



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 and while welcoming children of other faiths, it aims to maintain a substantial 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 age norm for each grade is:

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

5. ENROLMENT CAPACITY

- Two Nursery classes of girls who turn 4 during their Nursery year
- Two classes per grade from Pre-Reception to Grade Seven. However, if the enrolment in a particular grade in the Foundation Phase warrants three classes, this will be implemented
- In the Senior School, subject choices have an impact on class sizes. A total of approximately 450 pupils is optimal from an educational and sustainability perspective

The School reserves the right to review the number of classes per grade and the number of pupils allocated per class.

6. **ADMISSION GUIDELINES**

The school Principals are led by the following guidelines for preferential acceptance:

- Catholics
- Applicants of colour
- Siblings of current and past pupils
- Daughters of past pupils
- For the Nursery intake: age at date of application

7. **ADMISSIONS PROCEDURE**

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

The main intake at Springfield happens at Nursery level, with smaller intakes happening at Pre-Reception, Reception and Grade One. All new families applying for Nursery are interviewed in the first quarter of the year prior to enrolment.

Interviews for Pre-Reception and Reception take place when there are vacancies. When vacancies occur, the guidelines indicated in point 6 of this policy are applied.

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, the guidelines indicated in point 6 of this policy are applied and there should be a reasonable expectation that the prospective pupil will flourish and develop to her full potential at Springfield.

7.3 **Grade Eight**

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

New admissions to Grade Eight:

A composite profile of each applicant will be prepared that will include the following:

- Interviews are conducted with each pupil
- An entrance assessment
- The pupil will complete a questionnaire that will allow her to highlight her interests

The profile will be reviewed by the Senior School management with a view to identifying those applicants who will flourish and develop to their full potential at Springfield.

When vacancies occur in Grades 9 to 12, the guidelines indicated in point 6 of this policy are applied and the prospective pupil should be able to demonstrate that she will flourish and develop to her full potential at Springfield.

8. APPLICATION PROCEDURE

- An online application form must be completed for each child. (available on the website - www.springfieldconvent.co.za)
- 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.
- Each application is added to the database.

8.1 The following documents are required with the application form:

- A copy of the child's birth certificate
- A copy of the baptism certificate or other indication of religious affiliation
- A 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 or Residence Permit needs to accompany the application. 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:

- A placement fee of **R15000-00** is to be paid. This initial placement fee is non-refundable, does not constitute a tuition fee and is directed towards improvements, renovations and upgrades of the School's facilities.
- Pre-School: the completed and signed Registration Form and Parent/Pupil Information Sheet, together with the signed acceptance of the school's Parent Charter, are to be returned to the school.
- Grades 1 to 12: the completed and signed Registration Form, Parent/Pupil Information Sheet, completed Financial Clearance Certificate, together with the signed acceptance of the School's Parent Charter, are to be returned to the school.

Date of review: November 2020

Date of Implementation: January 2021