

ADMISSIONS POLICY

For entry into Applewood Preparatory School.

Maximum class size is 24 pupils/class. This may not be exceeded without extra-ordinary permission granted by the Board of Governors.

Applewood Preparatory School operates within the context of an inclusive approach to education, and as such will consider applications for all children, regardless of their ethnicity, language, physical or cognitive disability, subject to due consideration of Points 1.a i-iv as outlined below.

- 1) Parents, guardians or sponsors of prospective pupils apply to the school and complete a registration form. On receipt of the completed registration form (and the R100 application fee) the child's name is either:
 - a. Tentatively entered into the class if a vacancy exists. Entry will only be confirmed once the Headmaster or HOD as delegated by the Headmaster has met with the prospective pupil's parents, guardians or sponsors and are satisfied that:
 - i. the school, (and possibly in conjunction with the parents), will be able to meet the pupils' needs;
 - ii. the pupil and his/her parents, guardians or sponsors will support the school's mission and ethos;
 - iii. the pupil and his/her parents, guardians or sponsors can meet all financial obligations, (with or without bursary assistance);
 - iv. the School Business Manager has conducted a financial check with the pupil's existing school and is satisfied with the findings in this regard.
 - b. entered on the relevant waiting list.
- 2) for entry into Applewood Preparatory School (Pre-Primary School or Preparatory School) special consideration may be given in the following cases:
 - 2.1 children with siblings at Applewood Preparatory School, (the date of initial application might be a factor here);
 - 2.2 children of past pupils;
 - 2.3 children of members of staff;
 - 2.4 "school readiness" or ability to cope at the desired level. An entrance test/s may be administered.
 - 2.5 in the interests of transformation and making our school more representative of the racial composition of the Elgin Valley, preference may be given to children of the different race groups;
 - 2.6 children from other ISASA schools. (In accepting children from other ISASA schools cognisance must be taken of the Code of Ethics of this organisation);
 - 2.7 re-admission of former pupils whose parents have moved back to the Elgin Valley.
- 3) As a co-educational school, special consideration shall be given to the gender of the pupil in the interests of sustaining a reasonable gender balance within each class and the school.
- 4) Although exceptions will be made due to consideration of age, previous promotion or transfer records, and academic, social, emotional or physical factors, the age for each grade is outlined as below:
 - a. Grade 000 - Preference will be given to children who turn 4 in the year of admission
Child must have turned 3 and be potty trained.
 - b. Grade 00 - Turn 5 years old during the course of the year;
 - c. Grade R - Turn 6 years old during the course of the year;
 - d. Grade 1 - Turn 7 years old during the course of the year;
 - e. Grade 2 - Turn 8 years old during the course of the year;
 - f. Grade 3 - Turn 9 years old during the course of the year;
 - g. Grade 4 - Turn 10 years old during the course of the year;
 - h. Grade 5 - Turn 11 years old during the course of the year;
 - i. Grade 6 - Turn 12 years old during the course of the year;
 - j. Grade 7 - Turn 13 years old during the course of the year.

Many of the above conditions are interrelated and inseparable from each other.

Acceptances should not be made without consultation with the Head of the child's present school.