



## SPRINGFIELD CONVENT SCHOOL: ADMISSIONS POLICY

1. Springfield Convent School is an independent Catholic school for girls. It is a day school with no boarding facilities.
2. Springfield serves the Catholic community in Cape Town, but welcomes children of other faiths. It aims to maintain a 70% enrolment of Catholics in every grade.
3. All families who are accepted at Springfield must be willing and able to support the ethos of the school.
4. Springfield caters for girls from Nursery to Grade Twelve.

The statistical age norm is:-

Nursery	the year she turns	4
Pre-Reception	"	5
Reception	"	6
Grade One	"	7
Grade Eight	"	14
Grade Twelve	"	18

### 5. ENROLMENT CAPACITY

- One Nursery class of girls who turn 4 by June of their Nursery year;
- Two classes per grade from Pre-Reception to Grade Seven, except in Grade One where the girls are divided into three classes;
- Three classes per grade from Grade Eight to Grade Twelve.

The school reserves the right in exceptional circumstances to review the number of classes per grade and the number of pupils allocated per class.

### 6. ADMISSION CRITERIA

Preference is given, at any admission point, to (in no particular order):

- Catholics
- Siblings
- Those from previously disadvantaged population groups
- Daughters of past pupils

## **7. ADMISSIONS PROCEDURE**

### **7.1 Nursery, Pre-Reception and Reception**

There is a small Nursery class, mainly for teachers' children and some siblings. The main intake at Springfield happens at Pre-Reception. All new families applying for Pre-Reception are interviewed. Individual interviews take place with the parents and their daughters. Group interviews are organised for siblings.

Interviews for Reception take place when there is a vacancy.

### **7.2 Grades One to Seven**

There is automatic acceptance from Pre-School into Junior School, providing an acceptable level of behaviour and academic progress has been maintained, and that the school fees have been paid.

Interviews for Grades One to Seven take place when there is a vacancy.

When vacancies occur, applicants write a school readiness test or a placement test for the appropriate grade, which also determines whether the child can cope with the academic nature of Springfield.

### **7.3 Grade Eight**

There is automatic acceptance from Junior School into Senior School, providing an acceptable level of behaviour and academic progress has been maintained, and that the school fees have been paid.

#### **New admissions to Grade Eight:**

- Individual interviews are conducted with each family.
- An entrance assessment is written during the first half of the year prior to the pupil entering Grade Eight.
- The prospective pupil must be able to cope with an academic subject choice.

Interviews for Grades Nine to Twelve take place when there is a vacancy.

## **8. APPLICATION PROCEDURE**

- a. An application form must be completed for each child.  
(available on the website - [www.springfieldconvent.co.za](http://www.springfieldconvent.co.za))
- b. An administrative fee of **R350-00** is to accompany the completed form. This registration fee is not refundable if the applicant should not be accepted to the school.
- c. Each application is added to the data base.

### 8.1 The following documents are required with the application form:

- A certified copy of the child's birth certificate
- A certified copy of the baptism certificate for all Christian applicants
- A certified copy of each parent's ID document
- A copy of the latest school report (where applicable).
  
- Should an applicant not be in possession of a South African Birth Certificate, a Study Permit needs to accompany an Application Form. It is the prospective / current parent's responsibility to submit a new Study Permit to the School, after the date has expired.

## 9. ACCEPTANCE PROCEDURE

9.1 A letter of acceptance is sent to each successful applicant.

9.2 After this, in order for the child to be placed on the school roll, the following is mandatory:

- An acceptance fee of **R12,500-00** is to be paid. This initial acceptance fee is non-refundable, does not constitute a tuition fee and is directed towards improvements, renovations and upgrades.
- Pre-School: the completed and signed Registration Form and Pupil/Parent Information Sheet, together with the signed acceptance of the school's Parent Charter, are to be returned to the school.
- Junior School: the completed and signed Registration Form, Parent/Pupil Information Sheet and completed Financial Clearance Certificate, together with the signed acceptance of the school's Parent Charter, are to be returned to the school.
- Senior School: the completed and signed Registration Form, Parent/Pupil Information Sheet, completed Financial Clearance Certificate and signed Code of Conduct Reply Slip, together with the signed acceptance of the school's Parent Charter, are to be returned to the school.

Please direct all admission enquiries to:

Mrs Luiza Gomez : Admissions Administrator  
Telephone: 021 7979637  
Fax: 021 7978776  
e-mail: [admissions@springfieldconvent.co.za](mailto:admissions@springfieldconvent.co.za)

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