



EduExcellence

PRIVATE PERSONAL EDUCATION

Enrolment Policy

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

Admission

This Policy applies to all EduExcellence Schools, Studios 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: We will provide instruction in English and Afrikaans as per the demand and at the discretion of the specific EduExcellence Campus. Learners with a home language other than English or Afrikaans will be accepted if they can perform with the full English medium curriculum.
- 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 a credit check on parents of aspirant applicants.
- EduExcellence Inclusive Criteria: EduExcellence chooses to include ADD/ADHD and other mild barriers to learning in our Schools/ Studios stream.
- EduExcellence philosophy is not to medicate however we respect parent's choice in their right to medicate or not.



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EduExcellence chooses to include learners in their EduSkills Centres with moderate to severe neurodevelopmental delays on the same campus as the

- EduExcellence is a co-ed school.

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.



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School specific requirements

Pre-Primary School

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

Age range:

- 4 years turning 5 years old in the year of applying for Grade R. to 7 years.

Inclusivity policy:

- Mainstream learners inclusive of learners presenting with a mild to moderate neurodevelopmental 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).
- Assessments as per our external service provider, The Assessment Centre.

Primary School

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

Age range:

- 7 years to 15 years

Inclusivity policy:

- Mainstream education inclusive of learners presenting with a mild to moderate neurodevelopmental 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.
- Assessments as per our external service provider, The Assessment Centre.
- Current academic school report if required.



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High School: Senior & FET Phase

This is for learners wishing to enter into 'Grade 8' & 9 (Senior Phase) and 'Grade 10 to 'Grade 12' (FET Phase).

Age range:

- 14 years to 18 years

Inclusivity policy:

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

Entry requirements:

- Able to comply with academic requirements as set by curriculum selection.
- Assessments as per our external service provider, The Assessment Centre.
- Current academic school report if required.

Centre specific requirements

Pre-Skills Centre:

Age range:

- 5 years to approx. 7 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:

- Must be able to, at a minimum, process verbal instructions.
- Socially acceptable self-care (e.g. potty trained or requiring minimal assistance)
- Socially acceptable behaviour (each individual case will be assessed accordingly.)
- Assessments as per our external service provider, The Assessment Centre.



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Junior Skills 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 neurodevelopmental 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:

- Must be able to, at a minimum, process verbal instructions.
- Socially acceptable self-care.
- Basic application of learned skills.
- Socially acceptable behaviour (each individual case will be assessed accordingly.)
- Assessments as per our external service provider, The Assessment Centre.

Intermediate Skills Centre:

Age range:

- Approx. 13 years to approx. 16 years

Inclusivity policy:

- Skills and vocational candidates inclusive of learners presenting with a mild to moderate neurodevelopmental 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:

- Must be able to, at a minimum, process verbal instructions.
- Socially acceptable self-care.
- Basic application of learned skills.
- Socially acceptable behaviour (each individual case will be assessed accordingly.)
- Assessments as per our external service provider, The Assessment Centre.



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Senior Skills Centre:

Age range:

- Approx. 16 years to approx. 18 years

Inclusivity policy:

- Skills and vocational candidates inclusive of learners presenting with a mild to moderate neurodevelopmental 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:

- Must be able to, at a minimum, process verbal instructions.
- Must be able to, at a minimum have some verbal communication.
- Socially acceptable self-care.
- Basic application of learned skills.
- Socially acceptable behaviour (each individual case will be assessed accordingly.)
- Assessments as per our external service provider, The Assessment Centre.

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Enrolment Process

Step 1:

Parents are invited to contact their Campus of choice and arrange a tour with the Campus Principal.

<https://www.eduexcellence.co.za/book-a-coffee-chat>

Step 2:

Should parents wish to proceed with enrolment, our Admissions Officer will send an "Invitation to Apply".

Parents should complete 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 (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 reference. Proof of payment must be emailed to the campus before an Assessment is conducted.

Note: Please see Additional Fees Policy.



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Step 3:

Parents are asked to complete a comprehensive questionnaire.

Note: Access to your questionnaire is confidential and complies with both EduExcellence PRS Group as well as The Assessment Centre POPIA guidelines.

Step 4:

Upon successful completion and submission of the Parent Questionnaire, a link to book your child's assessment will be sent to you.

Our Admissions Office will assist you to book a suitable date for assessment.

Note: The Assessment Centre is an external service provider to EduExcellence PRS Group and should be paid separately.

Step 5:

Once assessment has been concluded, Parents are invited for a feedback session to discuss our findings and results of the assessment.

Note: Assessment does not guarantee enrolment.

Final steps

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 PRS Group and our parents.

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

1. Online AfterCare Form
2. Uniform Order Link

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 Annual Development Levy

This information should be sent directly to our Learner Accounts Department.



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Completion

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

Enrolment Refunds

Refunds for enrolments will only be considered if;

- 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

- 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

Note: By completing our Application, Assessment and Enrolment process, you consent to EduExcellence PRS Group and The Assessment Centre 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.



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Re-enrolment

All learners have to re-enrol annually.

- Preference will be given to currently enrolled learners for accommodation in the subsequent academic year.
- The final decision to offer an invitation for enrolment at an EduExcellence campus resides with the Campus Principal.
- 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 philosophy and ethos of the school.
 - The learner and parent's adherence to school policies

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.

- EduExcellence administrative staff are not allowed to discuss the status of an application or provide reasons for refusal.

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