

ROOSEVELT ACADEMY SECONDARY

ADMISSION POLICY GRADE 8 TO 12



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1. Introduction

Roosevelt Academy is committed to providing quality education while maintaining a fair, transparent, and inclusive admission process for learners from Grade R to Grade 12.

2. Legal Framework

The admission policy is guided by:

- South African Schools Act (No. 84 of 1996)
- National Education Policy Act (No. 27 of 1996)
- Children's Act (No. 38 of 2005)
- South African Constitution
- Regulations Relating to the Minimum Requirements for Teacher Education Qualifications
- Department of Basic Education Guidelines

3. Admission Principles

Roosevelt Academy upholds the following core principles:

- Non-discrimination
- Equality of opportunity
- Transparency in admission processes
- Respect for learner diversity
- Adherence to legal and ethical standards

4. Age Requirements

4.1 Maximum Age Limits for Grades

- Grade 8: Maximum 13 years
- Grade 9: Maximum 14 years
- Grade 10: Maximum 15 years
- Grade 11: Maximum 16 years
- Grade 12: Maximum 17 years

4.2 Age Exceptions

- Learners already enrolled in at school are exempt from strict age norms
- A maximum of two years' grace may be granted for learners repeating a year
- Learners more than three years older than the age norm for a grade may be advised to:
 - Enroll in an Adult Basic Education and Training (ABET) centre
 - Consider Further Education and Training (FET) college options

5. Application Process

5.1 Application Timeline

- Grade 8 admissions: Before the end of October each year
- Ensures teaching and learning commence on the first day of school
- Late applications considered subject to availability

5.2 Residential Qualification

Priority given to:

- Learners residing near the school
- Learners whose parents/guardians:
 - Live in the feeder school zone
 - Own property in the area
 - Work in the area
- Learners within a 35km radius may apply, but admission is not guaranteed

5.3 Sibling Admission

- Sibling applications must meet laid-down criteria
- No automatic entrance guaranteed
- Must follow standard application process

5.4 Special Admission

- Learners whose parents have relocated may apply
- Applicable only for Grades 8-12

5.5 Application Methods

- SASAMS generated application forms
- Online application portal
- In-person applications at school administration
- Email submissions with required documentation

6. Documentation Requirements

Mandatory documents for all applicants:

- SASAMS generated application forms completed by both learners and parents/guardians
- Certified copy of birth certificate/Identity document
- Certified copy of school report from previous school
- Original transfer certificate from previous school (not required for learners from specified feeder schools)
- Proof of residential address
- Parent/Guardian identification documents
- Proof of workplace location (if applicable)
- Unabridged birth certificate (for learners under 18)

6.1 Special Documentation

- Full profile for learners with special needs
- Disclosure of any medical conditions that may impact academic performance

7. Admission Criteria

7.1 Academic Criteria

- Previous academic performance
- Age-appropriate grade placement
- Availability of space in requested grade
- Academic assessment if required

7.2 Priority Admission

- Siblings of current learners
- Children of staff members
- Learners from feeder primary schools
- Learners with special educational needs

8. Special Needs and Inclusive Education

8.1 Special Needs Admission Guidelines

- Children with special needs may be accepted provided they can:
 - Cope with the school environment
 - Meet educational and academic challenges

8.2 Limitations on Special Needs Admissions

The school may not be able to accommodate learners with:

- Deafness
- Blindness
- Orthopedic impairments
- Intellectual disabilities
- Hearing impairments

8.3 Special Needs Application Requirements

- Full profile of the child must accompany the application
- Comprehensive assessment documentation
- Consultation with school management
- Individualized support plan discussion

8.4 Disclosure Requirements

- Parents/Guardians must disclose:
 - Existing medical conditions
 - Illnesses that may hamper academic performance
- School management will handle such information responsibly
- Information will be shared with teaching staff to support the learner

9. Religious and Cultural Considerations

9.1 School Character

- The school maintains a Christian character
- Respect for different religious beliefs
- General assemblies follow a Christian theme
- All educators and learners expected to participate in assemblies

10. Language of Learning and Teaching

10.1 Medium of Instruction

- Primary language of instruction: English
- Additional language support provided: Afrikaans
- Multilingual approach encouraged

10.2 Language Proficiency

- Assessment of language proficiency for non-native speakers
- Additional language support programs

10. Grade Placement

10.1 Placement Procedures

- Based on age and previous academic records
- Placement assessment for transfers
- Consideration of learner's developmental stage
- Potential recommendation for additional support or intervention

11. Capacity and Limitations

11.1 Class Size

- Maximum class size: 30 learners per class
- Smaller classes for specialized or advanced programs
- Priority given to early applications

11.2 Waitlist Procedures

- Transparent waitlist management
- Communication of application status
- Fair selection criteria for waitlisted learners

12. Appeals Process

12.1 Admission Decision Appeals

- Written appeal within 14 days of notification
- Independent review committee
- Transparent and fair consideration
- Final decision communicated within 30 days

13. International Students

13.1 Additional Requirements

- Valid study permit
- Equivalence certificate from Department of Basic Education
- Comprehensive medical insurance
- English proficiency assessment
- Additional documentation as per immigration regulations

14. Fee Policies

14.1 Fee Structure

- Compulsory school fees agreed upon by the school managers
- Administration fee payable upon collection of application form
- Parents must agree to fee payment by signing the application form

14.2 Fee Exemption

- Parents may apply for partial or full fee exemption
- Exemptions are determined by the school directors.

15. Policy Review

15.1 Annual Review

- Policy reviewed annually
 - Stakeholder input considered
 - Alignment with current educational regulations
 - Approved by School Governing Body
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APPROVAL

Recommended by: Principal (print name)		Signature:	
Date:			
Approved by: SGB Chairperson (Print name)		Signature:	
Date:			
Date of Verification			
Verification by: School Manager (Print Name)		Signature:	
Date of Verification			
Certified by : School Director (Print Name)		Signature:	
Date:			