



ADMISSION POLICY

1. **THE KING'S SCHOOL ROBIN HILLS** is an independent inclusive Christian School. It is a co-educational day school with no boarding facilities. The school caters for learners from Grade RRR to Grade 12.

2. **PREFERENCE CRITERIA AND SPIRITUAL STANDING**
 - 2.1 First preference will be given to learners who were registered at the school in the previous year.
 - 2.2 Second preference will be given to siblings of families already enrolled at the school, and children of staff members.
 - 2.3 At least one parent of the learner must be a committed and practising Christian.
 - 2.4 A learner of thirteen years or older must have a desire to be taught and disciplined in a Christian environment and must agree to abide by the ethos of the school.
 - 2.5 The date of application for enrolment at the school will be taken into account, but is not decisive of the enrolment decision.

3. **AGE CRITERIA**
 - 3.1 Pre-Primary applicants must be over 2 years of age and potty trained.
 - 3.2 A learner will generally be considered age appropriate for entry into Grade 1 in the year in which they turn 7, for grade 2 in the year in which they turn 8, and so on. In addition, learners must have successfully completed the Developmental Assessment evaluation to the required standards.
 - 3.3 Learners in the Primary School are automatically eligible for enrolment in the High School, subject to an acceptable level of academic achievement and behaviour as determined by the school management, and provided that fees have been timeously paid in full.

4. **ACADEMIC CRITERIA**
 - 4.1 Applicants will only be considered once all entrance tests or evaluations appropriate to that level, are completed and passed.
 - 4.2 A learner must be seen to benefit from the teaching of the school. Applicants may be admitted for a probation period, subject to academic progress and character growth.

- 4.3 Parents should be aware that there may be an additional responsibility to find and pay for any extra support arising from learning, behavioural and/or social difficulties.

5. **BARRIERS TO LEARNING**

As The King's School seeks to reflect the demographics of the community it serves, it expects to include a percentage (5-10%) of learners who experience barriers to learning. While the school endeavours to provide support to facilitate access and participation, it is acknowledged that it cannot provide the specialised support which would be found in remedial schools. Therefore, the school sets a limit on the number of learners who experience barriers to learning who can be admitted into a grade.

6. **LANGUAGE PROFICIENCY**

- 6.1 As English is the language of instruction, an applicant must have a standard command of the English language appropriate to each level.
- 6.2 If an applicant qualifies for immigrant status, from Grade 10 parents are responsible to find and pay for tuition in a foreign language or alternative subject. Up to and including Grade 9 they will still do either Afrikaans or isiZulu as an additional language.

7. **APPLICATION PROCEDURE**

- 7.1 All application forms must be completed in full.
- 7.2 A separate application must be submitted for each child applying for admission.
- 7.3 The following supporting documents must accompany the application form:
- 7.3.1 A transfer card from the applicant's previous school.
 - 7.3.2 A copy of the unabridged birth certificate of the applicant.
 - 7.3.3 A copy of the ID documents of all the parent's/guardians of the applicant.
 - 7.3.4 A copy of the applicant's latest school report.
 - 7.3.5 A valid study visa with a copy of the parent's and child's passports (if applicable).
 - 7.3.6 A copy of the applicant's vaccination record (Gr RRR-6).
 - 7.3.7 A copy of the parent's/guardian's marriage certificate.
 - 7.3.8 A copy of a professional report e.g., Occupational Therapy, Cognitive Evaluation, Speech Therapy, etc. (if applicable).
 - 7.3.9 TKSRH Statement of Faith.
 - 7.3.10 TKSRH Medical Information and Indemnity form.
 - 7.3.11 TKSRH POPIA Consent and Indemnity form.
 - 7.3.12 TKSRH Learner Code of Conduct
 - 7.3.13 TKSRH Grade 10 to 12 Subject Choice form (if applicable).
- 7.4 Each application must be accompanied by the non-refundable once-off Application Fee.
- 7.5 Once the application fee and all documents have been received by the school, the applicant will be required to attend an English and Mathematics assessment at the school.

- 7.6 Upon successfully meeting the required standard, a finance interview will be conducted, where an agreement in respect of fees will be signed.
- 7.7 The school will be entitled to perform a credit check before an interview is granted.
- 7.8 Should the application be unsuccessful, the parent/guardian will be informed of the status and whether they will be kept on a waiting list until such time as a vacancy becomes available.

8. **NOTIFICATION OF ACCEPTANCE AND REQUIREMENTS**

- 8.1 A letter of acceptance will be emailed to each successful applicant.
- 8.2 A non-refundable Booking Fee must be paid to the school per family.
- 8.3 Where applicable, a signed notification of permission for the school to obtain the applicant's existing or former educational records as well as confirmation of the status and record of the payment of fees to that institution, may be requested.
- 8.4 The school reserves the right to decline an application for admission should fees be owing to previous institutions.

9. **GENERAL PROVISIONS**

- 9.1 The contents of this admission policy may be changed from time to time, at the discretion of the Board, and all applications will be governed by the provisions of the policy as amended.
- 9.2 The school reserves the right to withhold an offer of a place at the discretion of the Management and the Board.
- 9.3 All applications for admission, including all documents and payments related thereto, and any admission enquiries should be submitted to:

The Admissions Administrator – Mrs Lauren Gray
Telephone: (011) 792 1420
Email: admissions@thekingsschool.co.za