

THE THEODOR HERZL SCHOOLS' ADMISSION POLICY

PREAMBLE

Ideally, whether the applicant and his/ her family are South African or foreigners, it is imperative that they subscribe to the mission and values of Theodor Herzl School. This then is the first and foremost criteria for admission.

Theodor Herzl School is an independent Jewish day school, which serves the Jewish community, but welcomes children of all denominations. We strive to provide, within our diverse and multicultural environment, an education that is rooted in Jewish and universal values. We are committed to developing excellence in the individual, within a community that respects all its different cultures. Admissions policies, regulations and provisions are determined by the Board of Governors in conjunction with the Head of Campus and Principals of the Pre-Primary, Primary and High Schools.

Admissions Policy

Admission to the school is determined by whether the applicant:

- is Jewish
- is a pupil from Theodor Herzl Primary School
- has a sibling in the school and is a suitable applicant
- is the child of a past pupil and is a suitable applicant
- is prepared to abide by the mission and values of Theodor Herzl School
- *is proficient in English or in the case of a foreign language speaker, must agree to receive extra English tuition (at own cost).*

Admission requirements

- *Parents/Guardians must:*
 - *Supply the necessary information and documentation as required in the application form for enrolment at the school.*
 - *Agree to pay the required school fees.*
 - *Supply their child with the prescribed school multiform, books and stationery as required by the school.*
 - *Agree to support the school in the enforcement of its discipline, as stated in the various policy documents.*
 - *Align, respect and honour the Jewish ethos of Theodor Herzl School/*

School fees:

1. *The family must commit to regular and full payment of the school fees, failing which, the school reserves the right to suspend the pupil.*

2. *A non-refundable deposit is a requirement upon enrolment and this must be paid by the date specified in order to ensure confirmation of acceptance.*
3. *Fee payment and payment history may be verified from previous school*

The acceptance of our Pre-Primary children to the Primary School and from the Primary to the High School is considered as a norm. In the High School (Grades 10-12) the subject fit is a major consideration. The prospective pupil must be suitable and ready for the grade he/she wishes to enter.

Theodor Herzl School is an inclusive school and where possible, strives to accommodate learners with specific needs. If we are unable to do so, we will assist the parents to source alternative schooling.

The Pre-Primary accepts no more than:

- Grade 000 – 20
- Grade 00 – 25
- Grade 0 - 25

The Primary school accepts no more than:

- 25 - 27 learners into each Grade 1 and Grade 2 class. There will be an assistant teacher in each of these classes.
- 25 learners into each Grade 3 -7 class is seen as a desirable number. However, the school reserves the right to adjust the number to 27 learners per class - per Principal's discretion.

Applicants applying for entrance to Grade 1 from schools other than Theodor Herzl Pre-Primary are required to write a school-readiness/ entrance test. The Head of Theodor Herzl Pre-Primary sanctions the school readiness of the Theodor Herzl Pre-Primary Grade 1 applicants.

All applicants for entrance into Grades 2-7 are required to write an entrance exam. (These are administered by the grade teacher.)

A confidential report from the pupil's previous school may be requested. After an interview with the Principal, each pupil's application is carefully considered and, in addition to his/her performance in the entrance test, his/her interests and cultural activities, sport and the report on his/her general discipline are taken into consideration before acceptance.

The statistical age 'norm' per grade is the grade number plus 5, e.g:

Pre-Primary – aged 3 turning 4
Grade1=6

Grade 2=7
Grade 3=8
Grade 4=9
Grade 5=10
Grade 6=11
Grade 7=12
Grade 8=13
Grade 9=14
Grade 10=15
Grade 11=16
Grade 12=17

High School:

The main point of entry is at Grade 8 but pupils may enter at a higher grade provided there is a place. Prospective pupils from primary schools other than Theodor Herzl Primary School may be required to write an entrance test in Mathematics and English. A confidential report from the pupil's previous school may be requested. After an interview with the Executive Principal/and/or other teachers, each pupil's application is carefully considered and, in addition to his/her performance in the entrance test, his/ her interests and cultural activities, sport and the report on his/her general discipline are taken into consideration before acceptance. On admission a pupil's most recent academic report is required.

Theodor Herzl School reserves the right to null and void any application based on a poor report.

Theodor Herzl School has the right to admit children from programmes such as the M&E programme, as endorsed by the Independent Schools Association (ISASA).

Generally enquiries, interviews, school visits, tours and admissions are facilitated by the Principals of the schools. He/she consults the Executive Principal if any case deviates from the schools' admissions policy.

Successful applicants for places in grade 0, grade 1 or grade 8 are contacted telephonically within one week of the closing date of admissions. Offers made and accepted telephonically are confirmed in writing. A non-refundable acceptance fee is to be payable. If the place is not taken up then this amount will be directed towards upgrades.

Other applicants will be notified in writing that they remain on the waiting list and will be contacted telephonically when a place becomes available. Telephonic contact will always be confirmed in writing.

The following documents are required on application:

- Birth certificate (a baptismal certificate is not valid).
- Proof that a Jewish learner is either Orthodox or Progressive.
- Immunisation card (grade 1).
- Most recent school report (where applicable) – a requirement in high school
- Transfer card (where applicable).
- *Proof that the pupil has passed the grade previous to that applied for at this school.*
- Any learner who enters the country on a study permit must present the study permit and the parent's work permit to the school on registration.
- Non-citizens/ illegal aliens must show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country. If they cannot do so, the School will advise them to acquire the necessary documentation. The pupil will be temporarily admitted to the school (see information below).

The following regulations apply to foreign students in South Africa:

- All foreign students enrolled in a school must be in possession of a study permit and parent's work permit for the specific school at which they are enrolled.
- Prospective foreign students must submit an application to the authorities according to the regulations and await the outcome of this application, which includes getting the passport endorsed with a study permit before the student will be allowed to be enrolled and attend classes.
- The study permit is issued for the student to attend a specific school for a specific period. The school is required to ensure that the student's permit is valid during the entire time the student attends the school.
- The school is required to notify the authorities of the departure of any foreign student from the school.

A letter from the school confirming the following must accompany the application:

- Confirmation that the pupil has applied to be enrolled at the school and an indication of the grade in which he/she will be placed.
- Assurance that the foreign student is not depriving a local pupil of a place.
- Proof that the school fees have been paid or an arrangement for the payment of fees has been made.
- A written undertaking that the school will inform the Department of Home Affairs when the pupil leaves the school.

To comply with these regulations for foreign students, the school requires the following documents:

- A certified copy of the student's birth certificate.
- A certified copy of the student's passport.
- A certified copy of the parent's or guardian's passport.
- Proof that the student is supported financially for the duration of his/her studies in South Africa.
- A certified copy of the parent's work permit.
- Copy of medical report (BI-811).
- Copy of radiological report (BI-806) for children over 12 years of age.
- If the student is living with a guardian, a letter from the biological parents confirming the arrangement and a letter from the guardians accepting guardianship over the student.