



Admissions Policy

A: Introduction

1. Grace Primary School (GPS) is an independent Christian primary school in Pinelands which opened its doors in January 2014 to one class, comprised of both Grade 1 & 2 pupils. Each year another Grade 1 class will be added to the school.
2. The Governing Body of the school is responsible for admissions and the operation of this policy.
3. The aims of this policy are:
 - a. To ensure compliance with the School's stated educational philosophy and core values.
 - b. To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.
 - c. To ensure that all applicants to the school are treated fairly.
4. Grace Primary welcomes children from all backgrounds and it is entirely contrary to the Christian ethos of the school to discriminate against prospective pupils on the grounds of race, religion, gender or socio-economic group.

B. Admissions Process

1. Parents or guardians of prospective applicants are encouraged to attend one of GPS's Open Days or to arrange a visit to the school. The aim of this part of the process is for parents or guardians to assess the suitability of the school for their child.
2. Parents or guardians who wish to apply for a place must complete an 'enrolment form' for their child and send it with all the accompanying documentation requested on the form to the school with the R300 enrolment fee. These enrolment forms should be submitted to the school by the end of April.
3. Once a completed enrolment form has been received by GPS, an interview and taster day will be arranged. The aim of the "taster day" is for the applicant to get a feel for the school and for the school to get the opportunity of assessing the applicant's core skills and suitability at the school.
4. In the case of entry into the Grade 1 class:
 - a. Offers for places to start at the beginning of an academic year (January) will be offered from the preceding June.
 - b. All parents will be updated on their child's admission status, as appropriate.
 - c. A taster day and the Principal's interview do not secure a place in the class.
5. Parents or guardians who receive an offer will be asked to accept the offer by completing and returning the Parent's Contract and other documentation which includes a declaration of support for

GPS's 'core values', within 3 weeks. If no response to an offer has been received within the time specified in the offer, the School will assume that the offer has been declined and the place may be offered to another applicant.

6. On acceptance of a definite place at the school, a non-refundable deposit of R2500 is required to secure their place.
7. Parents or guardians of a child who has not gained a place at the school will be informed as soon as possible. If a child fails to gain a place because the class is full, then they will remain on the enrolment list and will be contacted should a place become available in the pertinent year group.
8. Admissions record: GPS will keep a confidential 'Admissions Record' of each applicant.

C. Late Admissions Timetable

1. In the event of a short period of time between an initial enquiry and the child's start date e.g. a last minute holiday enquiry, the Late Admissions Timetable will be used to accommodate applicants.
2. Providing there are places in the appropriate year group GPS is happy to consider last minute applications.
3. The procedure for late admissions is as follows:
 - a. Last minute enquiries are expected to submit an enrolment form and all other required documentation.
 - b. An interview will be arranged as soon as is reasonably possible, with the Principal. A taster day will be arranged for the child to be assessed. Should the child not be available for a taster day (in the event of a family not having moved to Cape Town yet), the Principal will request a telephonic appointment with the pupil's previous teacher in order to ascertain their academic and other abilities.
 - c. Subject to the above procedure a conditional offer may then be given and payment of the school deposit will be required within 2 weeks

D. Entry Points

1. The usual entry points are at Grade 1 (age 6 +), although children may be accepted at other points if places are available.
2. Grade 1 applicants are generally expected to be 6 yrs of age, turning 7 in the year in which they want to attend GPS. While this is the general expectation, an applicant who is younger than the required age needs to demonstrate that he/she is of sufficient maturity to cope with the academic and social demands of the School.
3. Occasionally, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, GPS may offer a place in a year lower than the applicant's age would normally imply. Occasionally, GPS may also offer an outstanding applicant a place in a year ahead of his/her chronological age group. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all relevant circumstances, is a matter for the Principal and Governing Body.

E. Selection

1. The conditions for admission to GPS are as follows:
 - The applicant is of appropriate age and sufficient maturity.
 - GPS is able to provide adequately for any special educational needs that the applicant may have.
 - The parents or guardians of the applicant are supportive of GPS's aim and core values.
 - A satisfactory interview between GPS and the applicant's parents or guardians has taken place.
 - A satisfactory taster day has also taken place. If, during this informal observation, the best educational decision for the child is unclear, an offer of a place will not be made. Further evidence will be gathered from discussion with the parents and where necessary, a referral to a recommended therapist will be made. Parents should inform the school immediately if they are pursuing the referral for their child and should give an estimated time that reports will be made available. The report will be used to inform decisions regarding the offer of a place. A further Principal's interview will be held following the school's receipt of the report.
 - In the case where an application is unsuccessful, GPS is not obliged to state or explain its reasons.
2. Criteria
 - Proximity to the school
 - Siblings already at the school
 - Demographics
 - Financial affordability
 - Support for the core values and spiritual foundation of GPS
 - Gender mix
 - Academic readiness

F. Interview with parents

1. The aim of the interview is to explore some of the criteria set out above. The style of the interview is intended to be informal and natural.
2. The interview provides a further opportunity for families to decide upon the appropriateness of the school for their child. It also enables GPS to learn a little more about the family and their child.
3. The interview is carried out by the Principal.
4. During the interview, parents or guardians will be asked about their understanding and support of GPS's educational philosophy and core values.