

# St Catherine's Convent

The Highway Road, Florida. Gauteng  
PO Box 2166, Florida Hills 1716



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## St Catherine's Convent ADMISSIONS Document

St Catherine's Convent has an Admissions Policy whose purpose it is to promote and facilitate the admission of learners to St Catherine's Convent, Florida.

This Policy outlines the procedures and framework for admission to St Catherine's Convent.

- Parents or Guardians who are interested in enrolling a learner in the school should print the Application Form and return it to the school in person. This application must be accompanied by the following:
- A non-refundable administration fee of R 300-00
- 2 certified copies of the last two school reports (for admissions from grades 2 -12)
- A certified copy of the learner's birth certificate
- A certified copy of the learner's baptism certificate (for Catholic learners)
- An immunisation certificate for primary school learners (for first time admission to school)

Once the application has been processed and should the application be considered, the prospective learner will be required to undergo an entrance assessment or to write a formal entrance examination, dependent on the age of the learner. Prospective learners and their parents will be notified of the dates and times of these assessments. Once the assessment has taken place, prospective learners may be called in for one-on-one interviews with either the Phase Director or the Principal.

On receipt of a placement offer from St Catherine's Convent, the parent/guardian will need to pay a non-refundable deposit of R3000-00.

### ADMISSIONS POLICY AND PROCEDURES

#### 1. Purpose

The purpose of this policy document is to promote and facilitate the admission of learners to St Catherine's Convent, Florida

#### 2. Introduction

St Catherine's Convent was established as an independent school that aims to:

- Provide girls, preferably those from Catholic families, from Grade 0 to Grade 12 with an education in a school environment that reflects a Catholic ethos
- Empower girls who demonstrate academic potential to maximise that potential through an enriched academic curriculum

#### 3. Legislative Framework

- The South African Schools Act, 1996 (Act No. 84 Of 1996)
- Gauteng School Education Act, 1995 (Act No. 6 Of 1995)
- The National Education Policy Act, 1996 (Act No. 27 of 1996)

#### 4. Admission Requirements

The criteria for admission to St Catherine's Convent are:

##### 4.1 Gender

St Catherine's Convent is exclusively for female learners

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## 4.2 Age

St Catherine's Convent enrolls learners between the ages of 5 and 19 years on condition that a learner is not more than two years older than the national norm for the grade year for which she is enrolled.

## 4.3 Preschool applications

Preschool applications should include copies of immunizations records, chronic medications, or medical conditions as well as any reports for therapies undergone and other relevant information.

## 4.4 Religious Affiliation

Girls whose families are members of the Catholic Church are given preference for admission, subject to them satisfying the other admissions requirements.

Non-Catholic learners are considered for enrolment if there are vacant places in the grade year for which they wish to enroll, subject to them satisfying the other admissions requirements.

### 4.4.1 Catholic mass and festivities

In keeping with the Catholic ethos of St Catherine's Convent, it is a condition of admission that all learners take part in or attend School Masses and Catholic festivities at Church and at school.

## 4.5 Family Members

Applicants who are sisters of girls who are currently enrolled in St Catherine's, or whose sisters were past learners at the school, are given preference, subject to them satisfying the other admissions requirements.

## 4.6 Academic Potential

Learners are required to demonstrate, before being admitted to St Catherine's Convent, that they have the academic potential to benefit fully from the Convent's academic curriculum.

Learners who fail to demonstrate the academic potential required for admission will be directed to schools that provide curricula that are more appropriate and relevant for their abilities.

## 4.7 Principal's Discretion

Learners may be admitted to St Catherine's Convent at the discretion of the Principal.

## 5. Registration of Learners

In accordance with the St Catherine's Convent's admission procedures, the enrolment of learners takes place throughout the year prior to their admission to the Convent. Late admissions during the course of an academic year are permitted if the Convent's enrolment is not full.

## THE MANAGEMENT OF ADMISSIONS

The management of the admissions procedures and plan is the accountability of the Principal. The Principal may delegate responsibility for the recruitment and selection of learners to the School Management Committee.

### 1. Appeals

A parent/guardian who is dissatisfied with the decision of the Selection Committee may appeal against the decision to the Principal and the Board of Governors.

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## 2. Admission procedure

### 2.1 Application of Admission Criteria

In order to ensure that the applicants satisfy the admission requirements listed in St Catherine's Convent's Admissions Policy, the applicants are required to complete the following documentation with supporting evidence as well as engage in activities designed to identify their academic potential:

#### *An Application Form*

The applicants' parents or guardians complete the Application Form. This may be obtained from the Convent's Reception or downloaded.

This Application Form is to be accompanied by:

- A non-refundable administration fee of R 300-00
- 2 certified copies of the last two school reports (for admissions from grades 2 -12)
- A certified copy of the learner's birth certificate
- A certified copy of the learner's baptism certificate (for catholic learners)
- An immunisation certificate (for first time school admission)

#### *Verification of Academic Potential*

The learners are required to complete tests and an interview designed to verify their academic potential.

#### *School Reports*

When appropriate, applicants are required to provide certified copies of their last two school reports.

#### *Interviews*

Each of the shortlisted applicants and their parents/guardians are interviewed by the appropriate Phase Director to determine their interests, commitment to the Convent's vision and suitability for the Convent's programme.

## 3. Waiting Lists

Applicants are placed on a waiting list for processing. They are to be informed of the success or otherwise of their applications by not later than 15th November of the year prior to their admission.

## WITHDRAWAL OF ADMISSION

A successful application for admission may be suspended or withdrawn by The School at any time after the applicant has been placed, under the following conditions:

- Where the pupil is in breach of The School's Code of Conduct and a suspension or expulsion is warranted.
- Where the person(s) responsible for the payment of school fees and levies is/are in breach of the fees agreement.
- Where a continued relationship between The School and the parent(s) / guardian(s) is not possible.