



Enrolment Policy

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1 STATUTORY APPLICATIONS

The following pieces of Legislation applies:

- The Constitution of the Republic of South Africa., Act 108 of 1996.
- The South African Schools Act, Act 84 of 1996.
- Department of Education, Language in Education Policy, 14 July 1997.
- The Western Cape Provincial School Education Act, Act 12 of 1997.
- The Revised National Curriculum Statement Grades R-9. Policy:
First Additional Language
- Act No. 4 of 2013: Protection of Personal Information Act, 2013

2 Purpose of this Policy

This policy provides transparency with respect to the requirements and the process of enrolment and re-enrolment at EduExcellence.

3 Enrolment Policy

This Policy applies to all EduExcellence Cambridge Schools and EduSkills Centres.

Where "EduExcellence" is used it means both or either EduExcellence Schools and EduSkills Centres as is appropriate unless specifically otherwise stated.

Notwithstanding the document name, this Policy applies to both enrolment and re-enrolment and their associated processes.

EduExcellence does not discriminate against race, religion or gender however we do enrol candidates according to the specific criteria for each phase or programme as stated below:

EduExcellence does subscribe to the following general admission requirements:

- EduExcellence Faith Criteria:
We accept all learners from any faith that shares or is tolerant of our Christian faith and Christian worldview.
- EduExcellence Language Criteria:
For the Cambridge Schools English is the medium of all tuition. Learners with a home language other than English will be accepted if they can perform with the full English medium curriculum.
For the EduSkills Centres we will provide instruction in English and Afrikaans as per the demand and at the discretion of the specific EduExcellence Campus.
- EduExcellence Physical Disabilities Criteria:
Current facilities do not necessarily allow for the inclusion of most physical disabilities. Please contact the specific EduExcellence campus to determine suitability.
- EduExcellence Financial Compliance Criteria:
EduExcellence is a fee paying school. We reserve the right to request proof of income and do credit check on parents of aspirant applicants.
- EduExcellence Inclusive Criteria:
EduExcellence chooses to include ADD/ADHD and other mild barriers to learning in our Cambridge Schools.
EduExcellence philosophy is not to medicate however we respect parent's choice in their right to medicate or not.
EduExcellence chooses to include learners in their EduSkills Centres with

moderate to severe neurodevelopmental delays on the same campus as the Schools, although in different classes.

- EduExcellence is a co-ed school.

All learners have to re-enrol annually.

The final decision to offer an invitation for enrolment at an EduExcellence campus resides with the Campus Principal. EduExcellence administrative staff are not allowed to discuss the status of an application or provide reasons for refusal.

By completing our online Application Form, you consent to EduExcellence collecting and storing the information provided in this application and subsequent online forms. You are also made aware that EduExcellence stores your IP address with the form at the time of form completion for non-repudiation purposes. This is done in accordance with the PoPI Act.

This policy should also be read and understood alongside our Inclusivity and Integration Policy.

4 Foreign Students

In addition to the stated requirements, all foreign students are required by law to obtain and present a valid Study Visa in the name of the EduExcellence before they may commence studies. Proof of application is no grounds for admission.

By law the School is required to inform the **Director General of the Department of Home Affairs** of all new foreign students who are offered a place in the school. Should the applicant not accept the **Enrolment Agreement**, EduExcellence is also required to inform the **Director General of the Department of Home Affairs** in order to officially cancel the application.

5 Enrolment Timeline

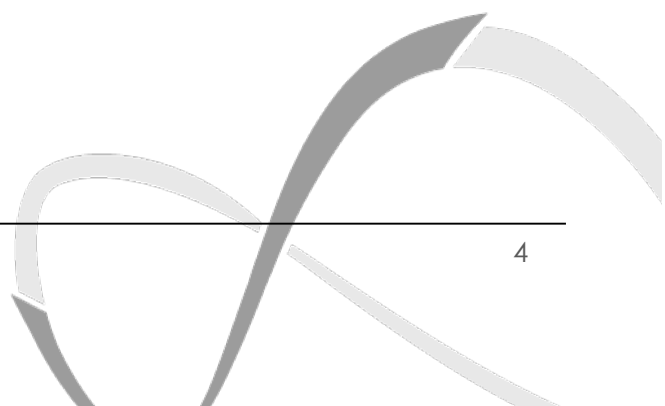
5.1 EduExcellence Schools

While EduExcellence allows visits and interviews throughout the academic year, EduExcellence Schools will only enrol learners once a term on the first day of the term. This is done to minimise the disruption on existing class.

The first day for NEW learners will be an 'Induction Day'. The Induction Day will be the day BEFORE the first day of the new term.

For the Induction Days of the current academic year please refer to our website.

Should there be specific extenuating circumstances (for example where a home schoolers home environment and emotional well-being changes, parent has relocated for work etc.) that is detrimental to a learner's on going education, parents should contact the campus to see how an alternative enrolment date may be accommodated. The latest date for enrolment is the end of October of any academic year.



5.2 EduExcellence EduSkills Centres

EduExcellence recognises that parents often find themselves with uncertain timelines when considering a change to a non-academic educational environment such as is supported in our EduSkills Centres.

As such, EduSkills Centres enrol learners throughout the year until the end of October of any academic year.

6 School specific requirements;

6.1 Pre-Primary School

This is for learners wishing to enter our Pre-school which includes learners entering 'Grade R'.

Age range:

4 years to 8 years

Level RRR to Level R

Inclusivity policy:

Mainstream learners inclusive of learners presenting with a mild to moderate neuro-developmental delay, ADD, ADHD and high functioning individuals on the Autistic spectrum.

Entry requirements:

Able to comply with academic requirements as set by the curriculum selection.

Socially acceptable self-care (e.g. potty trained).

6.2 Primary School

This is for learners wishing to enter 'Grade 1' up to including 'Grade 7'.

Age range:

7 years to 15 years

Level 1 to Level 7

Inclusivity policy:

Mainstream education inclusive of learners presenting with a mild to moderate neuro-developmental delay, ADD, ADHD and high functioning individuals on the Autistic spectrum.

Entry requirements:

Able to comply with academic requirements as set by the Cambridge Curriculum selection.

Assessments and examination report cards are needed to establish placement within the correct Level within the two Primary School Phases.

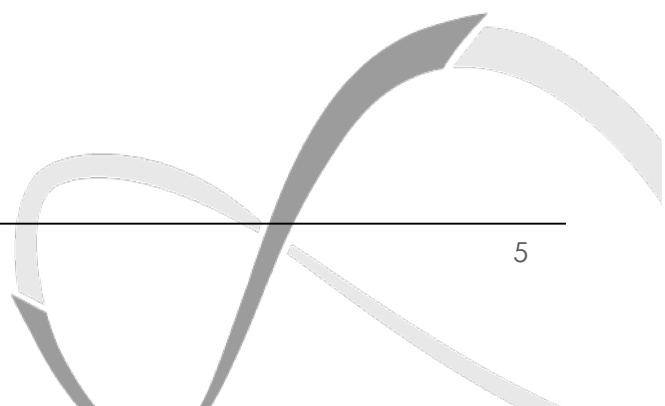
6.3 Secondary School

This is for learners wishing to enter into 'Grade 8' to 'Grade 12'. It is preferable and beneficial to learners if they start the Cambridge Secondary School at Form 1 (Grade 8) to achieve Cambridge Qualifications.

Age range:

14 years to 18 years

Form 1 to Form 6



Inclusivity policy:

Mainstream inclusive of learners presenting with a mild to moderate neuro-developmental delay, ADD, ADHD and high functioning individuals on the Autistic spectrum.

Entry requirements:

Prior assessments and examination report cards to establish placement within our selected curriculum.

Able to comply with academic requirements as set by curriculum selection.

Cambridge Secondary Checkpoint pass (depending age) or prior assessments and examination report cards to establish placement within our selected curriculum.

Please note that learners coming from a CAPS environment should not consider entry directly into the Advanced Level Phase (i.e. Grade 10).

7 Centre specific requirements

7.1 EduSkills Nursery Centre

Age range:

4 years to approx. 6 years

Inclusivity policy:

Learners presenting with a mild to moderate neuro-developmental delay including high functioning individuals on the Autistic spectrum, Down Syndrome with receptive language ability and learners with who struggle to progress in a mainstream pre-primary.

Entry requirements:

Prior assessments and report cards, if available, to establish placement within our selected programmes.

Must be able to, at a minimum, process verbal instructions.

Socially acceptable self-care (e.g. potty trained or requiring minimal assistance)

7.2 EduSkills Junior Centre

Age range:

Approx. 7 years to approx. 13 years

Inclusivity policy:

Skills and vocational candidates inclusive of learners presenting with a mild to moderate neuro-developmental delay including high functioning individuals on the Autistic spectrum, Down Syndrome with receptive language ability and learners who have repeated more than twice in a formal school phase.

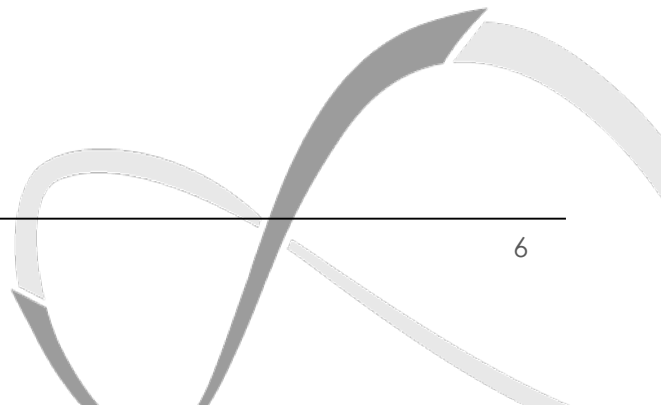
Entry requirements:

Prior assessments and report cards, if available, to establish placement within our selected programmes.

Must be able to, at a minimum, process verbal instructions.

Socially acceptable self-care.

Basic application of learned skills.



7.3 EduSkills Senior Centre

Age range:

Approx. 14 years to approx. 16 years

Inclusivity policy:

Skills and vocational candidates inclusive of learners presenting with a mild to moderate neuro-developmental delay including high functioning individuals on the Autistic spectrum, Down Syndrome with receptive language ability and learners who have repeated more than twice in a formal school phase.

This phase will accommodate existing learners, where appropriate, up to the age of 21.

Entry requirements:

Prior assessments and report cards to establish placement within our selected programmes.

Must be able to, at a minimum, process verbal instructions.

Socially acceptable self-care.

Basic application of learned skills.

8 Enrolment Process

EduExcellence campuses follow a simple 4-step enrolment process

8.1 Visit

Parents and learners are invited to contact their closest campus to arrange a visit to the school. They will be able to see the campus and meet with either the Campus Principal or the Deputy Principal.

8.2 Provisional Application

Should parents wish to proceed with enrolment they can apply online at www.eduexcellence.co.za by completing the **Application for Enrolment form** and upload the following supporting documentation:

- ✓ Learner's birth certificate – preferably the unabridged version
- ✓ Copies of latest official **Academic Reports** (if applicable)
- ✓ Copy of most recent Special Educational Needs (SEN) Report (if applicable)
- ✓ Mother's ID
- ✓ Father's ID
- ✓ Recent photo of the learner
- ✓ Any specialist reports (Educational Psychologist, Occupational/Speech Therapists, medical reports, IQ reports etc.) that are available. Parents are NOT expected to specifically get such reports.
- ✓ Transfer letter if transferring from another school
- ✓ Fee clearance letter if transferring from another school
- ✓ Proof of Income (Letter from accountant or payslip or 3 months' bank statements)
- ✓ Proof of medical cover (for foreign students)

All applications must be accompanied with the **Application Fee** of R500 (non-refundable) – no application will be processed without proof of payment. Payments can be made via Electronic Funds Transfer (EFT). Please use the Learner's name & surname as a reference.

Proof of payment must be emailed to the campus before an Enrolment Interview is conducted.

8.3 Enrolment Interview

Shortly after completing the Application for Enrolment Form you will receive a call from the campus to arrange a suitable time for an interview day. The date and time of the interview will be confirmed by email.

During the interview parents and the learner will meet with Campus Principal and/or the Campus Deputy Principal for approximately 1 hour.

After the initial interview the learner will spend the day in the class being applied for. Please bring the Learner's schoolbag with current school books as well as a snack box.

The learner must be collected at the end of the school day.

8.4 Provisional Acceptance

Within 48 hours you will receive the result of the interview:

1. If you are extended an invitation to enrol, you will receive an email with a link to our online **Enrolment Agreement form** this constitutes the contract between EduExcellence and our parents. OR
2. You might be informed that the learner has been placed on our waiting list. OR
3. You might be informed that your application has been turned down. If appropriate, you will receive an invitation for a feedback meeting with the Campus Principal or the Deputy to determine what is in the best interest of the learner.

Once the Enrolment Agreement has been completed you will receive, based on your interest:

- a. Online **AfterCare Form**
- b. Debit Order form

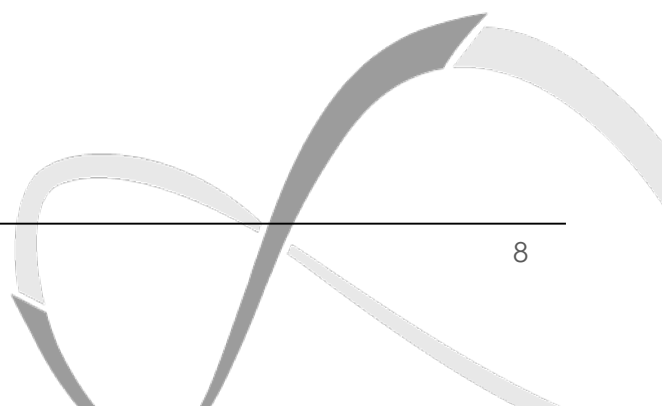
Successful enrolment at EduExcellence is dependent on:

1. All the documentation as indicated above
2. Proof of payment for the **Security Retainer Fee**
3. Proof of payment for the **Phase & Development Levies** OR inclusion of these levies in the monthly Debit Order or Bank Stop Order
4. Debit Order or Bank Stop Order for the **Tuition Fees**

This information can either be sent to the campus electronically or brought to the campus on the first day of school.

8.5 Full Acceptance

Once you have completed the Enrolment Agreement and provided the required documentation and paid the Security Retainer you will receive notification of **Full Acceptance** and your child will be enrolled in EduExcellence.



8.6 Individual Development Map

Although not strictly part of the enrolment process, the next steps are crucial in designing your child's Individual Development Map or IDM.

As such you will receive an email with a link to a **Historical Neurodevelopmental Profile (HNP) Questionnaire Part 1**. Once part 1 has been submitted you will receive a follow up email with the link to the **HNP Questionnaire Part 2**.

These questionnaires must be completed before we can provide you feedback.

8.7 Feedback Meeting

Finally, you will receive an invitation to a feedback session a few weeks hence. The exact time will depend on current enrolment load, availability of staff, access to learner information and the current Campus calendar. In the intervening weeks, under the leadership of the Educational Psychologist, the learner will complete additional tests and interviews to complete your child's map.

EduExcellence views the schooling years as a journey to self-discovery and the realisation of each child's optimal performance. Instead of having vague objectives or only focusing on academic milestones, EduExcellence wants learners to have a map to act as a guide throughout their schooling journey. The initial focus of the map is on where the learner is currently. With short, medium and long term goals relevant to the age of the learner.

During the feedback session you will be given information related to your child's journey for the remainder of their schooling years.

8.8 Enrolment Refunds

Refunds for enrolments will only be considered if either;

1. During the feedback session referred to above, EduExcellence recommends that the learner needs to either:
 - a. Change streams and the parents do not accept this recommendation or,
 - b. Cannot be accommodated in our EduSkills Centres

OR
2. in the opinion of the Principal, the learner's best interests are served by exiting the school or centre for whatever reason

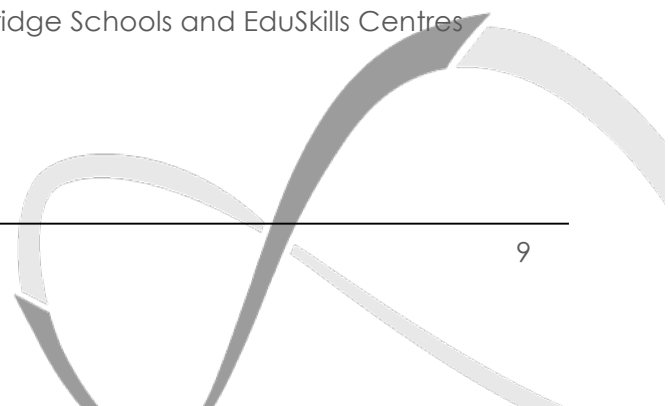
Pro-rata refund will then be given of the following:

- Tuition Fees paid in advance (excluding the month in which the learner exits)
- Phase/Programme Levies paid in advance
- AfterCare Fees paid in advance

9 Re-enrolment

9.1 Re-enrolment policy

All currently enrolled learners at EduExcellence Cambridge Schools and EduSkills Centres need to apply annually for re-enrolment.



Automatic re-enrolment is not a given and parents should apply timeously as, should the campus attain its maximum learner enrolment numbers, re-enrolment cannot be guaranteed and a learner might be placed on a waiting list.

Preference will be given to currently enrolled learners for accommodation in the subsequent academic year.

Successful re-enrolment will be based on:

- Timeously completing the **Re-enrolment Agreement**
- The school account in good standing
- The co-operation of both learner and parents in implementing the Individual Development Map
- The learner and parent's adherence to school policies

9.2 Re-enrolment process

Opening and closing dates for re-enrolment will be announced by the campus to existing parents via EduExcellence's communication channels.

Parents will be send an email with a link to the online **Re-enrolment Application** form.

The form must be completed.

A learner is successfully re-enrolled when:

1. The online application form has been completed
2. The **Security Retainer** has been paid – this might only be a “top up” amount from any security retainer already paid for previous years.

Once the above two steps have been completed parents have then re-contracted themselves to EduExcellence for the coming academic year.

10 Document Classification

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| Document Details | PUBPOL002 Enrolment Policy.docx |
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