner to communicate effectively in English may place an unreasonable limitation on his academic progress at the School and could therefore result in the learner not being admitted to the School.

5.19. Whether the transition from CAPS curriculum to the Cambridge curriculum will affect the learner adversely in terms of subject choice

5.2. Any learner who receives a scholarship or bursary of any kind that is recognized by the School and that is conditional upon him attending the School must meet the criteria for admission set out above.

5.3. The PLC of the School has determined that the Principal shall have the discretion to admit learners subject to the provisions of this policy. The absence or presence of any of the factors set out in clause 5.1 above does not mean that a learner will be refused or guaranteed admission to the School.

6. CRITERIA FOR SELECTION WHERE THE SCHOOL IS OVERSUBSCRIBED

6. Where the number of applicants exceeds the number of places available at the School or in a particular stage, applicants who meet the criteria for admission set out in clause 5 above will be considered and placed on a waiting list. Steps Academy will notify the parents when a place becomes available.

8. DOCUMENTS AND INFORMATION REQUIRED FOR THE ADMISSION OF A LEARNER

8.1. All applications for admission to the School must be made in writing and may be submitted by hand and/or emailed. The following documents must be submitted on or before the closing date:

8.1.1. The School's prescribed application form completed and signed by the learner's parents (a copy of which is available from the School office). In the case of divorced or separated parents who are responsible for the learner's education and who have the legal authority to apply for admission to the School, it is the responsibility of the parent applying at the School to obtain a signed copy of the application form from their divorced or separated partner. Should the written consent of their divorced or separated partner not be required or not be possible to obtain, the parent applying at

the School must provide written proof of this fact (e.g. consent paper / order of court / written affidavit signed before a Commissioner of Oaths, which document must explain why such consent is not required or cannot be provided).

8.1.2. A copy of the learner's birth certificate/ID card. Where a copy of the learner's birth certificate/ID card is unavailable at the time that the admission application is submitted, the School may admit the learner to the relevant stage, provided that the applicant provides written proof that application has been made to the Department of Home Affairs or other relevant authority for the learner's birth certificate;

8.1.3. Proof that the learner has been immunized against the following communicable diseases:

- . Polio
- . Measles
- . Tuberculosis
- . Diphtheria
- . Tetanus
- . Hepatitis B

If proof of immunization cannot be provided, parents must seek guidance from the School on how to arrange for the learner to be immunized. Once proof of immunization is obtained and submitted to the School, the application for admission in question will be processed;

8.1.4. An original transfer card together with the last academic report for the learner where he/she is transferring from one school (independent or public) to the School. Should the transfer card be unavailable, the applicant must provide the

A written affidavit of the parent signed before a Commissioner of Oaths (stating the reason for not having a transfer card and the grade the learner attended at the previous school)

8.1.5. A copy of the academic report and any report that will assist the School in understanding the educational needs of the learner, including, for example, physiotherapy reports, speech reports, occupational therapy reports and remedial reports; and

8.1.6. Proof of the residential address(es) of the learner and both parents (which proof may include a copy of a title deed, existing lease agreement and/or utility bill or bank statement not older than three months).

8.2. Please note that it is an offence to provide false information regarding the age of a child.

8.3. The School reserves its rights to verify all information and documentation supplied by an applicant for admission and reserves its rights to take legal action against any applicant who intentionally provides false information and documentation.

8.5. Learners who are moving from a home school environment to the School need to submit all documents listed above, except the transfer card.

8.6. Learners who are not citizens of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs or whose parents

have been recognized as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998, as amended) may apply for admission to the School provided that all documents listed above are submitted as part of the admission application with proof that the parents have taken formal steps to legalize their stay in South Africa. All documents listed above must be submitted as part of the admission application, as well as a certified copy of the parents' residence permit(s).

9. SCHOOL FEES

9.1. The PLC of the School understands and accepts that:

9.1.1. STEPS ACADEMY is an Independent school with no funding from the Education Department and functions as a Business.

9.1.2. the School shall therefore take all reasonable measures within its means to improve the quality of education provided by the School;

9.1.3. the School is required to raise additional funds through the active involvement of parents

9.1.4. school fees payable in respect of each learner admitted to the School shall be determined by Directors of the School in consultation with the PLC

9.2. Where an application for admission to the School is successful and the applicant accepts the place offered, the parents concerned are under a statutory duty to pay the relevant deposit and advance school fees

9.3. A schedule of the annual school fees payable to the School for the relevant year of admission is attached / included in the admission application form and is also available from the office at the School.

9.4. Steps Academy being a school that follows the Cambridge curriculum will entail learners paying additional external examination fees at IGCSE and A level as determined by CIE for the calendar year.

9.5. Parents do not have the right to apply for an exemption from paying the annual school fees seeing that STEPS ACADEMY is an Independent school run as a business.

DATE FOR ADMISSION APPLICATIONS

10.1. All applications for admission to any stage offered by the School may be submitted at any time during the school year and will be considered in accordance with the admission criteria set out in this policy as and when a place in the relevant stage becomes available.

11. PROCESS TO BE FOLLOWED

11.1. the School will process all applications as follows:

11.1.1. The School will consider all admission applications received to determine whether the learners concerned are eligible for admission to the School in terms of the admissions criteria set out in clause 5 above;

11.1.2. The School shall apply the provisions of clause 6 above where the School receives more admission applications for a particular stage than there are places available in that grade; and

11.2. Learners who are eligible for admission to the School may be invited to attend an interview.

11.3. An interview is not a precondition for admission to the School and is intended only to assess the school readiness of the learner and whether he would benefit from the programme of the School given his proficiency in English, being the language of learning and teaching at the School. School readiness and language proficiency are important to the academic progress of any learner at the School.

11.4 The learner is then invited to complete Assessments in English, Mathematics and Science with reference to the stage applied for.

11.4. Given the purpose of an interview set out in clause 11.3 above, not all applicants will be invited to an interview and not all applicants interviewed are guaranteed admission to the School.

11.6. The School will consider all admission applications it receives and ensure that the School accommodates learners wherever possible and appropriately place learners in the correct stage.

11.7. The School will send all applicants an email confirming whether their admission application has been successful or unsuccessful.

11.8. Where an application for admission is successful, parents will be required to accept the place offered to the learner concerned in writing and by paying a deposit and a month's school fees in advance by the date indicated in the letter of acceptance issued by the School. This deposit which is non-refundable covers administrative costs and secures learner's place at the school. The School reserves its right to offer the place to another learner should a successful applicant not accept an offer made by the School and pay the deposit by the stipulated deadline. Late responses and/or late payments received by the School may be reconsidered if there are still places available in the relevant Stage.

NB. This Policy may be amended, supplemented, modified or altered from time to time by the Board of Governors.