



# ADMISSIONS POLICY



ST BENEDICT'S

This policy promotes and facilitates the admission of boys to St Benedict's.

## INTRODUCTION

The normal points of entry into St Benedict's are at the Junior Preparatory School level in Grade R or at the College level in Grade 8. Admission is possible in other grades only if and when vacancies occur.

School-readiness tests are not conducted at Grade R level but are required for entry into Grade 1. Simple entrance tests are conducted for entry into Grade 2 and 3.

Since 2010, record numbers of prospective Grade 8 boys have applied for admission into the College. Usually new boys are not accepted into Grade 11 or 12. Boys are generally accepted into Grade 10 only if they move to St Benedict's from another independent school.

The Junior Preparatory School caters for a total of 400 boys, the Preparatory School for 400 and the College for a total of 750 boys. The average class size for Grade R is 24 with 25 boys in four classes from Grade 1 to Grade 7. At Grade 8 and 9 levels, 6 classes with a maximum of 25 boys are accommodated in each grade.

## PRINCIPLES IN PRACTICE

1. Admission to St Benedict's College is open to all.
2. Application forms are available for download from the school's website, are mailed/emailed to parents upon request or may be collected from the three administrative offices of the school i.e. Junior Preparatory, Preparatory and College. In addition, there is an online application for parents' convenience.

Certified copies of the following documents are required in respect of each applicant:

- Birth Certificate
  - Baptismal Certificate
  - Testimonial Form (for applications for Grade 2 to 12)
  - Testimonial from parish priest / minister (optional)
  - Most recent school report
  - Current school fee statement
  - Parent/guardian Identity Book and Passport
  - Official Immunisation Card
  - Proof of Custody (if applicable)
  - Immigrant Applicants to submit Unabridged Birth Certificate and Passport
3. A **non-refundable** application fee is payable upon submission of the application form. Applications are not processed until the application fee and all other required documentation is received.
  4. All applications are considered on merit and acceptance is based on the outcome of the applicable process which includes an interview with a Head or Deputy Head.
  5. The criteria for admission will include whether the family and child will align to the values of St Benedict's; whether the child will add value to the school and whether the family are able to meet the fee commitments.
    - Parents and boys seeking admission to St Benedict's are reminded that the school operates as a Catholic school and whilst boys of different faiths are enrolled they are expected to

participate fully in the liturgical programme of the school. Parents may not request that their sons be excused from the religious life of the school.

- Parents and boys are also made aware that at College level it is compulsory for all boys to participate in a winter and a summer sport or a cultural activity. Parents may not request that their sons be excused from the extracurricular life of the school.

6. Applications are to be signed by both parents of the child. In any other legal instance, proof of the authority will need to be provided.
7. All applications need to be accompanied by a full academic record. Applications from Grade 2 upwards must be accompanied by a testimonial from an applicant's previous school. The admissions process may include discussions with a candidate's previous school, particularly when a candidate moves to St Benedict's from another independent school.
8. Preference is given to specific categories of applicants and these are offered in the following order and are dependent on the places available:  
  
Staff children  
Brothers (including brothers of sisters at Holy Rosary School and Assumption Convent School)  
Catholic candidates  
Children of Alumni  
Family associations
9. Applicants who meet the criteria outlined in point 8 above will be notified of acceptance as soon as possible after application. Applicants who do not fall into these criteria will be placed on a waiting list and will be notified by March of the year preceding the year of requested enrolment.
10. All new admissions to St Benedict's are required to pay a non-refundable enrolment fee within one month of acceptance. Failure to do so timeously may result in the position being forfeited.
11. All applications accepted more than a year in advance will be billed a enrolment fee "top-up" if the required enrolment fee is adjusted between acceptance and enrolment.
12. St Benedict's does not have the capacity to enrol candidates who are in need of intensive academic support or who are severely disabled. Candidates need to be proficient in the Language of Teaching and Learning.
13. All applications are subject to fee payment verification by the previous school attended and a credit check. The school may decide not to offer a place in the case of adverse reports regarding payment histories at previous institutions.

## ST BENEDICT'S JUNIOR PREPARATORY SCHOOL

### **Grade R**

14. Pupils are admitted to Grade R in the year in which they turn six.
15. Prospective parents are contacted in January/February of the year prior to their son's entry to St Benedict's. They are invited to attend a presentation at which they have an opportunity to find out more about the school and have their questions answered. Invitations are sent based on the order in which applications are received.

16. Parents are offered a place at the school and given one month to confirm their acceptance of the position through the payment of the relevant enrolment fee.
17. Unsuccessful applicants are placed on a waiting list and are contacted should further vacancies occur.
18. There are no entrance requirements for boys entering Grade R.
19. Each child has a school readiness assessment during their Grade R year, as near as possible to their 6<sup>th</sup> birthday. This assessment is used for diagnostic purposes and is in no way an entrance test.
20. Each family is invited to a function during November prior to commencement. At this function they receive a comprehensive information pack and are introduced to their son's class teacher.

### **Grades 1 – 3**

21. Applicants for Grade 1 are to undergo a school readiness test with a registered educational psychologist. Applicants for Grade 2 and 3 are invited to informal readiness tests – generally in the middle of the year or at the time of application when vacancies arise. The purpose of the test is to ascertain in which grade the applicant will be best placed and if any support is required prior to their entrance to St Benedict's.
22. Parents are invited to an interview with the Head to discuss schooling and placement. Successful applicants are given one month to confirm their acceptance of the position through the payment of the relevant enrolment fee and deposit.

### **ST BENEDICT'S PREPARATORY SCHOOL**

23. Boys moving up from St Benedict's Junior Preparatory are not initially assessed and are automatically accepted into the Preparatory School.
24. Applications from new boys for positions in Grades 4 - 7 are processed as they arise and candidates who are accepted into the school usually receive written correspondence within two weeks of application.

### **ST BENEDICT'S COLLEGE**

#### ***St Benedict's Prep Boys***

25. Boys moving up from St Benedict's Preparatory School are not initially assessed and are automatically accepted into the College.
26. Initial correspondence and an invitation to the Grade 8 Orientation Camp are sent to all new Grade 8 boys during the November of their Grade 7 year. This correspondence includes an invitation for parents to attend initial Parents' Meetings.

#### ***New Boys from other Feeder Schools***

27. Applications from new boys for positions in Grade 8 are processed as they arise and candidates who are accepted into the school usually receive written correspondence within two weeks of application.
28. New boys also enter Grade 8 through the Scholarship Process.

Boys who write the scholarship exams are usually informed of the success of their application towards the end of May. Boys who are not successful in securing a scholarship will also be notified whether they are eligible to enrol at St Benedict's.

### **Scholarships**

29. The College offers a limited number of scholarships to boys entering the St Benedict's at Grade 8 level.
30. The scholarship exam or assessment is undertaken during March of the year before entrance.

### **ANNUAL LEARNER REGISTRATION**

31. Notwithstanding the fact that parents are required to give a full term's notice should their son be leaving the school, all parents will be required to complete an online Learner Registration process prior to their son being placed on a class list for the subsequent .

This process includes acceptance of the St Benedict's Parent Contract and Standard Terms and Conditions. This process will also alert parents and boys to other relevant documents such as the schools' Code of Conducts.

### **POLICY HISTORY**

October 2015 - Amendments proposed by Executive Headmaster

5 July 2016 – Reviewed by A C Oosthuysen

29 May 2017 - Reviewed by A C Oosthuysen

18 July 2017 – Clause 13 added from Application Forms