

REVISED FEBRUARY 2023



LORETO CONVENT SCHOOL

AMDG

ADMISSION POLICY

1. Thank you for considering Loreto Convent School as a path to your child's future. We have been providing the very best Catholic education for Grade R to Grade 12 learners for the last 145 years.
2. By setting high educational and moral standards, we aim to produce well-educated, mature, self-disciplined citizens, who will serve their community and country.
3. No learner will be refused admission on the grounds of race, culture or religious belief. Please note that although we admit boys from Grade R to Grade 3, Loreto Convent School is an all-girls school from Grade 4.
4. All learners who wish to enrol at Loreto Convent School will take part in the total school programme – academic, sporting, social and cultural.
5. Selection will be based on the following criteria:
 - 5.1 Learners must demonstrate a definite school-readiness before acceptance to Loreto Convent School can be contemplated.

- 5.2 Whether the amount of support that a learner might require (based on the school's assessment results) can be met.
- 5.3 Whether the learner can cope with the medium of instruction i.e. English.
- 5.4 Whether the parent or guardian is able to pay the fees (with or without assistance) as determined by the Finance Committee from time to time.

APPLICATION PROCESS

6. Administrative requirements:

- 6.1 Two certified copies of learner's birth certificate
- 6.2 Two recent ID photos of learner
- 6.3 One certified copy of learner's most recent school report
- 6.4 Proof of residence
- 6.5 Proof of income for both parents (if self-employed: three months' up-to-date bank statements)
- 6.6 Financial clearance certificate from current school (or latest statement)
- 6.7 One certified copy of ID documents of both parents.
- 6.8 If not SA resident please also provide:
 - 6.8.1 one certified copy of both parents' and learner's passports
 - 6.8.2 one certified copy of valid student visa / study visa
 - 6.8.3 one certified copy of residence permit for both parents and learner.
- 6.9 There is a non-refundable fee of R250 to secure the entrance appointment.
- 6.10 All applicants are required to write an assessment while parents are interviewed by a member of the Senior Management Team.
- 6.11 A date for the assessment and interview will be arranged upon the admission of the above documents.

7. A TESTIMONIAL (ANNEXURE A) request form will be given to you, which needs to be fully completed by your child's current school, and then emailed (admissions@loreto.co.za) back to our admissions office. Please ensure that this is done as soon as possible so that we have it in time for your appointment.

8. You will be notified on the day of the appointment on which date to collect the results of your application.

9. Should your child be accepted at Loreto Convent School, a Welcome Pack with the necessary details of school rules, uniform and stationery will be given to the parents. The following fees will be payable. This payment will secure the child's place in the school and is **non-refundable**:

- 9.1 A registration fee payable within fourteen (14) days from acceptance. This fee will be deductible from the school fees for January.
- 9.2 Parents will be responsible for the cost of books, uniform and stationery.
- 9.3 If your child is attending the FOUNDATION and SENIOR PRIMARY phases (Grades 1- 7) then stationery needs to be obtained from the school. A cash payment needs

to be made by mid-October for stationery or as soon as the learner has been accepted.

9.4 A once-off extra fee is payable each year to cover the cost of items not covered by school fees e.g. camps and outings.

9.5 A building levy must to be paid once a year (per account).

10. Where an application is unsuccessful, the Admission Committee will inform the parents or guardians with reasons for such refusal will be given on request. The selection process is confidential and parents undertake to accept the decision reached by Loreto Convent School's Management Team.

PROCEDURE

11. GRADE RRR, GRADE RR and GRADE R

11.1 Children must be four years of age, turning five in the current year of application, to qualify for the Grade RR class.

11.2 Children must be five years old, turning 6 in the current year of application, to qualify for the Grade R class

11.3 Children will undergo an evaluation while parents will be interviewed by a member of the School Management Team.

12. GRADE 1

12.1 Children must be six years of age, turning 7 in the current year, to qualify for the Grade 1 class.

12.2 Children will undergo a school readiness test.

12.3 While the learner is busy with her assessments the parents will be interviewed by a member of the School Management Team.

13. GRADE 2 – 7

13.1 All learners wanting to enrol must write an English and Mathematics assessment. The purpose for these assessments is to ascertain whether the learner has the necessary language and mathematical skills for the grade that she is enrolling.

13.2 While the learner is busy with her assessments the parents will be interviewed by a member of the School Management Team.

14. HIGH SCHOOL (GRADE 8 – 11)

14.1 All learners wanting to enrol must write an English and Mathematics assessment. The purpose for these assessments is to ascertain whether the learner has the necessary language and mathematical skills for the grade that she is enrolling.

14.2 Academic acceptance is based on the English assessment results and learners must at least achieve the minimum requirement of 40%.

14.3 In respect of a Grade 8 learner the English assessment is on a Grade 6 level and it

merely tests skills required for a Grade 8 learner. The Mathematics assessment is for extra lessons purposes if the learner's application is successful.

14.4 While the learner is busy with her assessments (maximum 2½ hours) the parents will be interviewed by a member of the School Management Team.

15. WHERE TO APPLY

15.1 All admission applications are done online or contact admissions officer at admissions@loreto.co.za

IMPLEMENTATION AND REVIEW

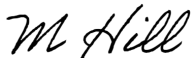
This policy will be reviewed by the academic committee at the start of each year to ensure that it complies with the changing legislation.

Signatures:



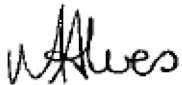
Mrs Truter
Executive Principal

Date



Ms Hill
PS Deputy Principal

Date



Ms Alves
HS Deputy Principal

Date