



ADMISSION POLICY

1. PREAMBLE

SPARK Schools is a network of private primary schools dedicated to delivering accessible, high quality education that aligns to the CAPS Curriculum. SPARK Schools offers a uniquely individualised educational opportunity for scholars by focusing on each scholar's needs in the classroom and using online learning. At SPARK Schools, we know that excellent education is as much about character development as academic achievement. To that end, SPARK Schools emphasise the core values of Service, Persistence, Achievement, Responsibility, and Kindness in the classroom, in the Learning Lab, during sport, on the playground, and in the community. Every day, scholars repeat the SPARK Schools Creed, a daily promise that summarises these core values and reminds them that they are SPARK scholars at all times. SPARK teachers and tutors discuss these core values with scholars throughout the school day and work with families to implement them at home. Our core values are essential to setting our scholars on a path of learning and personal success at SPARK and beyond!

2. ADMISSION AND ENROLMENT

a. This admission policy as adopted by the school from time to time, has been written in accordance with section 29 of the South African Schools Act 84 of 1996 and the National Education Policy Act No. 27 of 1996.

b. The admission and enrolment of scholars to the school is at the discretion of the principal who may refuse a scholar's admission to the school without giving reasons therefore or may grant temporary or provisional enrolment to the school subject to such further terms and conditions which the principal may impose. The principal may, at his/her sole discretion, cancel enrolment in accordance with the school's Parent Enrolment Agreement, the School Rules/Code of Conduct or Policies.

c. For the sake of clarity, this admission policy, together with the Parent Enrolment Agreement, regulates the enrolment and admission of the scholar to the School, the



relationship between the school, the scholar, yourself and/or the payer once the scholar is admitted and enrolled with the school.

d. You will only receive the Parent Enrolment Agreement if the scholar's online application, as completed on our website, has been accepted. The school therefore agrees to enrol the scholar, for the duration of their school education, subject to the terms and conditions of the Parent Enrolment Agreement, and subject to your agreement hereto.

e. The scholar is only considered to be formally enrolled at the school when the Application Fee; the non-refundable fee payable by the parent/s upon online application to the school, as set out in the Schedule of Fees and relates to certain administrative costs involved in applying for a position for a student at the school, has been paid, this Agreement has been signed and the Enrolment Fee has been paid.

f. You acknowledge that it is a privilege for the scholar to attend an independent school such as SPARK, and not a right.

g. As such you agree that you and/or the Payer; the person or entity who undertakes to be responsible for the payment of the scholar's fees, as the case may be, are responsible for the full payment of all fees as set out above and in the Schedule of Fees; which sets out all fees payable, annexed hereto.

h. In light of the above you agree and acknowledge that failure to pay Fees will result in termination of your agreement with the school and the scholar's enrolment at the school.

3. ADMISSION PROCESS

a. The network's centralized enrolment team at SPARK Support are responsible for the administration of the admission of scholars into SPARK Schools.

b. A non-refundable Application fee is charged for administration and must be paid at the time of application.

c. The application form requires the parents to furnish the school with the following:

i. Complete online application form for enrolment.



ii. An unabridged birth certificate for the candidate SPARK scholar (or an abridged birth certificate as well as a copy of the receipt for your unabridged birth certificate if you are still waiting for one)

iii. A vaccination/immunization certificate, with all pages and the scholar's name clearly visible, for the candidate SPARK scholar.

iv. A current report card for the candidate SPARK scholar.

v. Proof of residence for the parent/payer.

vi. A certified copy of the parent/payer's identity document.

vii. A signed copy of the parent enrolment contract including the parent/payer's initials on every page of the contract as well as scholar, parent and payee detail.

viii. Signed media release contract.

ix. Proof of payment (using scholar's name and surname as reference)

1. 2018 – Total R2500 Registration fee (R400) and the first month's fee (R2100). Both fees must be paid for the scholar's space to be considered for the 2018 school year. First month's fee will be reimbursed if there is no space for the scholar once we process your application.

2. 2019 – Total R2760 Registration fee (R450) and the first month's fee (R2310). Both fees must be paid for the scholar's space to be considered for the 2019 school year. First month's fee will be reimbursed if there is no space for the scholar once we process your application. As of the 1st November 2018, the first month's fee (R2310) will not be refunded if you choose to disenrol the scholar before they start in January 2019, due to contractual obligations. If there happens to not be space in your required grade, then we will reimburse the R2310.

d. The parent/payer will be required to supply the school with full personal details of both parents and scholar/s.

e. Copies of the scholar's:

i. 2 x ID Photos

ii. Unabridged Birth Certificate or ID Document

iii. Clinic Card / Immunization card.

iv. Latest School Report (if currently attending another school).

v. Transfer letter from previous school.



- vi. Complete Assessment Form
- f. Copies of the parent/s:
 - i. ID Document
 - ii. 3 Months Proof of Income
 - iii. 3 Months Bank Statements

The above documentation can either be attached to the application form or emailed to applications@sparkschools.co.za

4. AGE NORMS

- a. The scholar must be of an appropriate age for that particular grade.

SPARK will accept a scholar into a grade provided that the scholar has passed, in the reasonable opinion of the SPARK leadership team, and upon presentation of requisite documentation (report card), the previous grade at their last school. In order to

- b. SPARK Schools will enrol a scholar in a grade as follows:

Grade	Appropriate age	Age scholar may not exceed
R	4 years (scholar must turn 5 by 30 June of the school year)	5 years, turning 6 years old before 30 June
1	5 years (scholar must turn 6 by 30 June of the school year)	6 years, turning 7 years old before 30 June
2	6 years	7 years
3	7 years	8 years
4	8 years	9 years



5	9 years	10 years
6	10 years	11 years
7	11 years	12 years

School zoning is irrelevant for admission to the school.

5. ADMISSION OF NON-CITIZENS

Non-citizens will be admitted to the school provided that parents are in the possession of a temporary or permanent residence permit and the scholar must have a study permit. A certified copy of the original permit must be submitted with the application.

6. ENROLMENT

Once a scholar is enrolled at SPARK Schools, they will:

- a. Receive a blended tuition.
- b. Adhere to SPARK values.
- c. Be taught in the language of instruction; i.e. English, isiZulu and IsiXhosa.
- d. Adhere to the Code of Conduct for Learners and the Dress Code.
- e. Respect the school leaders and staff at all times.
- f. Refrain from bringing any illegal substances into the school grounds.

7. PARENTS'/PAYERS OBLIGATIONS

a. In order to fulfil our obligations we need your co-operation. Without detracting from any specific obligations contained in the Parent Enrolment Agreement, you are required to:

- i. Encourage the scholar in his/her studies, and give appropriate support at home;
- ii. Keep the school informed of matters which affect the scholar;
- iii. Maintain a courteous and constructive relationship with school staff;
- iv. Attend meetings and otherwise keep in touch with the school where the scholar's interests require you to do so.



Placement will only become final when all of the above has been processed, signed by the enrolment department and electronic notice is given to the applicants via email.

Policy approved by: Leandra Andrew (Enrolment Manager)

Date: 06 March 2019