



Application & Admission Policy & Procedure

ADMISSIONS POLICY

The Admissions Policy is in line with the South African Constitution, South African Schools Act (Act No 84 of 1996) and the National Education Policy Act (Act No 27 of 1996). The Admissions Policy of this school is determined by the School Board, who in turn delegate the administration of the admission of learners into South Gate Academy.

South Gate Academy will seek to admit children where, in the opinion of the school, it can firstly reasonably be expected of the school to fulfil the educational needs of the child and secondly to concomitantly partner with parents to move children forwards in the acquisition and development of Christian values (spiritual formation) and the depth of their faith (equal and essential conditions).

The purpose of South Gate Academy's Admissions Policy is to provide clear guidelines regarding the application procedure for admission and the selection of successful candidates for enrolment. The policy is designed to ensure that the interests and obligations of the school and its children as well as the interests and obligations of the applicants are fairly evaluated and appreciated.

Conditions of Admission for SCHOOL

1. South Gate Academy may not discriminate in any manner on the basis of race, gender or ethnic origin. Children of all races, gender or ethnic origin are welcome to apply and may be accepted into the school.
2. South Gate Academy is a Private Christian School and exists as a biblically based religious organisation within the company: Overberg Christian Family NPC, that supports parents who choose a Christ Centred education. The purpose and aim of the school is clearly outlined in the following documents:
 - Vision and Mission Statement
 - Statement of Family & School Values
 - Philosophy of education
 - Statement of Faith
3. South Gate Academy believes in the philosophy of a child's right to education, yet it's a registered Independent School without subsidy from the Department of Education. Whilst a provision is made for bursary allocations to children, South Gate Academy is not obligated to educate children where fees are not being paid. South Gate Academy is a fee paying school.
4. South Gate Academy believes in the dignity, acceptance and tolerance of every human individual and will endeavour to extend love and understanding to all people. The School does, however, choose to subscribe to the traditional biblical understanding of faith, of marriage, of relationship and of sexual orientation/identity. Whilst the school may not discriminate against any choice a child, parent or staff member may make, the school will not accept the practice of any behaviour contrary to the biblical understanding of marriage and sexual identity in the context of the School.
5. The School may request a confidential report and/or a financial status report from the previous school. South Gate Academy will take reasonable and lawful action to maintain the confidentiality of these reports. Outstanding fees to another school must be paid up before any application will be considered.

Grade RR	must be 4 turning 5 (must be able to speak English fluently)
Grade R	must be 5 turning 6
Grade 1	must be 6 turning 7 (must have a formal Gr R report)
Grade 2-12	may not be more than 2 years above the Grade age. (at the Principal's discretion)

The School may not, unless with specific approval of the SGB, admit more than the set class size number:

Pre-School (Grade RRR, RR, R)	:10,14,16 students per class
Grade 1-3	:16 students per class
Grade 4-9	:16 students per class

Conditions for Admission – Non RSA Citizens

- The Policy applies equally to the admission of non-South African citizens, including parents who are in the possession of a permanent or temporary residence, or who are illegal aliens.
- A child who enters the country on a study permit must present the study permit to the school. It is the responsibility of the parents/ legal guardians to ensure that the work permit is kept up to date. Registration at the School will automatically lapse should the study permit expire.
- People classified as illegal aliens must, when applying for admission for their children, show evidence that they have applied to the Department of Home Affairs to legalize their stay in the country.
- A non-South African citizen will only be enrolled if they will not be taking the place of a South African citizen.
- The same rights apply to a foreign child, to receive education, and the SGB will make special considerations in decision making processes, when such an application is received.

Conditions for Admission – General

- Priority will be given to children who already have a sibling/s in the school. It is however essential for siblings of current pupils to be registered timeously to facilitate their enrolment into the school.
- South Gate Academy is an English-medium school and the language of learning and teaching (LOLT) is English. Afrikaans is the first additional language. Pupils will not be refused admission on grounds that English is not their official home language. Academic Diagnostic Placement tests will be completed by the potential student to determine academic level prior to acceptance.
- The School will not admit any pupil whose educational or special needs cannot be met by the School's available resources or programmes.
- The School Governing Body (SGB) shall be entitled to review or amend the conditions of Admission upon one term's written notice. Parents agree that upon receipt of such written notice such amended conditions shall be binding as if incorporated herein. The decision of the SGB is final.



APPLICATION PROCEDURE

This procedure needs to be understood together with the policy above. This procedure outlines the steps parents/guardians have to follow to apply for their children to be admitted and accepted into the South Gate Academy (SGA) Pre-School, primary/high School & After Care center. SGA School Governing Body (SGB) 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.

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 to request an enrolment form.
2. You will then receive an acknowledgement of your request form with a link to the Enrolment forms.
3. Complete the Enrolment form (FORM C) 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 R650-00 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 click on the link received in the email or attach the paper form).
6. The applicant's guardian/parent will also need to supply the necessary supplementary documentation as per enrolment form.
7. Completed FORMS A-F together with the supplementary documentation and registration fees paid will constitute a complete enrolment application to SGA
8. The FORMS below are needed for this application:

Part A – SGA Parent School Contract

Part B – SGA Terms and Conditions (online)

Part C – SGA Enrolment Form (online)

Part D – SGA Financial Contract

Part E – SGA Parent Payment Agreement (after finalisation of services)

Part F – SGA Code of Conduct & SGA Parents info pack (incl. Educational Philosophy, Core Values, Statement of Faith

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: R650-00 (non-refundable)

South Gate Academy
 FNB Bank Acc No.: 63080453706
 Branch Code: 250 655
 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 SGB to ensure that the parent understands, agrees and undersigns the School Fees structure, Statement of Faith, Core Values, Educational 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, Special Needs

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 tests may include writing or conducting a diagnostic placement test to determine which academic level the learner currently is and also after accepted on which level the learner will start. Another test will be a school readiness test for Pre-Grade 1 learners. The School Principal may request that further testing of the child, by any specialist (e.g. educational Psychologist), takes place.



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 whether such a learner can be accepted in SGA or not.
3. Any form or evidence of Learner Special Educational Needs (LSEN) needs to be communicated/disclosed during the application process and also substantiated with clinical or medical tests.
4. The learners aged 3-4 years, should be potty trained and able to communicate clearly.

Step 5: Letter of confirmation & Contract Documentation

1. SGA will review the application once:
 - a. All of the supporting documents have been received.
 - b. Registration fee has been paid and
 - c. Parent interviews have been conducted.
 - d. All documentation has been received including the signed contracts.
2. The application is considered by the SGB (with consultation of the Principal) after which the parents are informed of the application decision. The decision of the SGB is final and no reasons for non-acceptance need be provided to parents and without any leave to appeal.
3. The applicant's guardian/parent will receive a letter per learner applied for, acknowledging whether the learner has been accepted or declined.