

# Admissions Policy

## 1. Introduction

Welcome to School of Affirmations, where we blend academic excellence with spiritual growth, guided by Christian values. This admissions policy outlines the criteria and procedures for enrolling students, ensuring a supportive and values-driven educational environment.

## 2. Admission Requirements

### 2.1 General Requirements

- **Grade RR-R:** Students must be turning 6 years old during the academic year.
- **Grade 1:** Students must be turning 7 years old during the academic year.
- **Grades 2 to 9:** Students must provide their latest school report and a transfer letter from their current school.

Applicants must also provide the following documentation:

- Valid South African birth certificate
- For immigrants, a valid study permit.
- Proof of residence.
- Latest school report and transfer letter (for Grades 2 to 9).
- Immunization records.
- Completed application form.
- Proof of income from parents or guardians (e.g., recent payslips, employment letter, or other relevant documents).

### 2.2 Entrance Assessment

For Grades RR-R, no formal assessment is required. Admission is based on available spaces and submission of required documents. For Grades 1 and above, after an interview with the principal, students may be required to undergo a formal entrance assessment to evaluate their academic level and alignment with our curriculum.

### 2.3 Special Needs

At this time, School of Affirmations is not equipped to provide specialized support for students with significant special needs. We encourage parents to explore other educational settings that can fully accommodate their child's specific requirements.

## 3. Application Process

### 3.1 Application Period

Applications for the upcoming academic year are accepted from February to end of October. Late applications may be considered based on availability.

### **3.2 Submission**

Applications can be submitted via email to [info@schoolofaffirmations.co.za](mailto:info@schoolofaffirmations.co.za) or in person at the school office. The application form is available on our website or can be collected from the school.

### **3.3 Confirmation**

Applicants will receive an acknowledgment of receipt within 7 days of submission. Final admission decisions will be communicated after the assessments or interview with the principal.

## **4. Enrollment and Fees**

Tuition fees, administration fees and other associated costs are reviewed annually and may be adjusted.

### **4.1 Enrollment**

Upon acceptance, parents must complete the enrollment process, including submission of any additional forms and cash payment of the annual administration fee.

### **4.2 Annual Administration Fee for the 2025 Academic Year**

- Grade RR-R: R500.00
- Grades 1-3: R700.00
- Grades 4 and above: R1000.00

### **4.3 Monthly Tuition Fees for 2025**

- Grades RR-R: R1700.00 per month, paid over 12 months.
- Grades 1-3: R2700.00 per month, paid over 12 months.
- Grades 4-6: R2900.00 per month, paid over 12 months.
- Grade 7-8: R3200.00 per month, paid over 12 months.

## **5. Christian Values and Conduct**

School of Affirmations integrates Christian principles into all aspects of education and school life. We emphasize values such as love and respect, integrity, compassion, service, and forgiveness. Students are expected to embody these values and adhere to the school's code of conduct, including uniform policies and academic responsibilities.

## **6. Withdrawal Policy**

Parents wishing to withdraw their child from School of Affirmations must provide a calendar's month written notice or by the end of October for the end of the academic year. Refunds, if applicable, will be processed according to our refund policy.

## **7. Non-Discrimination Policy**

School of Affirmations is an equal-opportunity institution. We do not discriminate based on race, gender, religion, disability, or any other characteristic protected by law.

*This policy was reviewed on 15/08/2024 and will be reviewed in a year's time.*