

THE KING'S SCHOOL WEST RAND



ADMISSIONS POLICY

INTRODUCTION

The purpose of The King's School West Rand Admissions Policy is to provide clear guidelines regarding the application procedure for admission and the selection of successful candidates for enrolment. The policy is designed to ensure that the interests and obligations of the school and its students as well as the interests and obligations of the applicants are fairly evaluated and appreciated. It is vitally important that students who are enrolled at the school are adequately equipped to cope with our stringent academic programme and a careful screening process is applied to establish proficiency of applicants.

PRIMARY CRITERIA

The following are the foundational criteria of the admissions policy:

- The King's School West Rand will not discriminate on the basis of gender, race or ethnic origin.
- Parental Commitment: At least one parent must have made a personal commitment to Jesus Christ and submit themselves to the authority of a spiritual mentor in a local Christian church community.

SECONDARY CRITERIA

The following criteria must be met to ensure qualification for placement:

- Placement will be limited because of the availability of space. As per policy class numbers are to remain at a maximum of 22 learners.
- Parents must provide official transcripts of results from learner's previous school.
- A confidential report may be requested from previous school. The King's School West Rand will take reasonable and lawful action to maintain the confidentiality of these reports.

- A financial status report will be requested from the previous school and fees must be fully paid up before any application will be considered.
- An assessment by an educational psychologist may be required.
- Parents must furnish/disclose all relevant information and/or reports that have a bearing on the learner's education. Applications may be declined in cases where parents have failed to disclose pertinent information which might have bearing on the success of admission.
- The learner must be within 2 years of the average age for the grade he/she is wishing to enter.
- An academic readiness assessment will be required to ascertain whether the applicant would be able to cope with the stringent academic requirements of the school. This test would be administered by the school, at a time specified by the school's administration department.
- Parents must sign The Statement of Faith and The Code of Conduct and be willing to comply with the conditions stated therein.

APPLICATIONS PROCEDURE

1. Application forms submitted together with a letter from church.
2. Parents sign the Agreement of Tuition, Code of Conduct and Statement of Belief.
3. Should there be no available place in the grades requested, the applicant can be placed on the waiting list. A administration fee will be charged for placement on the list.
4. Placement test written when requested.
5. Interview scheduled.
6. Parents informed of decision.
7. Placement confirmed on payment of registration fee. **This registration fee is a one time payment per family and is non refundable and non deductible.** This amount will change annually as decided on by The Board of Directors.

Confirmation of Church Involvement

- The King's School West Rand is an Inter-denominational school and will accept confirmation of church attendance from any Christian church which principally adheres to a similar Statement of Belief.
- The Principal reserves the right to confirm any information given in the church letter.

The Interview

- The interview will be conducted by the Principal or one of his delegated authorities.
- The Parents/guardian and the child will be required to attend the interview.

Academic Readiness Assessment

- The purpose of the Academic Readiness test will be to test basic levels of competence on an age-normative scale, for the grade for which the learner is entering.
- An Assessment by an Educational Psychologist can be requested in the following situations:
 - For any learner entering the School where their results indicate poor academic ability
 - For any learner, whose previous school used an educational programme unfamiliar to the Principal
 - For any learner who has not met the promotion requirements at their previous school or who has received a condoned pass from their previous school
 - For any learner where the Principal wishes to confirm their academic ability
 - For any learner where the results of age-normative testing and previous school report results do not reflect a reasonable correlation.

Selection Decision

- In all situations the Principal makes the final selection decision, within the framework of the Vision and Mission Statement and with the primary consideration of what the Principal deems to be in the best interests of the student.
- Should the Principal not conduct the interview, the final decision for acceptance remains with the Principal.
- The Principal may request input from his/her management team or outside professional team.
- The school reserves the right to decline any application without leave to appeal.

SPECIAL CIRCUMSTANCES

Siblings

- The school will endeavour to place siblings, but is not obliged to do so if space is limited.

Selection of applicants for limited places

- Where the school receives more qualifying applicants than available places, the Principal makes the final selection decision. He/she may base that decision on the following criteria:
 - Commitment to the Christian faith
 - Commitment of parents to Christian education

- Academic results
 - Sporting ability
 - Cultural ability
 - Community service
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- Where candidates are unsuccessful in their application, due to limited places, they can request to be placed on the waiting list.
 - When spaces become available, applicants are interviewed from the waiting list in an order determined by the school and the school reserves the right to award places to applicants at their sole discretion. Interviews are not scheduled on a 'first-come-first-served' basis.