

## **ADMISSION POLICY & PROCEDURE**

### **General**

- King's School aims to keep classes balanced in respect of age, gender and ability.
- King's School is committed to having a complement of pupils who are racially and culturally diverse.
- King's School is a private Christian School and is open to children of different faiths.
- A maximum of 24 pupils per class.
- All prospective pupils will be required to attend the interview with their parents. Grade 1 – 7 applicants will be required to attend a day in a class appropriate to their enrolment grade.

### **Age Criteria**

- A certified Birth Certificate must be submitted with the Application Form.
- Gr RRRR pupils must be 2 years old by 1 January turning 3 in the year of admission.
- Gr RRR pupils must be 3 years old by 1 January turning 4 in the year of admission.
- Gr RR pupils must be 4 years old by 1 January turning 5 in the year of admission.
- Gr R pupils must be 5 years old by 1 January turning 6 in the year of admission.
- Gr 1 pupils must be 6 years old by 1 January turning 7 in the year of admission.

The child must not be more than one year older than the required age for their Grade e.g. not older than 8 years old in Grade 1.

### **Developmental Criteria**

- The overriding consideration for admission of all children for ECD and Grade 1 – 7 pupils is that the child is capable of benefitting from admission to our school.
- No child shall be admitted to Gr 1 – 7 without meeting the requirements of an entrance assessment.
- Final admission of a pupil to the school is at the discretion of the Governing Body and Principal.

## **Language Criteria**

The language of teaching and learning at the school is English. The pupils must therefore have a standard command of the English language. The school's First Additional Language is Afrikaans.

If a pupil whose mother tongue is not English is admitted, parents should be aware that there may be an additional responsibility to pay for any extra language support / tuition required. (See Undertaking for Language

## **Special Educational Needs**

If it appears that the child has a particular learning barrier that may impact on their learning; each individual case would be assessed and the final decision will rest with the Principal after consultation with a multidisciplinary team.

## **Admission Procedure**

- Parents will be required to complete the School's Application Form for admission, including the Financial Contract. All documentation must be handed in or emailed to the school together with the non-refundable Admin Fee or proof thereof (as per the Fee Schedule)
- The parents / guardians and child are interviewed by the Principal.
- Pupils in Gr 1 – 7 will undergo an entrance assessment.
- A credit check as per the Financial Contract will be done.
- The parents / guardians will be notified in writing if their application for admission is successful.
- A non-refundable Placement Fee (as per the Fee Schedule) must be paid on receipt of the Letter of Acceptance.
- Failure to pay the Placement Fee will result in the child not being enrolled at the school.