



UCT ONLINE HIGH SCHOOL

POLICIES

ADMISSIONS POLICY



OVERVIEW	
Purpose	This policy provides an overview of the information and rules relating to learner admissions.
Custodian	Head of Quality Assurance
SME	UCT Registrar and Valenture Institute Registrar Head of Admissions, SRO, Chief of SE
Approval Authority	Vice-Chancellor of UCT
Version History	Version 1, Effective 27 July 2022



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DEFINITIONS AND TERMINOLOGY

“Academic Year”. Refers to a calendar period of 12 months. The academic year starts in January and ends in December of the year. Specific dates will be available on the website.

“Academic Review Assessment”. An independent assessment of an applicant’s baseline ability which informs the admissions decision when the applicant has not met certain criteria.

“Applicant”. An individual whose Guardian has submitted an application for them to study with UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum.

“Conditional Offer”. A conditional offer of a place made to the applicant after attaining the minimum requirements based on the Admissions Criteria.

“Final placement”. Final placement is dependent on the payment of a non-refundable placement fee and the submission of particular documentation (and their verification, as required).

“Grade”. Refers to the accepted academic year group that a learner is placed in. UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum Includes Grades 8 and 9 for Senior Phase and Grades 10, 11 and 12 for the Further Education and Training (FET) Phase.

“Guardian”. The biological parent, legal guardian, adoptive parent 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.

“Programme” (of the School). The complete offering that the School provides, including (but not limited to) the academics, social interaction, assemblies and Learning Compass Programme.



“Qualification”. The final award that a learner obtains for successfully completing the requirements of that qualification.

“**School**”. The school’s full name is UCT Online High School. “School” is the abbreviation that is used in this policy. The School has different curriculum offerings. The offering in this policy is the SA National Senior Certificate (CAPS) Curriculum.

“Learners”. Individuals within the prescribed age ranges attending the School will be referred to as learners.

“**Term**”. UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum is offered over 4 Terms within an academic year. A Term therefore constitutes one quarter of the curriculum that needs to be covered in the academic year.

“**UCT OHS**”. This is the abbreviation that can be used for the School (University of Cape Town Online High School)

GENERAL

1. This policy was developed by the custodians and adopted by the leadership of UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum, in collaboration with Valenture Institute. 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. All admission applications and related queries should be directed to the Admissions Team.



4. No applicant shall be refused admission to the School on the basis of their race, gender, home language, religious beliefs, cultural beliefs, socioeconomic status, or any other arbitrary ground.
5. 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).

POLICY

1. MODE OF TEACHING AND LEARNING

UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum 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 prerequisite.

2. LANGUAGE OF TEACHING AND LEARNING

The School has determined that it will be a single-medium online 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. CRITERIA FOR ADMISSION

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 balance that has determined our admissions requirements to support equal opportunities, where appropriate and necessary. Academic Review Assessments are in place to ensure that this balance is met. 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. Please see Section 4 below for more detail.

3.1 General 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):

3.1.1 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.

3.1.2 The age of the applicant. The School offers a Senior Phase and SA 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 in grade (by June)	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

3.1.3 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 4 below for more detail).

3.1.4 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 for the SA National Senior Certificate (CAPS) Curriculum's Accessibility & Accommodations Policy.

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



- 3.1.6 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. Applicants who are from a non-CAPS-aligned curriculum or candidates whose academic grades for any of Home Language, First Additional Language and Mathematics are lower than the pass thresholds for their Grade by less than 10%, will need to complete an Academic Review Assessment. The results of this assessment will help determine their acceptance status.
- 3.1.7 The willingness of the applicant to participate in, and add value to, all areas of School life.
- 3.1.8 The academic aptitude of the applicant is appropriate for entry into the particular qualification / subject to which the admission application relates.
- 3.1.9 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.
- 3.1.10 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.



4. PROMOTION REQUIREMENTS

4.1 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 	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%)



• Economic and Management Sciences	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	

4.2 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.



4.3 Applicants who do not meet 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 and FET Phase:

If an applicant's grades for any of Home Language, First Additional Language and Mathematics are lower than the pass thresholds for their Grade, by less than 10%, they will need to complete the Academic Review Assessment.

4.4 Other considerations

We are very keen to have our learners succeed with us. To this end, if a learner is coming from a non-CAPS-aligned curriculum or whose current language of instruction is not English or if the learner has barriers to learning, then the learner will be asked to write an Academic Review Assessment to determine their suitability of the learner to succeed with us.

5. SUBMISSION OF APPLICATION FOR ADMISSION

5.1 During application for admission

- 5.1.1 All applications for admission to the School must be made online through the submission of the application form on the School's



website. The School's prescribed online application form must be completed and agreed to by the applicant's legal guardian or caregiver. 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, 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). In addition, where the School receives requests for the guardian information to be changed, the requestor should provide us with written and signed consent from the guardian on record that their details may be replaced. The guardian on record will be contacted to confirm their consent.

- 5.1.2 Please note that when you accept, on behalf of the learner, our offer to study at UCT Online High School you are legally bound by the School Policies and handbooks available on the website. These Policies form part of our contractual relationship with you. For this reason, we encourage you to first read and familiarise yourself with the content of our School Policies before accepting our Offer of Study.
- 5.1.3. Please note that it is an offence to provide false information regarding the age of a child.
- 5.1.4. The School reserves its rights to verify all information and any documentation supplied for admission and reserves its rights to take legal action against any individual who intentionally provides false information and/or documentation.



5.2 Confirmation of Final Placement

- 5.2.1 We require a copy of the applicant's birth certificate / identity document / passport.
- 5.2.2 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.
- 5.2.3 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.
- 5.2.4 Please note that it is an offence to provide false information regarding the age of a child.
- 5.2.5 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.
- 5.2.6 Upon receipt of all required documentation, the relevant team processes all information in accordance with relevant rules, policies and regulations. Final placement and enrollment is dependent on meeting all admissions requirements.

6. SCHOOL FEES

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



- 6.2 Where an application for admission to the School is successful and the conditional offer is accepted, the fee payer concerned has a contractual duty to pay the relevant school fees, unless they have been exempted from paying all or part of the fees payable.
- 6.3 A schedule of the school fees payable to the School for the relevant period of admission will be provided by the School.
- 6.4 It is every guardian's duty and responsibility to ensure that school fees are paid, and are up to date.
- 6.5 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.

7. CLOSING DATES FOR APPLICATIONS

- 7.1 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. Prerequisite for enrollment to a start date is that all required documentation is provided by the relevant cut-off date and meets relevant promotional requirements for validation. In addition, the previous term report is required to prove that the learner has no School Based Assessment (SBA) gaps.
- 7.2 Relating to Subject Changes, there are hard deadlines that the School is required to adhere to. The subject changes deadlines are usually: 31 March for Grade 11 & Grade 12 (subject changes under extenuating circumstances) & 30 June for Grade 8 & Grade 9 (FAL changes) & Grade 10. Confirmation of these dates will be communicated to guardians.



8. APPLICATION PROCESS

The School will process all applications as follows:

- 8.1 All applications for admission to the School must be submitted via the School website by the applicant's guardian.
- 8.2 The School will consider all applications received for admission to determine whether the applicants concerned are eligible for admission to the School in terms of the admissions criteria set out in this policy.
- 8.3 Once the application has been submitted, this will be reviewed in line with the admissions criteria in this policy 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.
- 8.3 Successful applicants will be sent a conditional offer of admission pending the fulfilment of stipulated criteria. In the event that these criteria are not met the conditional offer for the grade of entry will be revoked.
- 8.4 Where an application for admission is conditionally 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.



8.5 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.

8.6 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.

8.7 Once the non-refundable placement fee has been received, the guardian will be asked to upload further documentation via the School Portal as stated in 5.2 above.

UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum 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.