

THE ADMISSION POLICY

Effective Date: 1 January 2011



1. Preamble

Shree Bharat Sharda Mandir is a co-educational school based on the Hindu ethos and values. This admissions policy articulates the school's commitment in ensuring that all learners have access to quality education without any fear of discrimination on any grounds whatsoever. To this effect, any learner that applies for admission to this school will be subjected to a fair and equitable admissions process that is aligned to all the relevant National and Provincial legislation.

No learner may be refused admission to the school on the basis of unfair discrimination based on race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV/AIDS status or any other illness.

While the school does not discriminate on religious grounds in terms of admission, it is expected that those learners who are enrolled at the school attend various religious activities specific to the Hindu faith that are practised at the school. These include assemblies and the celebration of the various festivals. However, learners of other faiths will not be required to worship during these activities.

2. Criteria for Admission

- a. Application forms are to be signed by both parents of the child. In any other legal instance, proof of the authority will need to be provided.
- b. Preference is given on the waitlist to siblings, children of staff, and the children of alumni, depending on the space available.
- c. Admissions will also be considered whether the family and child will align to the values of the school, whether the child will add value to the school and whether the family is able to meet the fee commitments.
- d. All applications are subject to fee payment verification history at the learner's previous school. The School Admissions Office may request this information, regarding payment history and subsidies in each instance. The school may decide not to offer a place in the case of an adverse report.
- e. Successful applicants must also agree to adhere to the School's Code of Conduct.
- f. Non-South African citizens must provide a valid study permit.

3. The Admissions Process

3.1 Informing Parents

The school will announce the commencement of the admissions process via local newspapers, newsletters, or posters, following School Management approval.

3.2 Application for Admission

Parents applying for admission to the school for the first time will:

- a. Be issued with an application form, to be completed and submitted within the stipulated time frame (refer to Annexure A).
- b. Submit the following supporting documentation:
 - i. Certified copy of the child's birth certificate
 - ii. Certified copies of both parents' identity documents/passports
 - iii. Certified copy of proof of immunisation (Clinic Card) against: Polio, Measles, Tuberculosis, Diphtheria, Tetanus, and Hepatitis B
 - iv. Proof of residence (e.g., utility bill)
- c. If transferring from another school, submit:
 - i. Transfer card from the previous school
 - ii. Most recent school report
- d. On submission of a completed application form, parents will receive an allocated admissions reference number from the relevant admissions register.
- e. The school has a central admissions office which manages the admissions process from application to acceptance from Grade R to Grade 10. These actions may include assessments, and discussions with the previous school.
- f. All new applicants are subject to an entrance examination or to a school readiness assessment.
- g. After passing the examination / readiness assessment the applicant with their family will be requested to attend an interview and to submit a character reference from his / her current school.
- h. The final admission decision is made post-interview. Successful applicants will be notified and must complete registration documents.
- i. All new admissions require payment of a **non-refundable** registration fee.

4. Admission Age and Age Grade Norms

Grade	Admission Age
Grade 000	Age 4
Grade 00	Age 5
Grade R	Age 6
Grade 1	Age 7

For placement in other grades, the **age-grade norm** of:

Grade Number plus 6 years will be applied for admissions purposes.

5. Learners Who Are Repeating

In principle, learners should progress with their age cohort. The norm for retention is **one year per school phase**.

If a learner has repeated a grade and shows no academic progress during the repeat year, the school reserves the right to request that the learner seek placement at another school at the end of the academic year.