



UCT ONLINE HIGH SCHOOL

POLICIES

Admissions Policy



in collaboration with

VALENTURE INSTITUTE



**Cambridge Assessment
International Education**

Cambridge International School

UCT Online High School is a registered
online Cambridge International School



OVERVIEW

Purpose	This policy provides an overview of the information and rules relating to learner admissions.
Custodian	Head of Quality Assurance
Approval Authority	Chief Student Experience Officer Exco
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Definitions and Terminology

- **“Academic Year”** - Refers to a calendar period of 12 months. The start date for the academic year will be in January. Specific dates will be available on the website. Note that a qualification may be longer than a year.
- **“Admissions assessment”** - An independent assessment of an applicant’s baseline ability which informs the admissions decision, i.e. whether an applicant may be admitted.
- **“Applicant”** - An individual whose Guardian has submitted an application for them to study with UCT Online High School for the Cambridge International 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 is dependent on the payment of a non-refundable placement fee and the submission of particular documentation (and their verification, as required).
- **“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 General Orientation Course.
- **“Qualification”** - The final award that a learner obtains for successfully completing the requirements of that qualification. Qualifications are offered externally through the Cambridge Assessment International Education exam board and include International General Certificate of Secondary Education (IGCSE), International Advanced Subsidiary (AS) and Advanced (A) Levels.
- **“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 Cambridge International Curriculum.

- **“Learners”** - Individuals within the prescribed age ranges attending the School will be referred to as learners.
- **“Term”** - UCT Online High School for Cambridge International curriculum is offered over 3 Terms within an academic year. A Term therefore constitutes one third of the curriculum that needs to be covered in the academic year.
- **“Year group”** - Refers to the accepted academic year group that a learner is placed in. UCT Online High School for the Cambridge International curriculum includes Years 10 and 11 for International GCSE (IGCSE) and Years 12 and 13 for International A Levels (includes International AS).

General

The leadership of the School has constituted the following as the admissions policy of the School.

1. This policy was developed by the custodians and adopted by the leadership of the UCT Online High School for the Cambridge International curriculum (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. All applications and admissions 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, or socio-economic status.
5. The School will operate on South African Standard Time (SAST). Applicants need to understand and acknowledge that, if accepted into UCT Online High School for the Cambridge International curriculum, that they will need to adhere to the school academic calendar and operate within the SAST time parameters.
6. Applicants need to understand and acknowledge that, if accepted into UCT Online High School for the Cambridge International curriculum, they will need to travel to approved Cambridge examination centres to write their external examinations at IGCSE, AS and A-Levels. It is the responsibility of guardians to register their learner at their nearest approved Cambridge examination centre. Guardians also need to ensure that the qualifications presented by UCT Online High School for the Cambridge International

Curriculum articulate into the tertiary institutions in the country their child is aspiring to attend.

7. Each 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 regulation and all other forms of compliance rests with the guardian(s).

Policy

1. Mode of learning

UCT Online High School for the Cambridge International is a designated School for online learning only and learners will need to be computer literate and have full time access to a computer with reliable internet connectivity which supports live conferencing tools. This is a prerequisite.

2. Medium of Instruction

The School has determined that the School 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. 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.

3.1. General Admissions Criteria

The selection of learners for admission to the School shall be based on the consideration of the following factors with equal weighting (in no particular order):

3.1.1. The results of an Admissions Assessment as it provides the School with insight into the learner's aptitude for learning, their potential for entering this academic programme and provides a benchmark from which we can determine the learner's expected progress. The Admissions Assessment results are used to determine if the applicant should:

- A. receive a Conditional Offer; or
- B. not be awarded a Conditional Offer for admission.

For learners applying for the first time for IGCSE, declaration of having studied Afrikaans prior to application is required. This will appear on the application form. Applicants who have not studied and passed Afrikaans in the year prior to their IGCSE will need to write an Afrikaans assessment to ascertain their proficiency. Should they not meet the required standard, they will be required to commit to getting an Afrikaans tutor (at the guardian's expense), during their IGCSE course, to enable them to achieve the correct standard.

3.1.2. Whether a complete application for admission (being the requisite set of all information requested in terms of the online application) has been submitted with payment of the relevant fees;



3.1.3. The age of the applicant. The School offers a high-school experience and will not be able to offer admission to applicants below or above the appropriate age. The following table gives the relevant ages per year group relevant to the qualifications offered at any given time as indicated on the website:

Year Group	Qualification	Standard age accepted	Acceptable deviation from standard age
Year 10	IGCSE 1 (12 months)	14 turning 15	15 turning 16
Year 11	IGCSE 2 (12 months)	15 turning 16	16 turning 17
Year 12/13	Int AS (18 month course) Int A Level (24 month course)	16 turning 17	17 turning 18

3.1.5. Whether the applicant holds the stipulated pre-requisites for a subject, where relevant, as outlined in the [Subject Selection & Curriculum Plan Rules policy](#).

3.1.6. Whether the School is able to meet the educational needs of the applicant (including but not limited to barriers to learning experienced by learners). For learners who experience barriers to learning or are differently abled, please refer to the [School's Accessibility & Accommodations Policy](#).

3.1.7. The capacity of the applicant to meet the academic requirements of the curriculum, the determination of which will be provided through scrutiny of the applicant's Admissions Assessment, which may also include an additional assessment where deemed necessary.



- 3.1.8. The willingness of the applicant to participate in and add value to school life.
- 3.1.9. Whether the applicant will benefit from the programme of the School given their proficiency in English, being the language of instruction at the School. The inability of a learner to communicate effectively in English will place an unreasonable limitation on their academic progress at the School and could therefore result in the applicant not being admitted to the School.
- 3.1.10. Whether the applicant shows a willingness to work hard to achieve their best in their academic outcomes.
- 3.1.11 Should the number of applicants exceed the number of places available, the applications will be dealt with on a first come first served basis.
- 3.2 The School has determined that the Executive Head of School and Chief Academic Officer shall have the ultimate discretion to admit applicants subject to the provisions of this policy. The absence or presence of any of the factors set out in the criteria in this policy does not mean that an applicant will be refused or guaranteed admission to the School.

4. Submission for application of admission

- 4.1. 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 application online form must be completed and agreed to by the applicant's legal parents/guardian. In the case of divorced or separated parents 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 parent 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 parent 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 document must explain why such consent is not required or cannot be provided).

4.2 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.

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

4.4. 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. School Fees

5.1. The fees are set by the School as outlined in the Fees Handbook, and are subject to annual increases. Please take careful note of the costs which are not covered by the school fees.

5.2. Where an application for admission to the School is successful and the applicant accepts the conditional place offered, the guardians concerned are under a statutory duty to pay the relevant school fees unless they have been explicitly exempted by the School from paying all or part of the fees payable.



- 5.3. A schedule of the School fees payable to the School for the relevant period of admission is provided by the School.

6. Closing dates for applications

Application dates will be clearly communicated on the School's website.

7. Process to be followed

The School will process all applications as follows:

- 7.1. All applications for admission to the School must be submitted via the School website by the applicant's legal parent/guardian.
- 7.2. 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.
- 7.3. Once the application has been submitted, and the relevant Application Fee has been paid, guardians complete a subject selection form and the learner completes the online Admissions Assessment (details of which is sent to the applicant). The Admissions Assessment is an assessment of reasoning ability and not attainment, so no pre-learning or preparation is necessary. Your child should therefore not feel worried about taking this assessment as prior knowledge is not required to complete it. The results will also be used, together with our internal assessment practices, to inform learning facilitators about the strengths and development areas of each learner. The results of the Admissions Assessment 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. Please



note that in filling out the learner information on the application form and ticking that you have read and accepted the terms and conditions and policies and handbooks, you are giving permission for your child to write the Admissions (and other) Assessment.

- 7.4. Where an application for admission is successful, a conditional acceptance letter is sent to the applicant and 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 non-refundable placement fee will be indicated on the conditional offer and is subject to the terms of the Fees Handbook.
- 7.5. The School reserves its right to rescind an offer of a place to study at the School where the non-refundable placement fee for the successful applicant has not been received by the School by the stipulated deadline.
- 7.6. A successfully enrolled applicant who does not attend the School when they are due to start will, after reasonable attempts by the school to contact them but without receiving a response, be removed from the enrolled list after a period of 30 days subsequent to their start date. They will be required to reapply for admission and pay the appropriate fees should they wish to join at a subsequent date.
- 7.7. If the School declines an application for 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.
- 7.8. Once the non-refundable placement fee has been received, the guardian will be asked to upload further documentation via the School Portal. This will include the latest original report card (or equivalent document) issued by the previous school, as well as other documentation 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. Learners who are admitted to the School will be required to complete a verification of their Identity, this is to ensure that we uphold the safeguarding of the school community. Please note that non-completion of the Identity verification or any falsification will result in admission being rescinded with no refunds being issued.

UCT Online High School for the Cambridge International Curriculum has made every effort to ensure the accuracy of the information in our policies. 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.
- (iii) 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.