



SWAKOPMUND CHRISTIAN ACADEMY

CC/99/1262

*Train up a child in the way that he should go;
And when he is old he will not depart from it. (Prov 22:6)*

SWAKOPMUND CHRISTIAN ACADEMY POLICIES & PROCEDURES	
SUBJECT: ENROLMENT POLICY	
SECTION : E – ADMINISTRATION	TOPIC: 1
DATE : JANUARY 2021	AUTHORISED : MR P. LINKS
SUPERCEDES : NEW POLICY	DATE : 01 JANUARY 2021

ENROLMENT

SCA admits students of any economic status, race, colour, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available. We do not discriminate based on race, color, and national or ethnic origin in the administration of educational policies, admissions policies, scholarships, and other school-administered programs. Management in conjunction with the owner has autonomy to design and structure policies that will lead to the proper functioning of the business. All students that are admitted according to the standards of the school will have the rights to all the privileges, programs and activities made available to the student body.

It is the right of the administration of SCA to accept or deny any application on merit and on sole discretion.

All parents and learners will be required to register on the school's online and/or e-learning platforms.

ADMISSIONS PROCEDURE

1. Parents **visit or contact the school** in person to obtain an application form for N\$50. Parents may also register online or download the application form from our online facilities and pay N\$50 with submission. New enrolment screening will be conducted in three phases during July, September, and November of the current year. Forms can be obtained from the school office, downloaded, and/or simply conduct an online application.
2. Parents and student read all information thoroughly and answer every question.
3. **Application Form as well as Parent Agreement is submitted** and accompanied by the previous report card.
4. **Diagnostic Tests** (applicable only for new entries into grade 2-7 program) determine your child's entry level into the SCA programme and are normally conducted at the start of the application process. The school may recommend placing a learner in

his/her applicable grade level provided the parent consents thereto. A fee of N\$100.00 is payable for the testing. The school affirms the previous grade report results (only applicable to the Namibian MoE school system participants).

Grade 1 - School Readiness Evaluation

- **School readiness must be finalized during September, annually.**

Please note that your child's acceptance into Grade 1 is subject to the submission of a School Readiness Evaluation done by a professional occupational therapist etc. The successful end of year grade 0 or pre-school report card and assessment is compulsory where applicable. The school readiness evaluation can be arranged with the following recommended service providers:

Educational Psychologist	Nadezna Swanepoel	081 2340651
Educational Psychologist	Gert Meyer	40 4020
Occupational Therapist	Liezel Sheffer	206 356

5. The school office may call for an **interview** (both parents and pupil) with the Principal if appropriate.
6. Parents will be **notified of acceptance or denial in writing**.
7. Upon acceptance the **non-refundable Enrolment Fee as well as Tuition fees are required for payment within the month of acceptance to ensure your child's placing at the school**. In this process the parent is required to cooperate fully. **The school administers a strict "no school fees refund" policy.**
8. Final forms e.g. birth certificates, study permit; student photo, recommendation from previous school principal etc. that may be required must be submitted.
9. Both parents attend the **Parent Orientation (applicable to all grade 1-7 learners) on the first day of school (please accompany your child to school)**. This orientation is compulsory for students from Grade 1 upwards. Enrolment at the school is subject to attendance as it is vital for parents to understand the SCA culture so that they can support their child.
10. At SCA parental involvement is compulsory or non-negotiable in all activities of the school, this is deemed as vital.
11. Parents of enrolled students are required to **pay the annual administrative fees** that will be billed on their student accounts normally during August/September. This is the school's management' prerogative.
12. **Enrolment to Swakopmund Christian Academy is not a right but a privilege.**