

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 |



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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 “Online School”). The Online 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 Online 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 Online 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 online 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 Online School has determined that it will be a single-medium online school, where the medium of instruction is English. Learners admitted to the Online 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 Online School must be submitted via the Online 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. Applicants may be granted provisional placement of admission pending the fulfilment of stipulated criteria. In the event that these criteria are not met the provisional placement for the grade of entry will be revoked.
- 3.3. 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 Online School. This placement



fee will be indicated on the conditional offer and is subject to the terms of the Fees Handbook.

- 3.4. The Online School reserves its right to rescind a conditional offer of a place to study at the Online School where the placement fee for the successful applicant has not been received by the Online School by the stipulated deadline.
- 3.5. If the Online School denies admission, the guardian and / or applicant may request reasons for such a decision from the Online School. These reasons will be provided in writing by the Online School within a reasonable time after receiving the applicant's request.



4. ADMISSIONS CRITERIA

The selection of learners for admission to the Online 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 Online 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 Online School. Guardians may seek advice from the Admissions Team at the Online 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 Online 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 Online 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. The willingness of the applicant to participate in, and add value to, all areas of Online 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 Online School with all other demands of the Online School, including the demands associated with a learner's participation in learner-led virtual clubs, group academic sessions, and learner-led study groups.
- 4.9. Whether the applicant will benefit from the programme of the Online School given their proficiency in English, which is the language of learning and teaching at the Online School. The inability of a learner to communicate effectively in English may place an unreasonable limitation on their academic progress at the Online School.



5. PROMOTION REQUIREMENTS

As an Online 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.

CAPS Promotion requirements Grade 7 – 9

Learners in Grades 7 to 9 will be promoted from grade to grade if they have offered nine (9) subjects and complied with the promotion requirements, as set out by the DBE in eight (8) of the subjects indicated below:

| Programme requirements | Promotion Requirements | |
|--|--|---|
| A learner must offer the following nine (9) subjects: <ul style="list-style-type: none"> • Home Language (HL) • First Additional Language (FAL) • Mathematics • Natural Sciences • Social Sciences • Life Orientation • Technology • Creative Arts • Economic and Management Sciences | A learner must obtain the following minimum standards: | |
| | Home Language (HL) | Level 4 (Adequate Achievement) (50%-59%) |
| | First Additional Language (FAL) | Level 3 (Moderate Achievement) (40%-49%) |
| Mathematics | Level 3 (Moderate Achievement) (40%-49%) | |



| | | |
|-----------------------------------|--|---|
| | any THREE (3) of the other required subjects | Level 3 (Moderate Achievement) (40%-49%) |
| | any TWO (2) of the remaining subjects | Level 2 (Elementary Achievement) (30% – 39%) |
| Teaching time per week: 27½ hours | SBA = 40% of total mark/final progression mark Examination = 60% of total mark/final progression mark | |

CAPS Promotion requirements Grade 10 - 12

A Senior Certificate will be achieved by a candidate who satisfies the following requirements in these examinations:

1. Pass three subjects at 40%, one of which must be an official language at Home Language level.
2. Pass two subjects at 30%, one of which must be an official language at First Additional or Home Language level.
3. Obtain a subminimum of 20% in the sixth subject.

5.1. Applicants who do not meet the set promotion requirements

Applicants who do not meet the set promotion requirements with their most recent Maths and English grades are eligible to write a Placement Test to assist in determining an outcome for admission. **Based on the outcome of the Placement Test an applicant may be granted provisional placement, which will be subject to their final results for the previous grade meeting the set promotion requirements.** Where the promotion requirements have not been met learners may repeat their current grade. **Final placement** is subject to an applicant achieving all promotion requirements for their current grade, thus being eligible to progress to the next grade.



Borderline academic grades for Senior Phase:

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 Placement test.

- 40% - 49% for Home Language (i.e. 40% or above)
- 50% - 59% for English First Additional Language (i.e. 50% or above)
- 30% - 39% for Mathematics (i.e. 30% or above)

Alternative curriculum:

If a learner is coming from a non CAPS-aligned curriculum, they must provide a certificate of equivalency from SAQA (South African Qualifications Authority), or any other documentary evidence as specified by the DBE.

6. INFORMATION REQUIRED

6.1. During application for admission

- 6.1.1. All applications for admission to the Online School must be made online through the submission of the application form on the Online School's website.
- 6.1.2. The Online 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 Online School, it is the responsibility of the guardian applying at the Online 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 Online 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 Online 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 Online 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 Online School, and are subject to annual increases.
- 7.2. Where an application for admission to the Online 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 Online 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 Online 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 Online 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 Online School before the closing dates, as listed on the Online School's website.