



## ALEXANDER ROAD HIGH SCHOOL

### ADMISSION POLICY

Updated June 2021

#### **1. Preamble**

The admission policy of Alexander Road High School is determined by the governing body of the school in terms of section 5 (5) of the South African Schools' Act, 1996 (No. 84 of 1996). The policy is consistent with the Constitution of the Republic of South Africa, the South African Schools' Act, 1996 and applicable provincial law.

#### **2. Documents required for admission**

A parent or legal guardian must complete the Alexander Road High School online application form, which is available at [www.arhs.co.za/apply](http://www.arhs.co.za/apply). Incomplete application forms will not be accepted.

Assistance will be provided to any parent or legal guardian with the application process. Devices and support will be available at the school reception

- The parent or legal guardian must upload an official birth certificate or the official identity document or a written affirmation / statement providing the age of the learner. The parent/guardian should then take all steps necessary to obtain a birth certificate/official documentation.
- The parent or legal guardian must upload their identification documents
- The parent or legal guardian must upload acceptable proof of address
- The parent or legal guardian must upload a copy of the learner's latest school report.
- One recently taken photograph must be uploaded.
- In the case of immigrants, the necessary study visas and entry visas must accompany the admission form. The school will support applications for the required documents.
- When a learner applies for admission from another secondary school, a transfer card that has been signed by the transferring school's principal must accompany the online application. If for whatever reason a transfer card is not available, the admission form must include a letter from the transferring school's principal.

#### **3. Admission criteria**

Preference will be given to learners who satisfy the following criteria:

- Alexander Road High School is the closest geographical high school to their place of permanent abode.
- Siblings are currently enrolled at the school. (Siblings defined as having at least one common parent)

- Both parents work closer to Alexander Road High School than any other school or in the case of single parents, the guardian or parent works closer to Alexander Road High School than any other school
- Children of permanently employed staff members are admitted subject to the assessment criteria below

Thereafter the following assessment criteria are used:

- The language of instruction at the applicant's current school is English.
- The learner offers English as a first language.
- The learner demonstrates a balanced profile in areas of school life such as academic, sporting, cultural, leadership and outside interests. Acceptances are based on the assessments of the profile criteria. Those applications that score highest are given preference.
- The learner's previous school reports indicate a positive work ethic.
- Applications for grades 10-12 should match the subjects offered at the school as far as possible.
- The completed application form is submitted on or before the advertised closing date.

Admissions to a particular grade will close on the advertised date and no more than 35 learners per register class. Any learner who is two years or more above the grade norm will not be considered for admission.

Applications for grades 9 – 12 will only be considered if and when a vacancy occurs in the relevant grade.

#### **4. Successful applications**

All successful applications are notified via email.

In order to secure the place offered at the school the prescribed book deposit must be paid before the due date stipulated in the offer letter. Failure to pay the book deposit before the due date will result in the offer being withdrawn. This is to assist the large number of applications on the admissions waiting list.

#### **5. Unsuccessful applications**

All unsuccessful applications will be notified in writing. Applications placed on a waiting list will be given priority should a vacancy arise.

#### **6. School fees and subsidies**

The payment of school fees is compulsory. The amount of the school fee is decided at an annual budget meeting of parents.

Parents/guardians may apply for a subsidised school fee. A completed Application for a Subsidy form and all the required documentation will need to be submitted to the school's bursar. The governing body, in accordance with the rules of the school's subsidy scheme and sliding scale, may grant a subsidy as specified by the norms and standards for school funding and as decided by the parents of the school.

This Admissions Policy for Alexander Road High School was adopted by the Governing Body of Alexander Road High School at a meeting held at the school on 17 June 2021.

SIGNED:  \_\_\_\_\_

**CHAIRPERSON OF THE GOVERNING BODY**

SIGNED:  \_\_\_\_\_

**PRINCIPAL**

DATE: 17 June 2021

DATE: 17 June 2021

  
SIGNED: \_\_\_\_\_

**SECRETARY OF THE GOVERNING BODY**

DATE: 17 June 2021