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## ADMISSION POLICY

### Preamble

The Phyllis Jowell Jewish Day School (PJJDS) is an independent Orthodox Jewish School. PJJDS provides a Secular and Kodesh education that is rooted in the ethos of *Torah im Derech Eretz*.

This Admission Policy takes account of the Bill of Rights in the Constitution of South Africa and the provisions of the South African Schools Act 84 of 1996.

### Admission Policy

Admission to PJJDS is dependent on the school's capacity and resources as well as the educational suitability of the child.

All students accepted for admission to PJJDS will be required to study both the secular and Kodesh curricula of the school and are expected to participate in all activities at the school, regardless of whether they form part of the secular or Kodesh curricula of PJJDS.

All students must be proficient in English, or in the case of a foreign language speaker, must agree to receive extra English tuition, the cost of which shall be borne by the Parent/s and/or Legal Guardian/s.

A foreign student must also obtain the necessary study visa from the Department of Home Affairs before admission is finalised.

PJJDS will give preference to Jewish children.

### Admission process:

1. Parent/s and/or Legal Guardians wishing to enrol their child at PJJDS are required to complete an Application for Enrolment Form
2. The Application for Enrolment Form must be completed **in full** and signed by both Parent/s and/or the Legal Guardian/s and returned to the Administration office together with a certified copy of the child's birth certificate, a passport photograph, a non-refundable registration fee of R3600.00 (OR where this is not the first child in the family to be enrolled at PJJDS, a non-refundable registration fee of R1800.00) and where applicable a certified copy of any applicable study visa as well as any medical information, as stipulated in the Application for Enrolment Form.
3. PJJDS does not have an entrance examination but after submission of the Application of Enrolment Form, PJJDS may request that the Parents and/or Legal Guardian/s have an interview with the Principal before the application is processed. In the case of a child with a Specific Education Need (SEN) or a child that has been referred for learning support, the Parent/s and/or Legal Guardian will be required to make an appointment to meet the Principal before the application can be processed further.
4. Where applicable, the Principal may request a confidential report from the student's previous school. The Principal may also require that any school reports and other available reports, including

educational assessments and specific needs reports be submitted for review by the Principal and, where applicable, the SEN Co-ordinator at PJJDS.

5. Once the application has been processed, if a place is available at the school, PJJDS will send the Parent/s and/or Legal Guardians the Enrolment Agreement and Letter of Acceptance for signature by the Parent/s and/or Legal Guardian/s.

TAKE NOTE THE ENROLMENT AGREEMENT SETS OUT THE TERMS AND CONDITIONS THAT GOVERN THE RELATIONSHIP BETWEEN PJJDS AND THE PARENT/S AND/OR LEGAL GUARDIAN/S AND INCLUDE TERMS ABOUT ADMISSION, THE PAYMENT OF FEES, LIABILITY, BEHAVIOUR AND CODES OF CONDUCT, NOTICE PERIODS, HEALTH AND SAFETY, AND PASTORAL AND EDUCATIONAL MATTERS.

6. If a place is not available, the application is placed on a waiting list accordance to the date on which it was received.
7. PJJDS reserves the right to accept or reject any application. Placement is not guaranteed.

### **Equality**

The Board of Governors and the Staff of PJJDS are committed to promoting and implementing the principles and practices of equality as set out in the Constitution of South Africa.

### **Age of Admission**

PJJDS operates both a preschool and primary school. Admission to the PJJDS preschool starts at age 18 months for the baby group.

Admission to the PJJDS primary school commences with admission to grade R. Children in grade R will be admitted if they are aged four years (4) turning five years (5) by 30 June in the year of admission

For admission to Grade 1, a student must be age five (5) turning six (6) by 30 June in that year of admission or, by the latest, in the year in which the child turns seven.

### **Class Age Grouping in the Primary School**

See Policy on Class Age Grouping

Applicants apply for entrance to Grade 1 from a school other than PJJDS may be required to write a school readiness test. This is not an admission or entrance test but an educational assessment to ensure readiness to start Grade 1

### **Foreign Students**

All foreign students enrolled at PJJDS must be in possession of a valid study visa. Please note the requirements:

According to section 13 of the Immigration Act 13 of 2002 as amended:

*“A study visa may be issued, in the prescribed manner, to a foreigner intending to study in the Republic for a period not less than the period of study, by the Director-General: Provided that such foreigner complies with the prescribed requirements” (Section 13(1)).*

According to regulation 12 of the Immigration Regulation (*Government Gazette 37679, Notice R413 of 14 May 2014*) the following is applicable to foreign students attending PJJDS:

“12(1) An applicant for a study visa to study at a learning institution shall, in addition to submission of Form 8 illustrated ... submit-

- (a) *an official letter confirming provisional acceptance or acceptance at that learning institution and the duration of the course;*
- (b) *an undertaking by the Registrar or Principal of the learning institution to-*
  - (i) *provide proof of registration as contemplated in the relevant legislation within 60 days of registration; or*
  - (ii) *in the event of failure to register by the closing date, provide the Director-General with a notification of failure to register within 7 days of the closing date of registration;*
  - (iii) *within 30 days of de-registration, notify the Director-General that the applicant is no longer registered with such institution; and*
  - (iv) *within 30 days of completion of studies, notify the Director-General when the applicant has completed his or her studies or requires to extend such period of study;*
- (c) *in the case of a learner under the age of 18 years-*
  - (i) *an unabridged birth certificate;*
  - (ii) *a copy of his or her identity document, if applicable;*
  - (iii) *proof of physical address and contact number of the adult person residing in the Republic, who is acting or has accepted to act as such learner's guardian, including a confirmatory letter from that guardian; and*
  - (iv) *proof of consent for the intended stay from both parents or, where applicable, from the parent or legal guardian who has been issued with a court order granting full or specific parental responsibilities and rights or legal guardianship of the learner;*
- (d) *a police clearance certificate;*
- (e) *in the case of a foreign state accepting responsibility for the applicant in terms of a bilateral agreement, a written undertaking from such foreign state to pay for the departure of the applicant;*
- (f) *proof of medical cover renewed annually for the period of study with a medical scheme registered in terms of the Medical Schemes Act;*
- (g) *an undertaking by the parents or legal guardian that the learner will have medical cover for the full duration of the period of study; and*
- (h) *proof of sufficient financial means available to the learner whilst resident in the Republic.*

(2) Subject to section 13(1) of the Act-

- (a) ...
- (b) *visas issued for studies at a learning institution, which is a school contemplated in section 1 of the South African Schools Act, 1996 (Act No. 84 of 1996), shall be valid for the duration of the period of study: Provided that the study visa issued for studies at a primary school shall not exceed eight years...*

(3) ....

(4) *A study visa issued in terms of the Act shall automatically lapse if the holder thereof fails to register with or is de-registered from the learning institution at any time during the period for which his or her visa has been issued or if any of the undertakings referred to in sub-regulation (1)(b) are not met.”*