Admission Policy	Date: June 2021

The Admissions Policy is in line with the South African Constitution, South African Schools Act (Act No 84 of 1996) and the National Education Policy Act (Act No 27 of 1996). The Admissions Policy of this school is determined by the School Management, who in turn delegate the administration of the admission of learners into Pharos schools.

Pharos Schools will seek to admit children where, in the opinion of the school, it can firstly reasonably be expected of the school to fulfil the educational needs of the child and secondly to concomitantly partner with parents to move children forwards in the acquisition and development of Christian values (spiritual formation) and the depth of their faith (equal and essential conditions).

The purpose of our Admissions Policy is to provide clear guidelines regarding the application procedure for admission and the selection of successful candidates for enrolment. The policy is designed to ensure that the interests and obligations of the school and its children as well as the interests and obligations of the applicants are fairly evaluated and appreciated.

Conditions of Admission for SCHOOL

1. Pharos Schools may not discriminate is any manner on the basis of race, gender or ethnic origin. Children of all races, gender or ethnic origin are welcome to apply and may be accepted into the school.
2. Pharos is a Christian School and exists as a biblically based religious organisation that supports parents who choose a Christ Centred education. The purpose and aim of the school are clearly outlined in the following documents:
   - Vision and Mission Statement
   - School Values
   - Philosophy of education
   - Statement of Faith
3. Pharos believes in the philosophy of a child's right to education, yet is a registered Independent School without subsidy from the Department of Education. Whilst a provision is made for subsidy allocations to children, Pharos is not obligated to educate children where fees are not being paid. Pharos is a feepaying school.
4. We believe in the dignity, acceptance and tolerance of every human individual and will endeavour to extend love and understanding to all people. The school does, however, choose to subscribe to the traditional biblical understanding of faith, of marriage, of relationship and of sexual orientation/identity. Whilst the school may not discriminate against any choice a child, parent or staff member may make, the school will not accept the practice of any behaviour contrary to the biblical understanding of marriage and sexual identity in the context of the school.
5. The school may request a confidential report and/or a financial status report from the previous school. We will take reasonable and lawful action to maintain the confidentiality of these reports. Outstanding fees to another school must be paid up before any application will be considered.

Conditions of Admission for PARENT

The Parent or legal guardian, as the applicant, commits to the following:

1. The parent acknowledges, understands and accepts the nature, chosen culture and independence of Pharos as reflected in the documents referred to in point 2 above. Notwithstanding the fact that the parents may or may not support the chosen nature and culture of the school, the parents still choose to send their child/children to us and commit to not attempting to change the school.
2. The parent will provide full disclosure information and documents relating to each child's scholastic history.
3. The parent will follow the stated application procedure and will accept, without condition, the decision of the school.
4. The parents will ensure that they are fully aware of all School policy prior to accepting a position at Pharos. Parents acknowledge and accept the school policies and procedures and commit to supporting the School in the implementation of these.
5. The parent will submit, in writing, a full month's notice by the first day of a school term prior to the child leaving the school. Where this is NOT done, the month's fees must be paid.
6. Parents undertake to absolve the school, the Board of Director's and the staff for any loss or damage to property or any injury whatsoever to pupils whilst in the care of the school.
7. Parent involvement with the school is a pre-requisite for the school to function effectively. Parents are required to attend school functions, Parent/Teacher meetings and Parents' Evenings.
8. Parents must disclose all relevant information regarding any previous disciplinary or behavioural problems.

Conditions of Admission for CHILD

The child, at the appropriate age of understanding, commits to the following:

1. The child acknowledges, understands and accepts the nature, chosen culture and independence of Pharos as reflected in the documents referred to in point 2 above. Notwithstanding the fact that the child may or may not support the chosen nature and culture of the school, the child will make no effort to change the school.
2. The child will ensure that they are fully aware of all School policy prior to accepting a position at Pharos, especially relating to the Code of Conduct. The child acknowledges and accepts the school policies and procedures and commits to supporting the school in the implementation of these.
3. The child will endeavour to refrain from any discrimination in any form.
4. On acceptance, the child may be placed on a probation for two full terms.

Conditions for Admission – Age

The following age-restrictions will apply to children attending Pharos in the respective Grades at the start of a given year:

Grade R	must be 5 turning 6
Grade 1	must be 6 turning 7
Grade 2-7	may not be more than 2 years above the Grade age. (at the Principal's discretion)

The School may not, unless with specific approval of the School management, admit more than the set class size number:

Pre-School (000-Grade R)	16 pupils per class
Grade 1-7	16 pupils per class

Conditions for Admission – Non RSA Citizens

1. The Policy applies equally to the admission of non South African citizens, including parents who are in the possession of a permanent or temporary residence, or who are illegal aliens.
2. A child who enters the country on a study permit must present the study permit to the school. It is the responsibility of the parents/ legal guardians to ensure that the work permit is kept up to date. Registration at the School will automatically lapse should the study permit expire.

3. People classified as illegal aliens must, when applying for admission for their children, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country.
4. A non-South African citizen will only be enrolled if they will not be taking the place of a South African citizen.

Conditions for Admission – General

1. Priority will be given to children who already have a sibling/s in the school. It is however essential for siblings of current pupils to be registered timeously to facilitate their enrolment into the school.
2. Pharos is a dual-medium school and the language of learning and teaching is English and Afrikaans. Afrikaans and English are the first additional languages.
3. The school will not admit any pupil whose educational or special needs cannot be met by the school's available resources or programmes.
4. The school management shall be entitled to review or amend the conditions of Admission upon one term's written notice. Parents agree that upon receipt of such written notice such amended conditions shall be binding as if incorporated herein. The decision of the school management is final.

Conditions for Admission – Procedure

The school must follow the standard procedure for all applicants. Submission of application forms does not entitle the parents/pupil to a place in the school. The full procedure must be followed before final acceptance may be granted.

1. Registration forms are submitted to the admissions office. Applications for places in the school will be considered throughout the school year where spaces are available. Applications should ordinarily reach the admission office by the set time for enrolment in the following year. The following documents are required for registration:
   - Application Form
   - Copy of Birth Certificate or acceptable proof of date of birth
   - Copy of Identity Documents of parent / legal guardian
   - Copy of Study Permit (if required)
   - Copy of School Readiness Test (for entry into Grade 1)
   - Copy of most recent School Report (where applicable)
   - Proof of payment of Registration Fee

2. Where applicable to the Grade, prospective pupils will write the school assessment Tests. These tests are arranged by the school on set dates or on appointment. The School Principal may request that further testing of the child, by an educational Psychologist, take place.

3. An interview with the School Principal is scheduled by the school. Both parents / legal guardians, and the child must attend the interview.

4. The application is considered by the Selection Committee after which the parents are informed of the application decision. The decision of this committee is final and no reasons for non-acceptance need be provided to parents and without any leave to appeal.

5. On written acceptance, parents are required to pay the enrolment fee by the set date, prior to the child starting at the school.

6. The Contract of Enrolment is completed by the parents and submitted to the school. The contract is signed by the principal and a copy returned to the parents.

7. Parents and the child must attend the scheduled Parent Information Meeting prior to the start of the new school year.