



ST STITHIANS COLLEGE POLICY ON ADMISSIONS

1. Admission to St Stithians College is open to all. Application forms may be collected from the school, forwarded to parents on request or downloaded from the College Website. All applications are considered on merit and acceptance is based on the outcome of the applicable process.
2. Applications are to be signed by both parents of the child. In any other legal instance, proof of the authority will need to be provided.
3. Preference is given on the waitlist to siblings and the children of alumni depending on the space available. Additional consideration is given to children of staff and children that will enable the College to increase its diversity.
4. The criteria for admission will include whether the family and child will align to the values of the College; whether the child will add value to the College and whether the family are able to meet the fee commitments.
5. All new admissions to the College require the payment of a non refundable entrance fee. The fee is dependant on the Grade being entered and is payable according to the dates laid down by the individual schools.
6. The College has the ability to accommodate a limited number of academic support children as laid out in the Learning and Teaching Policy.
7. The College has a central admissions office which manages the admissions process from application to acceptance. This process is dependant on specific actions which are managed by the individual schools. These actions may include assessments, interviews and discussions with previous schools.
8. All applications are subject to fee payment verification by the previous school attended. The College Admissions office will request information regarding payment history and subsidies in each instance. The College may decide not to offer a place in the case of an adverse report.

9. A nominal application fee is payable at the time the application form is handed back to the school. A non- refundable entrance fee is payable upon acceptance of an offer of a place.

10. Junior Preparatory:

- 8.1 A conditional offer of place is made to an equal number of boys and girls, fourteen months prior to their Grade R year.
- 8.2 Parents are required to accept or decline the offer before the end of February of the year prior to commencement.
- 8.3 Each child is invited to an informal assessment during September of that year and parents are required to provide the most recent school report and any other important information.
- 8.4 Each family is invited to a function during November. At this function they receive a comprehensive information pack and are introduced to the teacher.
- 8.5 All families applying for either Grade 1 or Grade 2, or during the Grade R year, are required to submit the most recent school report with their application.
- 8.6 The child will undergo an assessment and the family will be invited to an interview. The normal offer of place and payment of an entrance fee will then follow.

11. Boys' Preparatory:

- 9.1 All boys from other schools that apply to enter the Boys' Prep are required to be assessed and a family interview is conducted.
- 9.2 All applicants are required to provide their academic report from their previous school.
- 9.3 Boys moving up from the Junior Preparatory are not initially assessed.
- 9.4 An information evening is held in November and the information pack is handed to new parents.

12. Girls' Preparatory:

- 10.1 All girls from other schools that apply to enter the Girls' Prep are required to be assessed and a family interview is conducted.
- 10.2 All applicants are required to provide their most recent report from their previous school.
- 10.3 Girls moving up from the Junior Preparatory are not initially assessed.
- 10.4 An information evening is held in November and an information pack is handed to all new parents.

13. Boys' College:

- 11.1 An invitation to attend an interview and notice of the Saints Experience is sent to all prospective Grade 8 boys on the waitlist fourteen months prior to enrolment.
- 11.2 Each boy is required to attend an interview at the College, undergo an assessment exercise and participate in a day at the College (Saints Experience). This includes the Grade 7 Boys' Preparatory candidates.
- 11.3 All boys are required to provide their most recent school report at the time of interview. An offer of place is made and the place secured upon receipt of the entrance fee by the date agreed by the ISASA boys' schools.
- 11.4 All boys entering other grades are required to be interviewed by the Headmaster, and assessed if necessary.
- 11.5 A welcome evening is held in October/November and all families are provided with a comprehensive information pack.

14. Girls' College:

- 12.1 A letter of intent, advising all prospective Grade 8 parents of the admissions process, is sent out fourteen months prior to commencement. This includes a questionnaire and request for final Grade 6 Report to be submitted by February of the year before commencement.
- 12.2 All waitlisted families and feeder schools are invited to a Saints Experience Day during February.
- 12.3 During February and March interested families are invited to an interview.
- 12.4 Formal offers of a place are made during April with a reply date of the beginning of May.
- 12.5 An information evening is held in November when all accepted families are provided with an information pack.

15. Scholarships:

- 13.1 The Boys' and Girls' Colleges offer a limited number of academic, sport and cultural or music scholarships. All scholarships are awarded on merit.
- 13.2 The scholarship exam or assessment is undertaken during March of the year before entrance.
- 13.3 The Girls' College announces the recipients at the end of March and Boys' College announces them towards the middle of May.
- 13.4 All Scholarships are awarded on the basis of the Scholarships Policy.

16. Learner Registration:

- 14.1 All parents are required to submit a number of Learner Registration documents prior to commencement of the academic year.
- 14.2 These include an Undertaking to Pay, Standard Terms and Conditions, Acceptance of Terms and Conditions and the Annual Parents Declaration.

14.3 The College Code of Conduct and Code of Conduct of each school are also required to be read and returned signed.

APPROVED AND ADOPTED BY COLLEGE EXECUTIVE: 08 September 2008

AMENDED, APPROVED & ADOPTED BY COLLEGE EXECUTIVE: 23 November 2009