




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 : SEPTEMBER 2016	AUTHORISED : Mr. P. Links
SUPERCEDES : NEW POLICY	DATE :01/07/2017

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 on the basis of race, color, and national or ethnic origin in the administration of educational policies, admissions policies, scholarships, and other school-administered programs. 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 as deemed necessary.

ADMISSIONS PROCEDURE

1. Parents **visit or contact the school** to obtain an application form. 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 or downloaded from this website: www.swakopca.com
2. Parents and student read the information sheets thoroughly.
3. **Application Form as well as Parent Agreement is submitted** accompanied by 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\$250.00 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

- **Final school readiness must be finalized by 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 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.
6. Parents will be **notified of acceptance or denial in writing**.
7. Upon acceptance IRO enrolment a **non-refundable Enrolment Fee and an in advance Tuition Fee payment will be required immediately or within the month of acceptance to ensure your child's placing at the school**. In this process the parent is required to cooperate fully.
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. The parent will be handed all the necessary requirements pros & cons e.g. uniform and stationary lists etc.
10. Both parents attend the **Parent Orientation (applicable to all grade 0-7 learners) on the first day of school (please accompany your child to school)**. This orientation is compulsory for students from Grade 0 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.
11. At SCA parental involvement is compulsory or non-negotiable in all activities of the school, this is deemed as vital.
12. Parents of returning students are required to settle their **re-enrolment as well as book fees** for the ensuing year, before September each year.