**Landmark Academy Admissions Policy**

**COMMITMENT TO FAIR PRACTICES**

The School aims to provide an environment where the race, language, culture, religion and socio-economic circumstances of each learner do not act as unreasonable barriers to him accessing or progressing in any aspect of school life.

The School is committed to ensuring that no form of unfair discrimination against any applicant is practised during the School’s admission process.

Any learner admitted to the School will have full access to the official school programme (as defined below) and will not be subjected to the following on the basis that his parents are unable to pay the required school fees:

* suspended from any classes;
* subjected to any form of abuse;
* denied his school report, examination results, transfer certificate or any other
* document or information that forms an integral part of the education of the learner; or
* denied access to the sporting, cultural, service and social activities offered by the School.

For the purposes of this policy, the official school programme shall include all academic, sporting, cultural, service and social activities offered by Landmark Academy.

**Admission Policy**

**1 Admission and enrolment**

1.1 This admission policy has been written in accordance with section 29 of the South African Schools Act 84 of 1996 and the National Education Policy Act No. 27 of 1996.

1.2 The admission and enrolment of scholars to Landmark Academy is at the discretion of the principal who may refuse a scholar’s admission to the Landmark Academy without giving reasons therefore or may grant temporary or provisional enrolment to the Landmark Academy subject to such further terms and conditions which the principal may impose.

The principal may, at his/her sole discretion, cancel enrolment in accordance with the Landmark Academy’s Family Handbook, the School Rules/Code of Conduct or Policies.

1.3 For the sake of clarity, this admission policy, together with the Family Handbook, regulates the enrolment and admission of the scholar to the Landmark Academy, the relationship between the school, the scholar, yourself and/or the payer once the scholar is admitted and enrolled with the Landmark Academy.

1.4 You will only receive the Family Handbook if the scholar’s application has been accepted. The school therefore agrees to enroll the scholar, for the duration of their school education, subject to the terms and conditions of the Family Handbook, and subject to your agreement hereto.

1.5 The scholar is only considered to be formally enrolled at the school when the following has been received:

* Non-Refundable Application Fee (Proof of payment required)
* Non-Refundable Registration Fee (Proof of payment required)
* Non-Refundable Uniform Payment (Proof of payment required)
* Non-Refundable First Month School Fees (Proof of payment required)

1.6 You acknowledge that it is a privilege for the scholar to attend an independent school such as Kgololo Academy, and not a right.

1.7 As such you agree that you and/or the Payer; the person or entity who undertakes to be responsible for the payment of the scholar’s fees, as the case may be, are responsible for the full payment of all fees as set out above and in the Schedule of Fees; which sets out all fees payable, annexed hereto.

1.8 In light of the above you agree and acknowledge that failure to pay Fees will result in termination of your agreement with the school and the scholar’s enrolment at Landmark Academy for the next school year.

**2 Admission process**

2.1 The Operations Associate at Landmark Academy are responsible for the administration of the admission of scholars into Landmark Academy.

2.2 A non-refundable Application fee is charged for administration and must be paid at the time of application.

2.3 The application form requires the parents to furnish the school with the following:

(1) Complete application form for enrolment.

(2) An unabridged birth certificate for the candidate Landmark Academy scholar (or an abridged birth certificate as well as a copy of the receipt for your unabridged birth certificate if you are still waiting for one)

(3) A vaccination/immunization certificate, with all pages and the scholar’s name clearly visible, for the candidate Landmark Academy scholar.

(4) A current report card for the Landmark Academy scholar if applying for grade 2 and above.

(5) Proof of residence for the parent/payer.

(6) A certified copy of the parent/payer’s identity document.

(7) A signed copy of the parent enrolment contract including the parent/payer’s initials on every page of the contract as well as scholar, parent and payee detail.

(8) Signed media release contract.

(9) Proof of payment (using scholar’s Account Code provided by Landmark Academy)

2.4 **Foundation Phase** (Grade-1-3) **Total: \_\_\_\_\_\_\_\_\_**

All fees must be paid for the scholar’s space to be considered for the current school year.

2.5 **Intermediate Phase** (Grade-4-7) **Total \_\_\_\_\_\_\_\_\_**

2.6 The parent/payer will be required to supply the school with full personal details of both parents and scholar/s.

2.7 Copies of the scholar’s:

(1) 2 x ID Photos

(2) Unabridged Birth Certificate or ID Document

(3) Clinic Card / Immunization card.

(4) Latest School Report (if currently attending another school).

(5) Transfer letter from previous school

2.8 Copies of the parent/s:

(1) ID Document

(2) 3 Months Proof of Income

(3) 3 Months Bank Statements

(4) 4 Affidavit if self-employed stating the type of business and a six months bank statement stamped by the bank

2.9 The above documentation can either be attached to the application form or emailed to khensi@landmarkacademy.co.za

**3 Age Norms**

3.1 The scholar must be of an appropriate age for that particular grade.

3.2 Landmark Academy will enroll a scholar in a grade as follows:

|  |
| --- |
| Child’s Grade in 2022:  ☐ Grade 0/R (Minimum age 4 turning 5 by 30 June)  ☐ Grade 1 (Minimum age 5 turning 6 by 30 June)  ☐ Grade 2 (Minimum age 6 turning 7 by 30 June) LIMITED SPACES AVAILABLE)  ☐ Grade 3 (Minimum age 7 turning 8 by 30 June) LIMITED SPACES AVAILABLE)  ☐ Grade 4 (Minimum age 8 turning 9 by 30 June) LIMITED SPACES AVAILABLE)  ☐ Grade 5 (Minimum age 9 turning 10 by 30 June) LIMITED SPACES AVAILABLE)  ☐ Grade 6 (Minimum age 10 turning 11 by 30 June) LIMITED SPACES AVAILABLE)  ☐ Grade 7 (Minimum age 11 turning 12 by 30 June) LIMITED SPACES AVAILABLE) |

3.3 School zoning is irrelevant for admission to the school.

**4 Admission of non-citizens**

4.1 Non-citizens will be admitted to the school provided that parents are in the possession of a temporary or permanent residence permit and the scholar must have a study permit. A certified copy of the original permit must be submitted with the application.