



ADMISSION POLICY



1. Administration:

- 1.1 The Administrator/ Principal will administer all the admissions.
- 1.2 Prospective parents need to book an appointment to view the school on a date and time that is suitable for both parties.
- 1.3 On the day of the viewing, prospective parents will receive an application pack containing all relevant documents required to register their child.
- 1.4 Prospective parents will receive a full tour of the facilities; the school's policies and procedures will be explained to them and they will have an opportunity to ask questions.
- 1.5 Prospective parents are to note space is available on a first come first serve basis and that it is therefore essential to return the completed application forms without delay.
- 1.6 Prospective parents need to complete and submit the original application form and the relevant supporting documents to the Administrator / Principal. A parent induction form forms part of the supporting documents, as well as ID copies of both parents, the birth certificate and immunization record of the child. This confirms the parents understanding of the school.
- 1.7 A once off **NON -REFUNDABLE** registration / waiting list fee of R550 will need to be paid and proof of payment must accompany the application form in order to secure a place on the class list/ waiting list.
- 1.8 Creative Academy is registered with the Child Protection Agency. It is HIGHLY recommended that all children be registered with the agency. The Child Protection Agency registration form and fee need to be completed, paid and submitted together with the school's application form.
- 1.9 All applications will be captured and the data loaded onto a class list /waiting list. Payment will be allocated to the child's account and a statement will be emailed to the parents. A confirmation letter will be emailed to the parents confirming the child's successful application and will reflect their starting date. Parents of children on the waiting list will be kept abreast of the status of their application.

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2. Admission Conditions:

2.1 Creative Academy does not discriminate on the basis of sex, race or ethnicity.

Admission is determined by the following factors:

- Space availability for the age group required.
- The school's ability to meet the educational, emotional and physical needs of a child.
- Learners registered at the school the previous year will receive preference.
- Learners whose siblings are registered at the school will receive preference.
- Grade R children must be 5 turning 6 within the reception year. In cases where the child will be repeating Gr R, reports from relevant professionals supporting this decision need to be provided.

3. Academic Criteria:

3.1 Creative Academy follows the EYFS (Early Years Foundation Stage) curriculum together with the CAPS document. Emphasis is placed on sensory integration, learning through play with the philosophy of "think, understand and apply."

3.2 Various activities are set out in the 7 different learning areas incorporated in the EYFS curriculum.

These areas are as follows:

- Personal, Social and Emotional Development
- Expressive Arts and Design
- Physical Development
- Literacy
- Language and Communication
- Mathematics
- Understanding of the World

3.3 Children are evaluated through continuous assessment and 3 progress reports will be issued during the year together with a collection of their art work done during the term.

3.4 Should the teacher pick up any learning difficulties or challenges, a meeting with the parents will be requested and the issues will be addressed. Recommendations will be made for the child to be assessed by an occupational therapist, speech therapist or developmental pediatrician.

3.5 The names and numbers of professional help will be made available to the parents. Additional fees may arise due to therapy.

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4. Language Proficiency:

- 4.1 As Creative Academy is a multi-cultural school, children will be accepted regardless of their home language.
- 4.1 The academic programme will be offered in English and Afrikaans, and in some cases, incorporate several African languages.

5. Christian Ethos and Discipline Structure:

- 5.1 While Creative Academy accepts children from all religious backgrounds, a Christian ethos is fostered.
- 5.2 Bible stories are read to the children on a daily basis and the staff and children engage in prayer before all meals.
- 5.3 All Christian holidays are celebrated and the meaning/origin discussed with the children.
- 5.4 Prospective parents applying for space at Creative Academy must consider and acknowledge the obligations involved in registering their child in a Christian school.
- 5.5 Creative Academy works on a “second chance” system. All learners are entitled to make mistakes and are given the opportunity to rectify the inappropriate behavior with support from their teacher. Should the inappropriate behavior continue, a suitable consequence will be administered. There will be **NO** labelling of the child and in no shape or form will corporal punishment be implemented. Each class has a “calm down” area where the child will be afforded the opportunity to self-regulate and reflect on their behavior.
- 5.6 At Creative Academy there is no “naughty corner,” “naughty chair,” or any form of negative punishment. Discipline is at all times implemented through positive reinforcement.
- 5.7 Parents will be informed of any inappropriate behavior and will be encouraged to reinforce appropriate behavior with the child in the home setting.
- 5.8 Under NO circumstances are parents allowed to take it upon themselves to discipline another Parent’s child/children. All concerns need to be raised with the Principal and will be dealt with appropriately.

6. Financial Obligation:

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- 6.1 A **non-refundable** registration fee is payable by all new enrolments on acceptance at the school. This payment should be made via EFT (Electronic funds transfer) and will be allocated to the child's account.
- 6.2 Creative Academy is a member of *Accountability* TM and is entitled to perform any credit checks on the parents who have registered their child/children at the school and reserves the right to withdraw an application should the parents be owing any money to a previous school.
- 6.3 Fees have been calculated over 12 months, irrespective of absenteeism due to illness or vacation. Fees are payable as agreed annually, termly or monthly **IN ADVANCE** by the 5th of each month.
- 6.4 If children attend school during the month of October they will not be allowed to give notice for that year. Parents will be liable for all fees up to and including December.
- 6.5 November and December fees are to be paid by 30 November each year.
- 6.6 One calendar month's written notice must be given to the school if the child will not be returning for the following month. In the event of a failure to furnish such notice the parent will be liable for an amount equivalent to one month's tuition fees.
- 6.7 For security reasons no CASH will be accepted for the payment of tuition fees. Cash will only be accepted for payments such as raffles, bakerman or charity collections such as Tekkie Tax Day etc.
- 6.8 Any special outings, visits, functions or extra items will either be covered by the termly entertainment levy or charged separately and added to the parent's account.
- 6.9 Failure to pay fees timeously, or at all, shall constitute a material breach of the admissions agreement. Any child with an outstanding account of one and a half months will be suspended with immediate effect until the account is settled in full.
- 6.10 All outstanding accounts will be handed over to *Accountability* TM. Creative Academy shall be entitled to claim all/any costs incurred in legal proceedings instituted against the person responsible for the account to recover any outstanding amounts owed in respect of tuition fees.

8. General:

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8.1 As we strive to be a *partnership*, it is important to note that the school can only function effectively when teachers, parents and children work together:

By attending:

- Compulsory Parent meetings / Orientation evenings
- School functions

Making use of:

- The D6 Communicator
<http://www.school-communicator.com/download.php?schoolid=8936>
- The school website
www.creativeacademy.co.za

8.2 Extramural activities are optional extras and take place during the mornings from 10:00 on the school premises, with the exception of swimming which takes place on the swimming school premises.

Details of all the extramurals will be made available at reception and in the application pack issued on the day of the parent's viewing.

8.3 Creative Academy makes use of its website, Facebook page, the D6 communicator and all forms of media coverage for the purpose of publicity and exposure of the school. Should any parent not want their child's photos to be used for this purpose, this needs to be communicated during the application process.

Dated at _____ on this _____ day of _____ 20____.

Signed 1st Parent _____ Signed 2nd Parent _____

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