



# DE LA SALLE HOLY CROSS COLLEGE

## ADMISSION POLICY 2018 - 2019



1. **DE LA SALLE HOLY CROSS COLLEGE** (“the College”) is an independent inclusive Catholic School. It is a co-educational day school with no boarding facilities.
2. The College serves predominantly the children of the Catholic community in Johannesburg, but welcomes children of all faiths and aims to maintain a balance between male and female learners.
3. All families who are accepted at the College must be prepared and be able to uphold the ethos of the College.
4. The College caters for learners from Grade RR to Grade 12. A learner will generally be considered to be age appropriate for Grade RR in the year in which they turn 5, Grade R in the year in which they turn 6, Grade 1 in the year in which they turn 7, and so on.

### 5. **ENROLMENT CAPACITY**

- 5.1. Subject to the College’s right, in its discretion, to vary the following numbers, the enrolment capacity at the College is as follows:

	<b>Classes per Grade</b>	<b>Maximum learners per Class</b>
<b>Grade RR</b>	2	20
<b>Grade R</b>	4	22
<b>Bridging Class (Grade 1 to 3 – Subject to change)</b>	2	14
<b>Grade 1 to 6</b>	3	27
<b>Grade 7 to 12</b>	3	30

### 6. **ADMISSION CRITERIA**

- 6.1. Subject to the discretion of the Board of Governors and the College management, to be exercised in the best interests of the College from time to time, enrolment decisions will be based on the following order of preference:

- 6.1.1. Siblings of families already enrolled at the College, and children of staff members
- 6.1.2. Black Catholic applicants
- 6.1.3. Children of past pupils
- 6.1.4. New Catholic applicants
- 6.1.5. Black non-Catholic applicants
- 6.1.6. Other applicants.

(“Black” refers to “black people” as defined in section 1 of the Broad Based Black Economic Empowerment Act, 2003, but includes black people (as defined) who are citizens of countries other than South Africa.)

- 6.2. The date of application for enrolment at the College will be taken into account, but is not decisive of the enrolment decision.



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- 6.3. After application of the aforesaid criteria to arrive at a short-list of applicants, the applicants will be required, again subject to the discretion of the College, to satisfy the requirements of their academic readiness, as determined by the College in such manner as it deems fit, including by way of a written assessment, or individual interview assessments. Applicants who are determined not to be academically ready will not be accepted.
- 6.4. Learners in the Junior School are automatically eligible for enrolment in the High School, subject to an acceptable level of academic achievement and behaviour as determined by the College management, and provided that fees have at all times been timeously paid in full.
- 6.5. Siblings will not be considered for enrolment if there are any outstanding fees in respect of the siblings already enrolled.
- 6.6. Admission of Non-South African Citizens (Applicants without a valid South African ID) will be governed by the terms of the Immigration Act No. 13 of 2002, Immigration Regulation dated 22 May 2014 Section 12(1)(h):
  - 6.6.1 No learner will be admitted to the College unless they are in possession of a valid study visa issued by the Department of Home Affairs for the duration of the learner's studies.
  - 6.6.2 All fees must be fully paid in advance for each calendar year or part thereof.
  - 6.6.3 No fees will be refunded should the student leave the school before the year is completed
  - 6.6.4 A letter of confirmation / appointment on a company letterhead and a salary slip with the physical address of the company must be submitted.

## **7. APPLICATION PROCEDURE**

- 7.1. All applications must be completed using the College's application form. The application form is available on the website [www.delasalleholycrosscollege.co.za](http://www.delasalleholycrosscollege.co.za) for the College.
- 7.2. A separate application must be submitted for each child for whom any application is being submitted.
- 7.3. The parents/guardians of all applicants have the ongoing duty to inform the College of any information which might reasonably be expected to be relevant to the consideration of the application, including but not limited to:-
  - 7.3.1. the full history of the applicant's previous educational record;
  - 7.3.2. any disciplinary action taken against the applicant at any previous institution;
  - 7.3.3. any criminal offence of which such applicant has been charged or convicted;
  - 7.3.4. any outstanding fees due to any educational institution at which the applicant was previously enrolled; and the like.



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- 7.4. The following documents are required to be submitted with the application form:
- 7.4.1. A **certified** copy of the unabridged birth certificate of the applicant
  - 7.4.2. A **certified** copy of the baptismal certificate for all Catholic applicants
  - 7.4.3. A **certified** copy of the ID document of all the parents or guardians of the applicant
  - 7.4.4. A copy of the applicant's latest School report (where applicable)
- 7.5. Every application must also be accompanied by the non-refundable once-off administration fee in the amount determined by the Board from time to time (R500.00 as at May 2018). The administration fee is not refundable even if the applicant should not be accepted at the College.
- 7.6. Once the administration fee and all documents have been received by the College, the applicant's application for admission will be added to the database according to the date of payment of the administration fee. An email confirmation will then be sent by the College to the parent/guardian of the applicant.
- 7.7. Unsuccessful applicants will be kept on the waiting list, and it is the duty of all applicants to keep the College apprised of their current address and contact details. Where vacancies become available in subsequent years, the applicants will again be considered for enrolment according to the criteria set out herein, and will be advised if they are being considered for enrolment.

### **8. NOTIFICATION OF ACCEPTANCE AND POST-ACCEPTANCE REQUIREMENTS**

- 8.1. A letter of acceptance will be emailed to each successful applicant.
- 8.2. After receipt of the acceptance letter, the following must be complied with within 30 days of the date of the letter of acceptance, failing which the applicant's position will be forfeited:
- 8.2.1. The successful applicant must ensure that the following documents are submitted to the College:
    - 8.2.1.1. Agreement in respect of fees form
    - 8.2.1.2. The completed, signed and stamped financial clearance certificate from the previous school.
    - 8.2.1.3. The duly signed undertaking to abide by all of the College's policies.
    - 8.2.1.4. In the case of a deceased parent/s, a certified copy of the Death certificate/s.
    - 8.2.1.5. In the case of legal guardianship / fostership, a copy of the court order.
    - 8.2.1.6. In the case of divorce or separation of parents/guardians, a certified copy of the divorce and maintenance agreement.
    - 8.2.1.7. Proof of residence (in the case of divorce or separation of parents/guardians, both parents need to supply proof of residence). Where applicable, a signed notification of permission for the College to obtain from the applicant's existing or former educational institution, confirmation of the status and record of the payment of fees to that institution.
    - 8.2.1.8. If applicable, a valid study visa with copy of the parents and child's passport and all other relevant information.
    - 8.2.1.9. Any further documents or information referred to in the application and herein.



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- 8.2.2. The non-refundable development levy must be paid to the College for each successful applicant. This non-refundable development levy does not constitute school fees nor can it be allocated towards any school fees. It is a non-refundable levy which will be used, subject to the discretion of the Board, for capital expenditure and development, to the College's buildings and facilities.

Grades	Non Refundable Development Levy as at May 2018	Due dates for Payments:	
		Families with siblings in the College	New families to the College
Grade RR to 8	R7 500	By 30 <sup>th</sup> September of the current year	Within 1 Month after acceptance
Grade 9	R6 500		
Grade 10	R5 500		
Grade 11	R4 500		
Grade 12	R3 500		

- 8.2.3. The College will be entitled to do credit checks in line with the ISASA (Independent Schools Association of South Africa) Code of commercial practice.

## 9. GENERAL PROVISIONS

- 9.1. All applications for admission, including any documents and payment related thereto, and any admission-related enquiries, should be submitted to the College's Admissions Administrator, at the applicable e-mail address set out below.
- 9.2. The contents of this admission policy may be changed from time to time, at the discretion of the Board, and all applications will be governed by the provisions of the policy as amended.
- 9.3. The College reserves the right to withhold an offer of place at the discretion of the Management and the Board.
- 9.4. Please direct all applications and admission enquiries to:

### **JUNIOR SCHOOL:**

Admissions Administrator – Mrs Debby Cohn  
Telephone: (011) 782 – 5217  
Fax: (011) 782 – 8489  
E-mail: [debbyc@dlshccj.co.za](mailto:debbyc@dlshccj.co.za)

### **HIGH SCHOOL:**

Admissions Administrator – Mrs Stephanie Sallie  
Telephone: (011) 888 – 1692  
Fax: (011) 888 – 1282  
E-mail: [admissions@dlshcch.co.za](mailto:admissions@dlshcch.co.za)