



Application & Admission Procedure

This procedure the steps parents/guardians have to follow apply for their children to be admitted and accepted into the South Gate Academy (SGA) Pre-School, School & After Care center. SGA Management Board is responsible to conduct and ensure compliance according to this procedure. This document will be maintained and updated every year or as needed.

There are five steps for the admission into the school. The After Care will have similar steps to follow but in some cases will differ and will then be distinguished in the specific steps.

Step 1: Registration & Enrolment of the learner

1. Please go to the Applications Page on our website (<http://southgateacademy.co.za/application-form/>) and complete the online form.
2. You will then receive an acknowledgement of your application form with a link to the enrolment form.
3. Complete the enrolment form online or pick up a paper enrolment form at the SGA Office secretary.
4. If enrolling for the SGA school for the first time, then a Registration Fee of R500 is payable with a Proof of Payment send to admin@southgateacademy.co.za . This needs to be completed together with the enrolment form.
5. Please click online on the website on the Terms & Conditions online form (or attach the paper form).
6. The applicant's guardian/parent will also need to supply the necessary supplementary documentation as per enrolment form

NOTE:

Acceptance of this Enrolment Form AND Registration Fees DOES NOT imply automatic final acceptance to South Gate Academy, but it is the first step of the admission process.

Banking Details:

Registration Fee: R500-00

South Gate Academy

Std Bank Acc No.: 061638544

Branch Code: 050410

Ref: Child Name&Surname

Proof of Payment: email admin@southgateacademy.co.za

Step 2: Supporting Documentation

1. The supporting documents must be emailed to admin@southgateacademy.co.za or handed in at the school office at Overberg Christian Centre, 90 Long Street, Bredasdorp no later than a week after the enrolment forms have been submitted

1.6 Necessary Supporting Documents & Sections	<input checked="" type="checkbox"/>
<input type="checkbox"/> CEMIS transfer number (if applicable)	
<input type="checkbox"/> Learner's Birth Certificate/ID	
<input type="checkbox"/> Copy of Learner's latest progress report	
<input type="checkbox"/> Copy of Learner's vaccination records if available	
<input type="checkbox"/> Copy of Learner's permit for Residency/Study Permit (if foreign)	
<input type="checkbox"/> Copy of Parents/Guardian ID documents & last three months Pay slips	
<input type="checkbox"/> Two recent ID colour photo's of learner (attach to the supporting documents)	
<input type="checkbox"/> Proof of Residence	
<input type="checkbox"/> If Divorced, Proof of maintenance agreement	
<input type="checkbox"/> If Guardian, proof of guardian agreement	

2. Documents include the following:

Step 3: Parent/Guardian Interview

1. An interview with the parents will be required & scheduled before final acceptance
2. This interview will create the opportunity for the Management Board members to ensure that the parent understand and undersigns the Fees, Core Values, Ethos and Philosophy of SGA
3. Parents will have a chance to ask all questions pertaining to SGA and any policy or procedure (e.g. disciplinary procedures and financial policy)

Step 4: Tests: Diagnostic Placement, School Readiness, Entrance Exam & Evaluation

1. The Learner might be required to complete certain evaluation tests. There might be a fee for administrating these tests (payable prior to testing) depending on type of test and will be advised on final application. These test may include writing or conducting a diagnostic placement test to determine which academic level the learner will start or a school readiness test.
2. Language is an important factor in determining acceptance into SGA as the curriculum is primarily in English and if a learner is **not yet proficient in his/her home language** it will be strong consideration if such a learner can be accepted in SGA
3. The learners aged 2-3 yrs should be potty trained and able to communicate clearly.

Step 5: Letter of confirmation & Contract Documentation

1. SGA will review the application once all of the supporting documents have been received, registration fee has been paid and parent interviews have been conducted.
2. The applicant's guardian/parent will receive an email per learner applied for, acknowledging whether the learner has been accepted or declined
3. The following documentation will need to be signed and returned with acceptance to SGA:
 - a. Parent Agreement
 - b. Payment Agreement
 - c. Financial policy
 - d. Pick up/Drop off consent form
 - e. Any other relevant documentation (e.g. Covid19 regulations)