

## **ISLAMIC EDUCATIONAL CENTRE**

### **POLICY ON ADMISSION**

#### **LEGISLATION:**

The following legislation and regulations have a bearing on the admission policy:

1. The Constitution of the Republic of South Africa, 108 of 1996.
2. South African Schools' Act No. 84 of 1996; Sections 3 to 6.
3. KwaZulu-Natal Department of Education circulars pertaining to admission of learners.

#### **AGE OF ADMISSION:**

1. Learners admitted into Grade 1 must be 6 years or older, or must turn 6 years by 30 June of the year being admitted.

As a guide, the average age of a learner according to the grade should be as follows:

Grade 1: 6 years + 1 year = 7 years

Grade 2: 6 years + 2 years = 8 years

Grade 3: 6 years + 3 years = 9 years, etc.

However, at the discretion of the Principal, a learner whose age is within a range of 2 years above the average age of the grade, may be admitted into that grade.

e.g. Grade 1: 7 years + 2 years = 9 years

2: 8 years + 2 years = 10 years etc.

2. If a learner who is being admitted is "over age" for a particular grade, he\she may be placed in a higher grade, at the discretion of the Principal, depending on the maturity of the learner. In such instance, a test will be administered to the learner to determine in which grade he\she should be placed.

#### **ADMISSION TESTS:**

The objective of administering an admission test is to ascertain prior learning and the ability level of the learner. In certain cases, tests may be administered to determine in which grade a learner is to be placed (if the learner is "over age" for the grade being applied for).

#### **FEES:**

The school fees will be decided on by the Finance Committee on an annual basis based on the One and Three Year Strategic Plan and the present school budget. No learner may be refused admission to the school because his\her parent is unable to pay school fees. Rather, the parent must apply for a subsidy from the school. The subsidy requirements will then be issued to the parent. The interview will follow and the amount of subsidy payable/quantum of relief will be determined by the interviewees.

### **RELIGIOUS AFFILIATION OF THE LEARNER:**

No learner may be refused admission on the basis of his\her religious affiliation. However, the learner is obliged to follow the entire curriculum of the school which is based on strict Islamic principles.

### **LEARNER CONTRACT AND GUARANTEE**

The learner contract and guarantee is a declaration by an educator to provide quality education to the learner. The learner contract must be signed by the learner, educator, parents / guardians and principal / administrator. These contracts will be offered to learners from Grades 8 – 12 and must be filed in the Learner's Portfolio after completion.

### **INDEMNITY CONTRACTS:**

Parents are required to complete an indemnity form. This is essential so that the learners may participate in the various sporting, extra and co-curricular activities that are arranged by the school, both at school and out of school.

### **LEARNERS WITH SPECIAL EDUCATION NEEDS:**

Since the school is not equipped for the education of learners with special needs, parents should be informed of this. The KwaZulu-Natal Schools Education Act empowers the Superintendent-General of Education to arrange for the assessment of a learner presumed to be in need of special education, and thereafter, to refer such a learner to a special school. The Superintendent-General for Education is also empowered to compel the placement of a learner at a special school.

### **APPLICATION FOR ADMISSION:**

Applications must be made on the prescribed "Application for Admission" form which is available from the school Secretary. All sections of this form must be completed by the parent\guardian or the admission's officer.

Applications for admission will open in July of each year. No closing date is stipulated and admission of learners will continue throughout the year for operational purposes.

### **DOCUMENTS REQUIRED:**

The following documents must accompany the application:

1. Certified copy of Learner's Birth Certificate.
2. Certified copy of Parent's \Guardian's ID Document.
3. Latest school report (original or certified copy).
4. Latest Madressa report (original or certified copy).
5. Transfer card.
6. Immunization Card (for grade 1 only).