



## ADMISSIONS POLICY

St Paulus is an independent Catholic School owned by the Cabra Dominican Sisters.

As a co-educational institution, the school is open to boys and girls of all races, creed and cultures between the ages of 4 years and 14 years.

Children are required to have turned 4 before entering Grade 00. In certain circumstances, provision is made for children whose fourth birthday falls within the first quarter of the year to be included in Grade 00 in that year.

Children progress to Grade 1 in the year in which they turn 7. There are occasions, when it is in the child's best interests, that the school will make the decision to retain a child in the Pre-School for an extra year. This usually applies to those children whose seventh birthday falls within the latter quarter of a year.

Acceptance of children on application is given due consideration, provided that:

1. In accordance with the Language Policy, the pupil is able and willing to receive tuition in English and Afrikaans. The pupil is able and willing to attend lessons and to be assessed in both English and Afrikaans as "Huistaal/Home Language".
2. The pupil and his/her family are willing to support the ethos and religious character of the school. This implies that the pupil will attend all religious services, assemblies, Hymn Practices and will participate actively in the Religious Education Programme as prescribed for Catholic Schools.
3. The parents/legal guardian/s return a Tuition Agreement signed by both parents. (One parent in the event of there being only one parent alive). This agreement binds both parents and pupil to adhering to the Code of Conduct, upholding the ethos of the school and to honouring the financial commitments with regard to the fee structure which is circulated to parents annually.

While pupils of all races, creeds and cultural affiliation will be admitted to the school, the following provisos apply:

1. Class-sizes are controlled. A pupil may be refused admission on the grounds that the grade for which application is being made already has the maximum number of pupils.
2. When application is being made for a place in the following year, preference is given to Catholic pupils, firstly, pupils transferring from other Catholic Schools, specifically Dominican Schools, siblings, children of Colour and children of parents/families who have given service to the school, e.g. past Board members, teachers. Thereafter, pupils are admitted on a first-come first-served basis.
3. All pupils looking for placement in Grade 2 – 7 are required to undergo an Entrance Assessment. This assessment is designed to establish whether or not the pupil is proficient in both languages. When accepting a pupil, this is discussed with the parent. There are occasions when it is necessary to prescribe support structures such as extra language support, in order to assure that language acquisition is on par with the peer group.
4. A pupil may be denied access on the ground that the demands of our Language Policy will impact on progress and ultimately undermine self-esteem.

5. All pupils entering Grade 1 are screened during the course of the final term of the previous year. First-time applicants who are applying for admission to Grade 1 are notified in writing if a pupil has a place for the following year. The School Readiness Assessment is designed to test emotional readiness and to give an indication of possible areas which may need attention in order to support individual pupils. A parent may be advised to retain a child in Grade R if the School Readiness Assessment indicates that a child is not emotionally ready for Grade 1.
6. Applications for Grade 00 – Grade R are processed by the end of the first term of the previous year and class lists are drawn up for the following year. Pre-School applicants and their parents meet with the Head of Department and parents are notified by the end of April if they have a place for their child for the following year. Preference is given to Catholics and siblings as well as children of Colour. Thereafter pupils are accepted on a first-come first-served basis.
7. Before pupils are admitted to the school, parents and pupils meet with the relevant Head of Department. Thereafter, they meet with the Principal. Previous school reports are submitted and the Principal contacts the Principal and/or Finance Department of the previous school. Parents are also asked to ensure that the requisite notice is given and all financial commitments fulfilled in respect of their attending school before the pupil is officially accepted.

Madeleen Gorst-Allman  
PRINCIPAL

[This Policy was adopted by the school's Board of Governors in 2006. It is re-visited and revised.]