



# **THE ORACLE ACADEMY**

*Empowerment through Vision*

WCED Reg. No. 13/3/1/300

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## **SCHOOL ADMISSION POLICY**

### **1. OBJECTIVE**

This policy serves as a framework within which to admit learners, subject to the provisions of:

- The Constitution of Republic of South Africa, Act 108 of 1996 (as amended);
- Section 5(5) of the South African Schools Act No. 84 of 1996;
- Other applicable legislation.

The original policy was developed and adopted by the Board of Directors of The Oracle Academy in May 2008 and has subsequently been reviewed and amended in order to align with applicable laws. The board reserves its rights to amend this policy to the extent that it may at any stage conflict with applicable laws.

This policy shall at all times be interpreted and applied in a manner that protects and promotes the best interests of all learners concerned without discriminating unfairly in any way. In this endeavour, the safety, well-being and best interests of the learners are of paramount importance when determining acceptance or declining applications to the school.

The Oracle Academy *inc* Oracle Senior Secondary School hereinafter may be referred to as “The School”.

### **2. CAPACITY OF THE SCHOOL**

The Board of Directors of the School has duly determined the total capacity of the school to be 320 learners across all grades (Grades 8 to 12) in order to offer quality education under optimal conditions.

The Board of Directors of the School considered all relevant factors in determining the capacity of the school, including but not limited to the following:

- 2.1 The number of designated, suitably sized classrooms and space to accommodate furniture and equipment;
- 2.2 The adequate provision of toilet facilities;
- 2.3 The safety of the learners during all activities both inside and outside the classrooms
- 2.4 The number of teachers available at the School;
- 2.5 The financial capacity of the School;
- 2.6 The need to provide all teaching staff with a common area and a work area on the premises of the School;
- 2.7 The need for designated work areas for the exclusive use of the School’s administration, management and maintenance teams.

The capacity of the School may be adjusted by the governing body of the School in line with any changes that are effected to or directed at the financial capacity, infrastructure, curriculum programme and personnel of the School from time to time.

### **3. CRITERIA FOR ADMISSION**

No learner will be refused admission to The Oracle Academy on the grounds of race, culture or religious belief.

The selection of learners for admission to the School shall be based on an assessment of the following factors (in no particular order):

- 3.1 A complete admission application (being a complete set of all documentation and information requested in terms of clause 5 below) has been submitted;
- 3.2 The learner has met the promotion requirements for the grade of application;
- 3.3 School Fee affordability is assessed based on historical record;
- 3.4 There are places available at the School given the capacity of the School set out above;
- 3.5 The School is able to meet the educational needs of the learner (including but not limited to any special educational needs of the learner);
- 3.6 There is no reason to doubt that the learner would adhere to the School's code of conduct (see Code of Conduct)
- 3.7 The willingness of the learner to participate in and add value to all areas of school life;
- 3.8 The admission to the School would be in the best interest of the learner;
- 3.9 English Proficiency - Whether the learner will benefit from the programme of the School given his proficiency in English as this is the language of learning and teaching at the School;
- 3.10 The learner shows a willingness to work hard to achieve excellence in his academic outcomes;
- 3.11 Special provision will be made in the selection process for applicants from educationally disadvantaged communities who have a history of academic excellence.

*Any learner who receives a scholarship or any funding that is recognised by the School, which is a condition for the learner to attend the School, must meet the criteria for admission set out above.*

This scholarship agreement must be forwarded in writing to *The Finance Director of the School*.

The Board of Directors of the School has determined that the Principal shall have the discretion to admit learners subject to the provisions and criteria of this policy. The absence or presence of any of the factors set out in clauses 3.1 to 3.9 above does not mean that a learner will automatically be refused or guaranteed admission to the School.

#### **4. CRITERIA FOR SELECTION WHERE THE SCHOOL IS OVERSUBSCRIBED**

No learner will be refused admission to The Oracle Academy on the grounds of race, culture or religious belief. Where the number of applications exceeds the number of available places, then selection will be based on the following criteria:

- 4.1 Preference will be given to siblings, except where this is not in the best interests of the child
- 4.2 Preference will be given to applicants to whom this school is the nearest school, provided that the application is submitted in time
- 4.3 Preference will be given to applicants with a record of academic excellence.
- 4.4 Preference will be given to applicants with a record of involvement in, or who demonstrate an interest in, one or more of the cultural and sporting activities which form part of this school's extra-curricular programme

#### **5. DOCUMENTS AND INFORMATION REQUIRED FOR THE ADMISSION OF A LEARNER**

All applications for admission to the School must be made in writing and may be submitted by hand or emailed.

***The following documents must be submitted on or before the closing date indicated in clause 10 below:***

- 5.1 The School's prescribed application form, completed and signed by the learner's parents, including the person responsible for the payment of school fees.
- 5.2 Copies of the parents' Identity Documents, including the ID of the person responsible for payment of fees.
- 5.3 A copy of the learner's birth certificate. Where a copy of the learner's birth certificate is unavailable at the time that the admission application is submitted, the School may admit the learner to the relevant grade, provided that the applicant provides written proof that application has been made to the Department of Home Affairs or other relevant authority for the learner's birth certificate.
- 5.4 An original transfer document for the learner where he/she is transferring from another school (independent or public). Should the transfer document be unavailable, the applicant must provide the School with the latest original report card (or equivalent document) issued by the previous school.
- 5.5 A copy of any reports that will assist the School in understanding the educational needs of the learner, including, for example, physiotherapy reports, speech reports, occupational therapy reports and remedial reports; etc.
- 5.6 Proof of the residential address(es) of the learner and both parents (which may include a copy of a title deed, existing lease agreement and/or utility bill or bank statement not older than three months).
- 5.7 Recent I.D. size photograph of the applicant.
- 5.8 The Last School Fee Account Statement from the previous school attended. This statement should indicate the transactions made for the full year.

The School reserves the rights to verify all information and documentation supplied by an applicant for admission and reserves its rights to take legal action against any applicant who intentionally provides false information and documentation.

Learners who are transferring from a hifdth or home school environment to the School need to submit all documents listed above, except the transfer card.

Learners who are not citizens of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs, or whose parents have been recognised as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998, as amended), may apply for admission to the School.

All documents listed above must be submitted as part of the admission application, as well as a certified copy of the parents' residence permit(s).

Learners or their parents who are not citizens of South Africa and who entered South Africa on a study permit, may apply for admission to the School, provided that all documents listed above are submitted as part of the admission application with a certified copy of any study permit held by the learner.

## **6. PROCESS TO BE FOLLOWED**

The School will process all applications as follows:

- 6.1 The School will consider all admission applications received to determine whether the applicants are eligible for admission to the School in terms of the admissions criteria set out in clause 3 above;
- 6.2 The School shall apply the provisions of clause 4 above where the School receives more admission applications for a particular grade than the places available in that grade;
- 6.3 Learners who are eligible for admission to the School may be invited to attend an interview.
- 6.4 An interview does not guarantee admission to the School and is intended only to assess the school-readiness of the learner and whether he/she would benefit from the programme of the School given his/her proficiency in English, being the language of learning and teaching at the School.
- 6.5 The School will send a letter to all applicants confirming whether their admission application has been successful or not.
- 6.6 Where an application for admission is successful, parents will be required to accept the place offered to the learner concerned by paying the non-refundable registration fee together with the first month's school fee by the date indicated in the letter of acceptance issued by the School.
- 6.7 The School reserves its right to offer the place to another learner should a successful applicant not accept an offer made by the School and pay the deposit by the stipulated deadline. Late responses and/or late payments received by the School may be reconsidered if there are still places available in the relevant grade.

## **7. SCHOOL FEES**

Parents agree to pay the compulsory School Fees as determined by the Board of Directors by signing the application form. Failure to sign the application form would result in an incomplete application.

The Parent/Guardian who signs the application form together with the account payer will be held responsible for ensuring that the school fees are paid timeously.

Parents may pay the school fees in full, or monthly or quarterly. Full school fees for the month are due on or before the 1<sup>st</sup> day of that month.

Parents agree and undertake to pay The Oracle Academy such school fees as are levied as and when the fees become due and payable. In terms of Section 40 of the SA Schools Act, the school may enforce the payment of school fees. In terms of Section 39 of the SASA, parents are liable for the payment of school fees.

Non-Payment of Fees may not exceed 2 months. Parents in such positions must contact the bursar immediately to make arrangement for outstanding fees to be paid. It becomes the right of the School to suspend the learner from receiving services from the School and then a request for de-registration if non-fee payment persists. Further legal action may also be taken if the arrears are not addressed.

School Fees are subject to an increase of between 5% -10% per annum.