ADMISSIONS POLICY

OVERVIEW	
Purpose	This policy provides an overview of the information and rules relating to learner admissions.
Custodian	UCT Registrar and Valenture Institute Registrar
Approval Authority	Vice-Chancellor of UCT
Version History	Version 1, Effective 21 July 2021

Contents

GENERAL

1. This policy was developed by the custodians and adopted by the leadership of UCT Online High School, in collaboration with Valenture Institute (the "School"). The School reserves its rights to amend this policy.

2. This policy shall at all times be interpreted and applied in a manner that protects and promotes the best interests of all learners concerned.

3. For the purposes of this policy, "guardian" means the biological guardian, legal guardian, adoptive guardian, or any other person who is legally responsible for the learner's education, and who has the legal authority to apply for admission to the School.

4. For the purposes of this policy, an "applicant" is an individual who intends to study with UCT Online High School.

5. All admission applications and related queries should be directed to the Admissions Team.

6. No applicant shall be refused admission to the School on the basis of their race, gender, home language, academic performance, religious beliefs, cultural beliefs, socioeconomic status, or any other arbitrary ground.

UCT Online High School has made every effort to ensure the accuracy of the information in our handbooks. However, we reserve the right, at any time, if circumstances dictate, to:

(i) make alterations or changes to any of the published details of the substance and opportunities on offer, or

(ii) add to or withdraw any of the provisions and opportunities on offer.

Parents / guardians and learners are given every assurance that changes will only be made as and when appropriate, and you will be fully informed as soon as possible.

POLICY

1. MODE OF TEACHING AND LEARNING

UCT Online High School is a designated school for online learning. Learners will need to be computer literate and have access to a computer with reliable internet connectivity that supports live conferencing tools. This is a necessity.

2. LANGUAGE OF TEACHING AND LEARNING

The School has determined that it will be a single-medium school, where the medium of instruction is English. Learners admitted to the School need to be sufficiently proficient in English so as not to prejudice their ability to progress academically.

3. APPLICATION PROCESS

All applications for admission to the School must be submitted via the School website by the applicant's guardian.

3.1.   Once the application has been submitted, this will be reviewed in line with the admissions criteria and communication confirming whether the application for admission has been successful or unsuccessful will be sent to the applicant's guardian(s) once a decision has been taken.

3.2.   Where an application for admission is successful, payment by the fee payer will be required to accept the place offered to the applicant by paying the stipulated non-refundable placement fee by the date indicated in the communication of acceptance issued by the School. This placement fee will be indicated on the conditional offer and is subject to the terms of the Fees Handbook.

3.3.   The School reserves its right to rescind a conditional offer of a place to study at the School where the placement fee for the successful applicant has not been received by the School by the stipulated deadline.

3.4.   If the School denies admission, the guardian and / or applicant may request reasons for such a decision from the School. These reasons will be provided in writing by the School within a reasonable time after receiving the applicant's request.

4. ADMISSIONS CRITERIA

The selection of learners for admission to the School shall be based on an assessment of the following factors (in no particular order):

4.1.   Whether a **complete application for admission** (being a complete set of all information requested in terms of the online application) has been submitted with payment of the non-refundable application fee.

4.2.   **The age of the applicant.** The School offers a Senior Phase and National Senior Certificate experience and may not be able to offer admission to applicants below or above the appropriate age. The table below outlines the appropriate and set age boundaries per grade:

Grade of Entry	Standard age at start of grade	Minimum age at start of grade	Maximum age at start of grade
8	14	12	16
9	15	13	17
10	16	14	18
11	17	15	19
12	18	16	20

4.3. **Registration for homeschooling:** Where an applicant is under the age of 15 years, the guardian must take responsibility for ensuring that they meet the local regulatory requirements for their child to be completing their studies through the mode of provision offered by the School. Guardians may seek advice from the Admissions Team at the School on this matter, but ultimate responsibility for ensuring educational regulatory compliance and all other forms of compliance rests with the guardian(s).

4.4. Whether the applicant holds the stipulated prerequisites for a subject, where relevant, and has met promotion requirements for the grade immediately below the grade to which the admission application relates (**please see Section 5 below for more detail)**.

4.5. Whether the School is able to meet the educational needs of the applicant (including, but not limited to, any special educational needs of the learner). **For learners who are differently abled, please refer to UCT Online High School's Accessibility & Accommodations Policy.**

4.6. If the School is able to meet these needs, an applicant with any barrier to learning will be required to complete a literacy assessment.

4.7. The capacity of the applicant to meet the academic requirements of the syllabus, the determination of which will be through assessment of the applicant's most recent previous school results.

4.8. Applicants who do not meet the standard promotion requirements **may** be eligible to undertake a Placement Test to assess literacy. **See Section 5 for more information**.

4.9. The willingness of the applicant to participate in, and add value to, all areas of School life.

• The academic aptitude of the applicant is appropriate for entry into the particular qualification / subject to which the admission application relates.

• The applicant will be able to balance the academic demands of the School with all other demands of the School, including the demands associated with a learner's participation in learner-led virtual clubs, group academic sessions, and learner-led study groups.

4.10.   Whether the applicant will benefit from the programme of the School given their proficiency in English, which is the language of learning and teaching at the School. The inability of a learner to communicate effectively in English may place an unreasonable limitation on their academic progress at the School.

5. PROMOTION REQUIREMENTS

As a School, we subscribe to the need for equal opportunity and broadening of access to quality education. We believe that young people with potential deserve access to a high quality secondary education that does not marginalise individuals based purely on an opportunity gap in their academic grades. This philosophy is also balanced, and premised, upon the acknowledgement of the imperative fact that learners must hold a certain level of prior academic performance that provides an adequate foundation for further achievement. It is this, and the consideration of the promotion requirements as determined by the South African Department of Basic Education, that has determined our promotional requirements.

A learner must have obtained the following academic standards for the following CAPS or CAPS aligned subjects*:	
Home Language (HL)	Level 4 (Adequate Achievement) (50%-59%)
First Additional Language (FAL)	Level 3 (Moderate Achievement) (40%-49%) **Where this is English the requirement is:** (60%-69%)
Mathematics	Level 3 (Moderate Achievement) (40%-49%)

*Applicants who do not meet these requirements **may, based on specific criteria,** be eligible to write the Placement Assessment to determine an outcome for admission. **These criteria are outlined in the section below.**

5.1. Applicants who do not meet the set promotion requirements

Applicants who do not meet the set promotion requirements are eligible to write a Placement Test to determine an outcome for admission, provided they meet one of the criteria below:

5.1.1.   Borderline academic grades:

If an applicant's grades for any of the above three subjects are below the above thresholds by less than 10%, they will need to complete the admissions test.

a)   40% - 49% for Home Language (i.e. 40% or above)

b)   50% - 59% for English First Additional Language (i.e. 50% or above)

c)   30% - 39% for Mathematics (i.e. 30% or above)

5.1.2.   Alternative curriculum:

If a learner is coming from a non CAPS-aligned curriculum, they must complete the Placement Test.

Please note: If an applicant scores more than 10% below the above thresholds for any of these three subjects, then they will automatically be denied admission.

6.   INFORMATION REQUIRED

6.1.   During application for admission

6.1.1.   All applications for admission to the School must be made online through the submission of the application form on the School's website.

6.1.2.   The School's prescribed online application form must be completed and agreed to by the applicant's legal guardian. In the case of divorced or separated guardians who are responsible for the learner's education, and who have the legal authority to apply for admission to the School, it is the responsibility of the guardian applying at the School to

obtain consent, in writing, from their divorced or separated partner. Should the written consent of their divorced or separated partner not be required or not be possible to obtain, the guardian applying at the School must provide written proof of this fact (e.g. consent paper / order of court / written affidavit signed before a Commissioner of Oaths, which must explain why such consent is not required or cannot be provided).

6.2.   During the onboarding process

6.2.1.   We require a copy of the applicant's birth certificate / identity document / passport.

6.2.2.   The latest original academic report card (or equivalent document) issued by the previous school; as well as a copy of the previous grade's final results report.

6.2.3.   A copy of any additional reports that will assist the School in understanding the educational needs of the applicant, including, for example, physiotherapy reports, speech reports, occupational therapy reports, and remedial reports.

6.2.4.   Please note that it is an offence to provide false information regarding the age of a child.

6.2.5.   The School reserves its rights to verify all information and documentation supplied by an applicant for admission, and reserves its rights to terminate the enrolment agreement and take legal action against any applicant who intentionally provides false information and documentation.

7. SCHOOL FEES

7.1. The fees are set by the School, and are subject to annual increases.

7.2. Where an application for admission to the School is successful and the conditional offer is accepted, the fee payer concerned is under a statutory duty to pay the relevant school fees, unless they have been exempted from paying all or part of the fees payable.

7.3. A schedule of the school fees payable to the School for the relevant period of admission will be provided by the School.

7.4. It is every guardian(s) duty and responsibility to ensure that school fees are paid, and are up to date.

7.5. Guardians have the right to apply for a scholarship. The School offers a limited number of scholarship opportunities, and information relating to this process can be obtained from the Admissions Counsellor.

8. CLOSING DATES FOR APPLICATIONS

Applications for admission to study at the School may be submitted at any time during the year. To be considered for admission for a specific start date however, the application must be submitted to the School before the closing dates, as listed on the School's website.