



Olive Ridge School

Admission Policy

1. ADMISSION POLICY

Olive Ridge School is a private primary school dedicated to delivering accessible, high quality education that use a blend of Cambridge International Curriculum and IEB Curriculum. Olive Ridge School offers a uniquely individualised educational opportunity for scholars by focusing on each scholar's needs in the classroom. At Olive Ridge School, we know that excellent education is as much about character development as academic achievement. To that end, Olive Ridge School emphasise the core values of Confidence, Responsible, Compassion, Greatness and Perseverance in the classroom, in the Learning Centres, during sport, on the playground, and in the community. Every day, scholars repeat the Olive Ridge School Ethos, a daily promise that summarises these core values and reminds them that they are Olive Ridge scholars at all times. Olive Ridge School teachers and tutors discuss these core values with scholars throughout the school day and work with families to implement them at home. Our core values are essential to setting our scholars on a path of learning and personal success at Olive Ridge School and beyond!

2. ADMISSION AND ENROLMENT

a. This admission policy as adopted by the school from time to time, has been written in accordance with section 29 of the South African Schools Act 84 of 1996 and the National Education Policy Act No. 27 of 1996.

b. The admission and enrolment of scholars to the school is at the discretion of the principal who may refuse a scholar's admission to the school without giving reasons therefore or may grant temporary or provisional enrolment to the school subject to such further terms and conditions which the principal may impose. The principal may, at his/her sole discretion, cancel enrolment in accordance with the school's Code of Conduct and Instalment Agreement.

c. For the sake of clarity, this admission policy, together with the Parent Enrolment Agreement, regulates the enrolment and admission of the scholar to the School, the relationship between the school, the scholar, yourself and/or the payer once the scholar is admitted and enrolled with the school.

d. You will only receive the Instalment Agreement if the scholar's Olive Ridge Application has been accepted. The school therefore agrees to enrol the scholar, for the duration of their school education, subject to the terms and conditions of the Parent Enrolment Agreement, and subject to your agreement hereto.

e. The scholar is only considered to be formally enrolled at the school when the Application Fee; the non-refundable fee payable by the parent/s upon online application to the school, as set out in the

Schedule of Fees and relates to certain administrative costs involved in applying for a position for a student at the school, has been paid, this Agreement has been signed and the Enrolment Fee has been paid.

f. You acknowledge that it is a privilege for the scholar to attend an independent school such as Olive Ridge School, and not a right.

g. As such you agree that you and/or the Payee; the person or entity who undertakes to be responsible for the payment of the scholar's fees, as the case may be, are responsible for the full payment of all fees as set out above and in the Fees Structure; which sets out all fees payable.

h. In light of the above you agree and acknowledge that failure to pay Fees will result in termination of your agreement with the school and the scholar's enrolment at the school.

3. ADMISSION PROCESS

a. The School's centralized enrolment team at Olive Ridge School Support are responsible for the administration of the admission of scholars into Olive Ridge School.

b. A non-refundable Application fee is charged for administration and must be paid at the time of application.

c. The application form requires the parents to furnish the school with the following:

i. Complete Olive Ridge Application form for enrolment, available online.

ii. An unabridged birth certificate for the candidate / Olive Ridge scholar (or an abridged birth certificate as well as a copy of the receipt for your unabridged birth certificate (if you are still waiting for one)).

iii. A vaccination/immunization certificate, with all pages and the scholar's name clearly visible, for the candidate / Olive Ridge scholar.

iv. A current report card for the candidate Olive Ridge scholar, if applying for Junior Preparatory (Gr 1-3).

v. Proof of residence for the parent/payee.

vi. A certified copy of the parent/payee's identity document.

vii. A signed copy of the parent enrolment contract including the parent/payee's initials on every page of the contract as well as scholar, parent and payee detail. This is provided to you during the enrolment process.

viii. Proof of payment of application fee (using the following reference: OR+SURNAME+INITIALS of child) Example: OR Smith CJ

ix. The application will be processed and you will be informed within 3 business days of the outcome of your application. Hereafter, the enrolment fee is payable within a period of 1 month. During this period the parent/payee will also receive the instalment agreement to be signed and submitted to the school's office or emailed to info@olive-ridge-school.co.za

d. The parent/payee will be required to supply the school with full personal details of both parents and Olive Ridge scholar/s.

e. Copies regarding the scholar's:

- i. 2 x ID Photos
- ii. Unabridged Birth Certificate, ID Document / Study Permit.
- iii. Clinic Card / Immunization card.
- iv. Latest School Report (if currently attending another school).
- v. Transfer letter from previous school.

f. Copies of the parent/s:

- i. ID Document
- ii. 3 Months Proof of Income
- iii. 3 Months Bank Statements

NOTE: The above stated copies will not be required for annual payers.

The above documentation can either be attached to the application form or emailed to info@olive-ridge-school.co.za

4. AGE NORMS

a. The scholar must be of an appropriate age for that particular grade.

Olive Ridge School will accept a scholar into a grade provided that the scholar has passed, in the reasonable opinion of the Olive Ridge School leadership team, and upon presentation of requisite documentation (report card), the previous grade at their last school.

b. Olive Ridge School will enrol a scholar in a grade as follows:

Grade Appropriate Age scholar may not exceed

Grade R: 4 years (scholar must turn 5 by 30 June of the school year)

5 years, turning 6 years old

Grade 1: 5 years (scholar must turn 6 by 30 June of the school year)

6 years, turning 7 years old

Grade 2: 6 years, 7 years

Grade 3: 7 years, 8 years

School zoning is irrelevant for admission to the school.

5. ADMISSION OF NON-CITIZENS

Non-citizens will be admitted to the school provided that parents are in the possession of a temporary or permanent residence permit and the scholar must have a study permit. A certified copy of the original permit must be submitted with the application.

6. ENROLMENT

Once a scholar is enrolled at Olive Ridge School, they will:

- a. Receive a blended tuition.
- b. Adhere to Olive Ridge School values.
- c. Be taught in the language of instruction; i.e. English, Afrikaans and Sesotho.
- d. Adhere to the Code of Conduct for Learners and the Dress Code.
- e. Respect the school leaders and staff at all times.
- f. Refrain from bringing any illegal substances into the school grounds.

7. PARENTS'/PAYEE'S OBLIGATIONS

a. In order to fulfil our obligations we need your co-operation. Without detracting from any specific obligations contained in the Parent Enrolment Agreement, you are required to:

- i. Encourage the scholar in his/her studies, and give appropriate support at home;
- ii. Keep the school informed of matters which affect the scholar;
- iii. Maintain a courteous and constructive relationship with school staff;
- iv. Attend meetings and otherwise keep in touch with the school where the scholar's interests require you to do so.

Placement will only become final when all of the above has been processed, signed by the enrolment department and electronic notice is given to the applicants via email.