

THE KING'S SCHOOL WEST RAND



ADMISSIONS POLICY

INTRODUCTION

The paramount concern of The King's School West Rand is the well-being of our learners, this concern extends to our applicants. The application process is designed to ensure that the interests of the school and learners as well as the interests of the applicants are fairly assessed and appreciated.

DEFINITION AND PURPOSE

The purpose of the admissions policy is to provide principles of good practice, to ensure that the interests and obligations of both parties are understood and appreciated.

PRIMARY CRITERIA

The following are the foundational criteria of the admissions policy:

- The King's School West Rand may not discriminate on the basis of gender, race or ethnic origin.
- Parental Commitment: At least one must have made a personal commitment to Jesus Christ and be an active member of a Christian church community.

SECONDARY CRITERIA

The following criteria must be met to ensure 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 from learners' previous school.

- A confidential report will 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, fees must be fully paid up before any application will be considered.
- Upon request assessment by an educational psychologist may be required.
- Parents must furnish all relevant information and/or reports that have a bearing on the learners' education.
- The learner must be within 2 years of the average age for the grade he/she is wishing to enter.
- An academic readiness assessment may be requested, to ascertain whether the applicant would be able to cope with the academic requirements of the school. This assessment would only be administered with parental consent.
- 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 documentation fee will be charged for placement on the list.
4. Interview scheduled.
5. Placement test written when requested.
6. Parents informed of decision.
7. Placement confirmed on payment of registration fee.

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.
- The Parents/guardian and the child will be required to attend the interview.
- The Principal may delegate an interview to a member of the School Management Team, particularly on Open Days.

Academic Readiness Assessment

- The purpose of the admissions test will be to test basic levels of competence, for the grade the learner is entering.
- The assessment will only be conducted with the consent of the parents.
- Academic Readiness Assessment 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

Selection Decision

- In all situations the Principal makes the final selection decision, within the framework of the Vision and Mission Statement.
- 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
- Where candidates are unsuccessful in their application, due to limited places, they can request to be placed on the waiting list.