



ADMISSION POLICY: RIJK TULBAGH SCHOOL

1. Introduction

- 1.1. As Rijk Tulbagh School is a private school, the management of the school has been entrusted to the School Governing Body (hereinafter referred to as the SGB).
- 1.2. The SGB is responsible for determining the policy regarding the admission of learners to the school (and grades) and has been granted the mandate to make selections and limit numbers.

2. Application procedures

- 2.1. The application form is available at the school and on the school's website.
- 2.2. The application form must be fully completed, signed and accompanied by the following:
 - 2.2.1. The last original school or progress report for admission to Gr R – 7.
 - 2.2.2. Transfer document from previous school, if applicable.
 - 2.2.3. CEMIS transfer if from another school in the Western Cape.
 - 2.2.4. Certified copy of learner's birth certificate
 - 2.2.5. Copy of the learner's immunization records (proof of vaccination against polio, measles, tuberculosis, diphtheria, tetanus, hepatitis B).
 - 2.2.6. Copy of BOTH parents' identity documents; in the case of a single parent, this must be clearly indicated.
 - 2.2.7. Municipal account or other acceptable proof in one of the parents' names as proof of residential address.
 - 2.2.8. Signed disciplinary policy of Rijk Tulbagh School (included in application)
 - 2.2.9. Signed clause 13.12 of the school constitution (included in application form and signed by the PARENT/S OR PERSON RESPONSIBLE FOR THE PAYMENT OF THE ACCOUNT). If a guardian or other person accepts responsibility for the payment, he / she must sign this document and attach a copy of his / her identity document.
 - 2.2.10. Signed consent form of Accountability (included in application form and signed by the PARENT/S OR PERSON RESPONSIBLE FOR THE PAYMENT OF THE ACCOUNT).
 - 2.2.11. Proof of both parents' work address; if one parent does not work, indicate so in writing and attach hereto.
 - 2.2.12. Three months' bank statements of PARENT OR PERSON RESPONSIBLE FOR PAYMENT OF ACCOUNT.



2.3. If an application form is incomplete, it will be considered null and void.

2.4. If misleading information is provided and / or misrepresentation of facts are given, the application will be deemed null and void.

2.5. The SGB grants the Principal, his delegated authority and / or the management team, the authority to accept the admission policy, as prescribed by the SGB.

2.6. Non-South African citizens also need all the above-mentioned required documents for admission, as well as one of the following documents: a certified copy of a residence permit or a certified copy of an official study permit, as well as the parents' valid work permit and residence permit.

2.7 Annual admissions framework:

2.7.1. First school day of January - The school is able to receive applications for the admission of learners for the next school year.

2.7.2. Last day of the second term - All parents are notified in writing whether their applications were successful or unsuccessful or have been placed on a waiting list until further selection is made. Within 60 days of receiving written notification of a successful application, the entry fee must be paid. If parents receive written confirmation of a successful application and they decide to reject the offer, they must do so in writing as soon as possible.

2.7.3. Last day of the third term – Parties on the wait-list will be notified in writing whether their application was successful or unsuccessful.

2.7.4. Last term - Applications will only be processed if there is still space in the class, after consideration by the SGB.

2.8 Application process:

2.8.1. Once all the documents as mentioned above have been successfully submitted, and the application appears favorable, the secretary will arrange an appointment, on at least a weeks notice, for an interview with the parents.

2.8.2. The interview with the parents will be conducted by the principal and a SGB member or other teacher.



2.8.3. The principal will recommend possible favorable applications to the SGB's selection committee, which will then consider and approve, reject or place the application on the waiting list until further notice.

2.8.4. Parents will be notified in writing (of the outcome of the application) as set out in clause 2.7 of this document.

2.8.5. If a learner is placed on the waiting list, parents are advised to apply to other schools. The school hereby formally notifies the parents that a place in the school is not guaranteed and the school does not take any responsibility for cases where parents fail to apply to other schools.

3. Conditions and admission criteria

3.1. Parents who live or work in the catchment area will be given preference.

3.2. Maximum and minimum age requirements.

3.3. Capacity of the school and the specific class composition and needs, according to relevant teacher and under the discretion of the selection committee.

3.4. The languages of instruction are English and Afrikaans, so the learner must be fluent in Afrikaans and English (see Language Policy).

3.5. The learner must fit in with the schools's ethos and culture.

3.6. The learner must be able to meet the teaching level and achieve the academic standards and requirements. Any reports from psychologists / therapists must accompany the application and if there are any recommendations contained therein, same must be brought to the school's attention upon submission of the application. If not, it will be seen as an incomplete application at a later stage and will be re-evaluated.

3.7. Applications from learners who currently have a brother and/or sister in Rijk Tulbagh will be given preference, if the brother/sister has a good record of behaviour and the payment of the school fees have been successfully complied with.

3.8. Learners are expected to participate in the school's extramural and cultural programs.

3.9. Parents may not apply for partial or total exemption from school fees.

3.10. The submission of an application does not guarantee automatic admission.



3.11. The time and date of an application is not relevant when deciding on the acceptance of applications.

3.12. Only learners who will not undermine the discipline and good order of the school will be admitted. Learners AND parents are expected to accept and respect the rules, traditions and Christian value system of the school:- at school, sporting events and other events where the learner and parents represent the school, also in public where the learner's school uniform is worn.

3.13. If a learner has followed a different curriculum at another school, or at home, and there is uncertainty about his/her academic level, the learner may be requested to undergo a test.

3.14. The school only accepts learners whose parents endorse the school's financial policy, code of conduct and mission.

3.15. The presence (or absence) of any of the above factors does not guarantee the acceptance (or exclusion) of a learner at Rijk Tulbagh School.

4. School fees

4.1. School fees, as determined by the SGB and set out in the financial policy, are compulsory and must be paid before the 7th of every month, for the relevant month. If parents fail to pay the school fees, the learner may be asked to leave the school and tuition may be refused. New learners must also pay the entrance fee, as determined by the SGB, before admission.

5. Language Policy

5.1. Rijk Tulbagh is a dual-medium school, which means that the school's language medium is Afrikaans and English. Afrikaans (Home Language / Additional language) and English (Home language / Additional language) are compulsory. English or Afrikaans must be taken as a home language. According to pass requirements, the learner must pass both languages. At Rijk Tulbagh we strive to teach learners in their mother tongue. In cases where learners have another mother tongue, we will require that the learners take a language proficiency test.

6. Selection / Admission Committee



6.1. The SGB appoints a Selection Committee which determines whether learners are admitted to the school. No learner may be admitted to the school before written confirmation has been received.

Signed:

.....

Chairperson

Principal

.....

Governing Body Member

Date:

Updated June 2020