



## ADMISSION POLICY AND FEE STRUCTURE

Thank you for showing an interest in our school. Please read the Admission Policy below carefully and then complete the application form. No application will be considered unless the form is completed **in full** and **all** required documents are attached. Failure to do so, will result in unnecessary delays as the application will not be considered.

Loreto School Queenswood is an Independent School established in terms of Section 45 of the South African Schools' Act 84 of 1996, read together with Section 29(3) of the Constitution.

Loreto School Queenswood is a co-educational school with a Catholic ethos and Christian values. The school welcomes all learners, regardless of race, nationality or religious origin.

**Whilst the school does not discriminate on religious grounds in terms of admission, it is expected that those learners who are enrolled at the school, attend various religious activities specific to the Catholic faith that are practised by the school. These include assembly, Mass, religious classes and the celebration of the various Feast Days.**

Education provided is holistic and does not focus purely on academics. All learners are, therefore, required to participate in at least **one** extramural activity of their choice each term.

### Criteria for Admission

1. Admission is based on availability.
2. Learners enrolling for the Preschool (i.e. Gr000 – 4 years, Gr00 – 5 years and Gr R – 6 years) are **not** tested. Admission is based on a first come first served basis.
3. A learner who turns 7, according to SASA, **must** be admitted into Grade 1. Should a learner who turns 7 not be ready for Grade 1, he/she must go for an assessment by an educational psychologist.  
Should a learner turn 6 before 30 June, such a learner may be admitted to Grade 1, if he/she is school ready. Note that according to SASA the onus is upon the parent to prove school readiness. However, learners who are turning 7 must get preference over any learner turning 6 before or on 30 June.
4. Learners enrolled in Grade R at Loreto will get first preference in their Grade 1 year over outside applications.
5. Applicants that have siblings at the school, one or both parents who were past learners of the school and/or who are Catholic, will be given preference when being considered for admission.
6. Thereafter, the applicants who meet the criteria will be placed on a first come first served basis i.e. those applications which are received first, will be processed first. The applications which cannot be accepted due to lack of availability, will be placed on a waiting list in order of date of application.



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7. Admission is conditional upon:
  - ▶ the ability to pay school fees, levies and the deposit
  - ▶ the testing results (Grade 1 to 7 only)
  - ▶ the agreement to submit to the school's Code of Conduct
  - ▶ the agreement to submit to our ethos and religious character
8. Where a learner is 2 (TWO) years or more above the cohort grade age, the Principal will decide on admission of the learner.
9. Applicants who are not South African citizens, must provide a valid study permit.
10. Persons classified as illegal aliens **must**, when applying for admission for their child/ren, show evidence that they have a valid work permit to work in South Africa. On acceptance of their child/ren at Loreto, they must then apply for the necessary study permit(s).
11. Where documentation is not available with regard to illegal aliens, the child/ren may be admitted to the school on condition that the parent(s) submit the required documentation to the school within 3 (THREE) months.
12. Note that the school has no determined feeder zones.

#### Admission procedure

1. The application for admission form must be filled in and handed to the admissions' secretary.
2. The applicant's parents will be requested to attend an interview with the Principal.
3. New learners are to write an entrance examination or to do a school readiness assessment.
4. The previous school attended is to complete the schools' prescribed character reference form attached to the admission form.

#### Document to accompany application form:

- Copy of birth certificate
- Copy of Baptismal Certificate (if Catholic)
- Copy of ID document of both parents
- 2 X ID photographs of your child/ren
- Copy of the previous school's report, **excluding Preschool applications**
- Confidential report to be faxed to Loreto School Queenswood, **excluding Preschool applications**
- Transfer card, **excluding Preschool applications**

**Should the application(s) be successful, an admission deposit, annual levy fee, building levy and one month's school fees are payable on acceptance of your child/ren.**

**Admission Forms can be downloaded from our webpage – [www.loretosq.co.za](http://www.loretosq.co.za)**