



**ST STITHIANS COLLEGE  
POLICY: ADMISSIONS**

1. St Stithians College (also referred to as “the College”) welcomes applications for admission to the Junior Preparatory (Grades RRR to 2), the Boys’ Preparatory (Grades 3 to 7), the Girls’ Preparatory (Grades 3 to 7), the Boys’ College (Grades 8 to 11) and the Girls’ College (Grades 8 to 11). Admission into Grade 12 will only be considered in exceptional circumstances.
2. The three main points of entry for new students are Grade RRR, Grade R and Grade 8. As places become available in the other Grades up to and including Grade 11, these are filled from the relevant waiting list.
3. All applications are carefully considered, and due process is followed in implementing the admissions policy.
4. Applications are to be made online via the College website ([www.stithian.com](http://www.stithian.com)).
5. An application fee is payable at the time that the application is made. This is non-refundable and covers associated administrative costs.
6. Applications are to include the details and consent of both parents of the child. In any other legal instance, proof of parental or guardian authority will need to be provided.
7. The Chief Operating Officer (COO) manages the College’s central admissions office which, in consultation with the Heads of School, administers the admissions process from application to acceptance.
8. Our admissions policy is influenced by our intent to foster a ‘community of belonging’ by enrolling siblings and children of alumni, as well as by maintaining the diverse racial and cultural profile of our student body.
9. Admission to Grade 8 involves an academic benchmarking exercise, an interview, and a review of the report(s) from the applicant’s school. These are considered alongside the points scoring matrix which is based on sibling status, alumni status, and date of application.
10. The Admissions Officer, in consultation with the relevant Head of School, may include in the due process of admission an evaluation of a family’s alignment with the values of St Stithians, and of the prospective student making a positive contribution to school life.
11. The admissions process includes a fees clearance check with the applicant’s previous school and a credit check.
12. Each admission to the College requires the payment of a non-refundable entrance fee. The entrance fee amount is dependent on the Grade plus year of entry and is specified on the published fee schedule. This entrance fee is over and above tuition fees and does not form part of the tuition fees that will become payable.
13. The College has the ability to accommodate a limited number of students who require academic support, whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural, psychological, or emotional barriers or any other medically assessed special need. St Stithians is a mainstream academic school which is able to provide academic support and extension subject to assessment, and up to a certain level as laid out in the Learning and Teaching Policy which is available on request. To the extent that, in the reasonable opinion of the College, in their capacity as professionals and experts in education and after following due process, the College cannot, or can no longer, provide adequately for the student’s special educational needs, the College may be within its rights to not offer a place with the College or may end the enrolment should the circumstances arise.

### **Junior Preparatory (Grade RRR to Grade 2)**

1. The Junior Preparatory is a co-educational school, so we strive to have an equal number of boys and girls per grade.
2. For Grade RRR and admissions, children must be 3 years old turning 4 in the year of enrollment.
3. For Grade RR admissions, children must be 4 years old turning 5 in the year of enrollment.
4. For Grade R admissions, children must be 5 years old turning 6 in the year of enrollment.
5. For Grade 1 admissions, children must be 6 years old turning 7 in the year of enrollment.
6. In the year preceding admission, children may be required to participate in a structured 'playdate' environment in small groups. Social, emotional, and physical development may be observed. This session also provides an opportunity for the children to interact with their peers.
7. Parents may be asked to attend a meeting with the Head, Deputy Heads or Director of the Grade. This meeting aims to provide background information and to discuss the developmental milestones attained by the child.
8. A minimum requirement is that children must be able to verbally express their needs and be fully independent in toilet routines and must be water-safe by Grade R (specific requests of parents may be made in this regard to ensure water-safety skills).
9. The most recent progress report needs to be submitted as well as any other relevant specialist intervention reports pertinent to the child's development, if applicable.
10. Should further assessments be deemed necessary, parents will be informed accordingly.
11. Parents are expected to work with the school by sharing and following through on all recommendations.
12. A first-round offer of admission into Grade R and Grade RRR (with an equal number of boys and girls) is made from 13 months before the start of Grade R and Grade RRR.
13. Parents must accept or decline the first-round offer before the end of December, about 12 months before the start of Grade R and Grade RRR.
14. If places become available after this December deadline, further offers are made by the Admissions Officer, with specified dates for acceptance.
15. The Grade RRR and RR non-refundable entrance fee is a partial payment of the respective Grade R to Grade 9 entrance fees. The balance of the non-refundable entrance fee is required by August of the year prior to entering Grade R. The Grade R non-refundable entrance fee payment is due by the stated payment deadline, typically the end of March during the year before entry into Grade R. The full payment of the non-refundable entrance fee by the deadline, is critical to secure the place.
16. Each child is invited to a diagnostic assessment held during July of the year before entry into Grades RRR, RR and R. Parents of Grade R applicants must provide the most recent school report and any other specified information. Should any further assessments be required, parents will be notified.
17. During November before entry into Grade R, Grade RR, and Grade RRR, parents and the child are introduced to the teacher, provided with a comprehensive information pack, and invited to an information event.
18. All families applying for entry during the academic year must submit the most recent school report with their application. The child will undergo an assessment and the parents and child will be invited to an interview before a place is offered. A place is only secured once the non-refundable entrance fee is paid in full and by the specified date for all new entrants.

**Boys' Preparatory (Grade 3 to Grade 7) Girls' Preparatory (Grade 3 to Grade 7)**

19. The natural progression is that boys and girls graduate from Grade 2 in the Junior Preparatory to Grade 3 in the Boys' Preparatory and Girls' Preparatory schools, respectively.
20. All students applying from other schools are assessed and interviewed before a place is offered.
21. All entrants into the Boys' Preparatory and Girls' Preparatory schools must provide 3 years of prior academic reports.
22. An information evening is held, and an information pack distributed to new parents before entry, for incoming students.

**Girls' Preparatory (Grade 3 to Grade 7)**

23. The natural progression is that boys and girls graduate from Grade 2 in the Junior Preparatory to Grade 3 in the Boys' Preparatory and Girls' Preparatory schools, respectively.
24. All students applying from other schools are assessed and interviewed before a place is offered.
25. All entrants into the Boys' Preparatory and Girls' Preparatory schools must provide 3 years of prior academic reports.
26. An information evening is held, and an information pack distributed to new parents before entry, for incoming students.

**Boys' College (Grade 8 to Grade 11)**

27. The natural progression is that boys graduate from Grade 7 in the Boys' Prep to Grade 8 in the Boys' College.
28. In the case of new applicants for Grade 8:
  - 39.1. The points scoring matrix is considered alongside an academic benchmarking exercise and an interview.
  - 39.2. Communication regarding the Grade 8 admission process will be sent to all prospective families on the waitlist.
  - 39.3. Waitlisted students must undergo an academic benchmark screening, an interview and participate in a Saints Experience Day at the College typically held during February, in the year before entry. This requirement includes the Grade 7 students enrolled in the Boys' Prep.
  - 39.4. After the conclusion of interviews with applicants, as required, a formal offer of a Grade 8 place is typically made from March onwards.
  - 39.5. The place is secured by the payment of the non-refundable entrance fee in full, by the date specified, which is typically in April, as aligned to the ISASA boys' schools. This entrance fee is over and above tuition fees and does not form part of the tuition fees that become payable.
  - 39.6. A welcome evening is typically held in late October or early November before entry into Grade 8, and all families are provided with an information pack.
29. All boys applying for entry into Grades 9, 10 or 11 are interviewed by the Head of School and undergo an academic benchmark screening. Admission into Grade 12 will only be considered in exceptional circumstances.

**Girls' College (Grade 8 to Grade 11)**

30. The natural progression is that girls graduate from Grade 7 in the Girls' Prep to Grade 8 in the Girls' College.
31. In the case of applicants for Grade 8:
  - 42.1. The points scoring matrix is considered alongside an academic benchmarking exercise and an interview.
  - 42.2. Communication regarding the Grade 8 admission process will be sent to all prospective families on the waitlist.
  - 42.3. Waitlisted students must undergo an academic benchmark screening, an interview and participate in a Saints Experience Day at the College typically held during February or March, in

the year before entry. This requirement includes the Grade 7 students enrolled in the Girls' Prep.

42.4. After the conclusion of interviews with applicants, as required, a formal offer of a Grade 8 place is typically made from March onwards.

42.5. The place is secured by the payment of the non-refundable entrance fee in full, by the date specified, which is typically in March, as aligned to the ISASA girls' schools. This entrance fee is over and above tuition fees and does not form part of the tuition fees that become payable.

42.6. A welcome evening is typically held in late October or early November before entry into Grade 8, and all families are provided with an information pack.

32. All girls applying for entry into Grades 9, 10 or 11 are interviewed by the Head of School and undergo an academic benchmark screening. Admission in Grade 12 will only be considered in exceptional circumstances.

### **Scholarships**

33. The Boys' and Girls' Colleges offer a limited number of academic, sport and cultural or music scholarships, mostly for entrance into Grade 8. All scholarships are awarded on merit.

34. The scholarship examinations are typically undertaken during February/March of the year before entrance.

35. The Girls' College typically announces the successful scholarship recipients in March; and Boys' College typically announces the recipients in March/April in the year prior to entry.

36. All Scholarships are awarded based on the Scholarships Process which is available online via the College website ([www.stithian.com](http://www.stithian.com)).

### **Student Registration**

37. All parents must submit several Student Registration documents before the academic year of the admitted student begins. These include, but may not be limited to, the signing of the Terms and Conditions of Enrolment, the Annual Parents' Declaration, and the College Code of Conduct.

*Months specified herein are indicative and may be subject to change.*

**Approved by the St Stithians College Executive: 25 June 2015**  
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