

Title: Admission Policy		Version/Revision	1 of 2020
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	10/23/2020
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IN CRUCE SALUS

# HOLY CROSS HIGH SCHOOL

## ADMISSION POLICY

The admission of learners to the school is underpinned by:

- The constitution of the Republic of South Africa contained in Act 108 of 1996 (hereafter “the Constitution”)
- Article 15 of the South African Schools Act No. 84 of 1996 (hereafter the Schools’ Act)
- The Communications Protocol agreement signed between the Department of Basic Education (DBE) and the National Alliance of Independent School Associations (NAISA) in 2008.
- The Religious and Educational Philosophy and Constitution of the Board of Governors of the Holy Cross Sisters Schools 1995. Revised in 2012.

***“On his or her part the pupil is required to accept the Catholic ethos of the SCHOOL at least to the extent that he or she not undermine the ethos” (2.3 of ‘Part 3 THE PUPIL)***

***“The primary right to and obligation to educate young people belongs to the parents. In choosing a Catholic School, parents subscribe to its ethos and philosophy.” (4.1 of Part 4 THE PARENTS)***

### **Status of School:**

- Holy Cross High School is registered as an independent school with the Western Cape Education Department (WCED) [Registration number 0103000809] in terms of the SA Schools Act of 1996. It therefore exercises the right to determine its own Admission, Religion, Financial Procedures and Child Safe-Guarding Policies as well as the Code of Conduct for Learners. These are attached as addenda to, and form part of this policy.

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- As the school is owned by the Congregation of the Holy Cross Sisters and falls under the authority of the Catholic Church. Religious Education is at the core of the educational philosophy of the school.
- All cultures, faith and denominations are accepted for admission, on condition that they accept the religious ethos of the school.

#### **Application for admission is open to:**

- Girls within the prescribed age cohort for the grade applied for.
- South African citizens
- Non-South African citizens on condition that all relevant documentation is in order with the Department of Home Affairs.

#### **First time admission of learners in FET:**

- Learners who wish to be registered for grade 10, have to qualify to take certain subjects such as Mathematics, Physical Science and Accounting, by the same standards/criteria that have been applied to the grade 9 learners of our school.
- Admission to grade 11 is only considered if the learner's subject choices can be accommodated and if her academic performance at her previous school has been satisfactory.
- Admission to the grade 12 is normally not considered due to subject changes that are not allowed by the Education Department for FET.

#### **Application for admission is NOT open to:**

- Learners with special academic educational needs who have been referred to a special needs educational institution.
- Boys
- Any learner and/or family practising belief system that is in direct conflict with the Catholic Church E.g. Satanism and cults.
- Fees owing from a child who has left the school or from the previous school.

#### **Person/s applying for admission:**

The School and Board of Governors will accept applications for admission only from the:

- Parent/legal guardian or
- Persons given an authority in writing by the parent/legal guardian (hereinafter referred to as the "parent")

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### **Supporting Documentation on application (learner):**

- Original or certified copy of the Identity Document/ Birth Certificate of the prospective learner.
- Immigrants /refugees require relevant documentation from the Department of Home Affairs indicating their status.
- The original or a certified copy of the learner's last progress report at the current school she is attending.
- Completed application form (Annexure A)
- Completed learner information sheet the current school. (Learner information sheet (Annexure B)

### **Supporting documentation on application (parents):**

- Completion of Parent/Legal Guardian/ Authorized Custodian Information Sheet (Annexure C)
- Original or certified copy of the Identity Document.
- Immigrants/refugees require relevant documentation from the Department of Home Affairs indicating their status.
- The name, residential address, work address, e-mail address, and all relevant telephone numbers of parents/legal guardian/authorized custodian
- Service Bill for proof of residence- no older than three months
- Proof of income/copy of pay slip/s- no older than three months

After the above documentation has been evaluated and verified (where applicable), the parent/legal guardian and the learner will receive notification to attend an information meeting.

### **Preference in orders of admission:**

- The preference in order of admission to the school is
  - a) Learners from Catholic schools
  - b) Family members of past learners
  - c) Learners from Catholic families
  - d) Learners whose parents live or work within a 5km radius of the school.
  - e) Other learners: first come first served.

Thereafter registration for admission to the school can take place:

### **First time learners**

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## **Supporting Documentation on registration:**

### **Step 1- After information meeting**

- The signing of a contract between the school and the parent (Annexure D), which acknowledges and accepts receipt of all relevant school policies.
- The signing of the Financial Contract (Annexure E) between the school and the parent as well as the person/institution responsible for the payment of school fees (Annexure F)
- Payment of a non-refundable registration fee.
- Recent passport size photograph of learner.

### **Step 2- First day of new academic year**

- December report on arrival in January
- If previously schooled in the Western Cape - Cemis transfer certificate
- If previously schooled outside the Western Cape -transfer certificate from the previous school.
- Details of any special (educational or physical) needs that the learner may have.

### **Re-registration of current learners:**

- Re-registration for the following year will take place each year, at the beginning of the 4<sup>th</sup> term.
- A non-refundable re-registration fee, (determined by the Board of Governors), is payable annually in October.
- And if overdue (i.e. late re-registration) penalties will apply

### **Registration is secured after:**

- The signing of a contract between the school and the parent (Annexure D), which acknowledges and accepts receipt of all relevant school policies.
- The signing of the Financial Contract (Annexure E) between the school and the parent as well as the person/institution responsible for the payment of school fees. (Annexure F)
- Payment of a non-refundable re-registration fee.

### **Re-registration will not be considered where:**

- Learners have been found guilty of Serious Offences outlined in the Code of Conduct after due process has been followed.
- School fee payments, as set out in the Finance Policy, have not been honoured.
- A learner is progressed to the next phase without having met the pass requirements as set out in CAPS. The school will progress the learner but she may not re-roll at Holy Cross High School.

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- Parents may appeal to the Board of Governors in writing against the decision not to re-register a learner.

### **Parent liability:**

The signatories accept that any personal property belonging to either learners/parents/guardians/responsible parties is not insured by Holy Cross High School, and that they have no claim against the school for loss, theft or damage to such property.

### **Parent responsibility:**

- According to the School's Act parents are legally bound to ensure that their children attend school daily from the first official school day until the last. This applies especially to the end and beginning of the school terms.
- Parents are encouraged to become involved with school activities, support learners with homework and ensure that they are equipped with the necessary textbooks and stationary in order to participate fully in the learning process.
- Parents are required to assist and support the school by ensuring that their children abide by the school's Code of Conduct and in so doing uphold the good reputation and name of Holy Cross High School.
- Parents are required to uphold values of respect and human dignity when communication with staff members who are in *loco parentis* during school hours.

### **Correspondence:**

- All correspondence will be in English which is the language of communication of the school as specified in the Language Policy.
- All correspondence between the School and the signatories will be done via sms, email or via the learner. The responsibility for receiving correspondence especially accounts due for payment, lies with signatories to the contract. (Annexure D and/or E).
- The parents hereby nominate the home address appearing on the registration form as their chosen **domicilium citandi et executandi**. The parents shall be entitled to give one month's written notice to the School to change such address, provided that the new address is a physical address in the Republic of South Africa.

### **Deregistration:**

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The parent has the right to cancel this contract at any time, for any reason, provided that he/she gives the School a full term's notice in writing of this intention.

### **RELIGIOUS EDUCATION POLICY**

- As a Catholic school, Religious Education forms an integral part of the curriculum and the focus is based on the teachings of the Catholic Church.
- Learners are expected to take part in all related faith-based activities.
- All learners attend Religious Education lessons and are present at religious practices.
- All learners are encouraged to participate and share their beliefs and religious experiences, to enable each learner to reflect on her own religious ideas and hopefully understand them better, thus deepening her faith.
- Important religious feast days of other faiths will be respected.

### **LANGUAGE POLICY**

- Holy Cross High School is an English medium school i.e. the Language of Learning and Teaching (LoLT) is English.
- Afrikaans and IsiXhosa are offered as First Additional Language.
- French/Portuguese is offered as Second Additional Language by a private tutor to learners who qualify for language concessions at FET level.

In order to facilitate education in the LoLT, the following principles are observed:

- As mother-tongues of learners are diverse, English is the language of communication.
- The education process of the school is arrived at fostering a culture of respect for the language diversity of its learners in Life Orientation and Religious Education which address cultural diversity.
- The services of outside remedial support may be employed to assist learners have been identified as needing additional support.

### **EXEMPTION POLICY**

Religious or cultural practices, conduct or obligations that relate to the core values and beliefs of a recognised religion or culture and that are in conflict with any rule contained in the Code of Conduct of the school will be accompanied by a deviation from this Code of Conduct by the Board of Governors under the following conditions.

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- The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious or cultural rights of the learner.
- This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious or cultural right/s as contained in the Constitution of the Republic of South Africa.
- This application must include a reasonable interpretation of the religious or cultural rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Board of Governors to accommodate such religious or cultural rights.
- The learner must provide proof that she belongs to that specific religion or culture and that the religious or cultural practices, rules and obligations that are in conflict with the School's Code of Conduct are her true beliefs and commitments.
- The religious or cultural conduct or practice must be lawful.
- The Board of Governors must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing, where it will not undermine the school's Catholic ethos.
- When the Board of Governors allow for deviations from the standard rules, such deviations must be based on core religious beliefs or cultural practice inherent to the religion or culture, and it must be compulsory for the learner to comply with such beliefs or practices. Expert evidence will be submitted to inform decisions on such deviations.
- The deviation must specify the extent of the exemption from the normal rules and must be clearly identify the conduct that will be allowed-e.g. the wearing of a head scarf, including colours and details of design, the wearing of a specific hairstyle or jewellery- and the conditions under which such deviation will be applicable to the learner.
- Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Board of Governors that her cultural rights can be exercised only through a permanent intervention.
- Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that described for religious beliefs.
- No allowance will be made for requests for alternative dress or jewellery for learners of other faiths, unless application had been made for a deviation from the standard school rules as specified above

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## **EXTRACT FROM FINANCIAL PROCEDURES**

### **(ADDENDUM TO FINANCE POLICY)**

- School fees are determined annually before the end of October by the board of Governors
- Payment of school fees in an independent school is **compulsory**.
- Parents indicate the method of payment that suits them on the contract (Annexure D and /or E) they sign each year and must abide by that method.
- The person registering the learner in the school is signatory to the contract with the school and is ultimately liable for the school fees.
- The total fees due to the school in (enquire regarding relevant year) will consist of the following:

**Registration fee** = (enquire about current amount from school)

**Re-registration fee** = (enquire about current amount from school) for current learners whose fees are **not paid up** by end of October and learners whose fees are paid by end of October are **not liable** for re-registration fees.

**Annual school fees** = (enquire about current amount from school)

**Development fund** = (enquire about current amount from school)

**Printing/Subject Fee** = (enquire about current amount from school)

**Total** = (enquire about current amount from school)

Full annual school fee paid upon admission or by the end of February = 5% discount.

- 10 Instalments: 1<sup>st</sup> instalment paid by 30 November of current year for the following year, followed by 9 instalments from 31 January to 30 September. These include the month ends in March and June that fall in the school holidays.
- School fees are payable by means of direct bank deposit or EFT by the 7<sup>th</sup> of the month. The learner's **Name and Surname** must be provided as reference on the deposit slip.

- **Banking details are as follows:**

- Bank: Nedbank
- Branch: Pinelands
- Account number: 1073 237 524

- Three (3) month's written notice or payment of three (3) month's fees in lieu thereof is required should a learner leave the school.
- All queries regarding school fees must be directed to the school bursar, not the principal.



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- Should parents fail to pay school fees, the following measures will be taken without exception and without prior notice to Parents.

Step 1: 3 days overdue = Bursar sends sms/email as a reminder.  
Step 2: If no response within 3 days of step 1, reminder letter sent with learner with reply slip attached.  
Step 3: If no response within 2 days of step 2, reminder letter 2 sent with learner reply attached  
Step 4: If no response after 2 days to step 3, final letter is sent and learner sent home to return with parent/guardian.  
Step 5: If no response after 2 days to step 4, learner will be de-registered and debt handed over for Collection.

- Debts handed over for collection must be approved by the Finance Sub-Committee of Board of Governors.
- No verbal arrangements by parents will be accepted. Only written arrangements will be attended to.