



St Teresa's School

LEARNER ADMISSIONS POLICY

Our school aims to provide a heterogeneous group of girls with an educational environment conducive to the holistic development of the learner. This includes the formation of attitudes and values inspired by the Sisters of Mercy.

We admit South African girls who are willing to uphold the morality and values based on Christian principles; who have the ability to meet our internal standards of education; whose families are able to commit themselves to our school fees; who live sufficiently close to the school to enable them to take part in our comprehensive programmes; who have the aptitude to develop and realise their potential as participating, responsible and compassionate citizens of our country.

As a Catholic school, we also aim to uplift and empower learners who may be from a disadvantaged background and who have the potential to benefit from our kind of school and who will carry this ethos into their communities.

Where vacancies exist we accept girls who are not South African citizens.

ENROLMENT PROCEDURE AT THE FOUNDATION PHASE:

LEARNERS INTAKE PROCEDURE

Requirements for Intake:

1. Learners must be female.
2. Learners need to be of the appropriate age group for the grade. To clarify:
 - a) Grade 00 learners will be 4 turning 5
 - b) Grade 0 learners will be 5 turning 6
 - c) Grade 1 learners will be 6 turning 7
 - d) Grade 2 learners will be 7 turning 8
 - e) Grade 3 learners will be 8 turning 9 etcWe prefer our pupils to be of the appropriate age, to ensure that our holistic developmental stages are in place as these impacts future achievements.
3. Learners need to have completed the previous stage at a recognised school.
4. There has to be a willingness to participate in assemblies, RE classes and our Masses.
5. St Teresa's School reserves the right to contact the learner's previous school to confirm that the learner has left the school in good standing.
6. St Teresa's School reserves the right to contact the learner's previous school regarding the learner's performance, or any other pertinent information at the school.
7. There needs to be a place available. Places are secured as soon as the deposit has been paid and therefore places are allocated in that order, until the classes are full.
8. Parents {guardians} need to be able to cope with the fee payments and the extras required in order to participate fully.
9. Parents {guardian} of learners must agree to abide by St Teresa's ethos.
10. An agreement must be made by parents and learners that they will abide by the school policies.
11. Learners may be required to write an entrance exam.

12. The child's needs should be such that our facilities are suitable for their holistic development.

Priority:

The following learners are given priority in the enrolment process:

1. Siblings
2. Children of Staff Members
3. Children of Past Pupils
4. Catholics

Inclusion Policy:

Our facilities enable us to include children with mild educational problems, limited emotional difficulties and slight physical disabilities. Where we are confident that we are able to assist these children through remediation and our support systems, to develop suitable and during coping mechanisms which will allow them to be the best that they can be, we can in all conscience admit them.

In cases where prospective learners require greater assistance than our facilities can offer, it is preferable for us to recommend a suitable alternative. Therefore offering informed and experienced guidance for solutions to suit the individual child's needs.

APPLICATION PROCEDURES

1. In the Foundation and Intermediate Phases, parents and daughters are requested to make an appointment to meet the principal and to tour the school.
2. On this visit they are shown around the school and we discuss:
 - a) Ethos
 - b) Educational Matters
 - c) Facilities
 - d) Extra Murals
 - e) Our learning Centre
 - f) Aftercare
 - g) School Fees
 - h) All queries are answered
3. Those going to Grade 0 undertake a School Readiness Assessment and those going to Grade 1 undertake a School Maturity Assessment.
4. In the Senior Phase the applicant may be required to write an entrance exam. The learner may then be invited in for an interview.
5. The prospectus will be given along with an application form and the present fee structures.
6. Parents fill in the application form and pay the registration fee of R300, which is non refundable. This form is then placed on file and a copy sent to the bursar.
7. A deposit is required to secure a place. Deposits are paid the year prior to the child's entry and are refundable when the child leaves our school, provided that a terms notice was given in writing.
8. On payment of the deposit the Bursar form is completed and sent to the Bursar.
9. Parents are requested to supply St Teresa's School with a copy of:
 - a) The last school report
 - b) Any previous "support" tests e.g. OT, Remedial, Psychologist etc
 - c) Baptism certificate for the Catholics who will make their First Holy Communion.
10. Prospective parents are invited to an Open Day as well as to an Orientation Morning at the Foundation Phase in Term Three.
11. When learners join the school their names are placed in the admissions book and they are given admission numbers.