CROSSROADS SCHOOL

ADMISSION POLICY

(GENERAL SCHOOL)
August 2025

1. Introduction

Crossroads School (hereafter the School) is a remedial primary and middle school. The School consider learners who have specific or general learning difficulties and barriers to learning. The School enrols learners who may learn differently and who would benefit from the educational and therapeutic offering available at the School. Our admissions policy aligns with our vision, mission and values. Admission is not merely an administrative action but an expression of our commitment to ensuring appropriate placement that a learner can benefit from.

Key terms:

Admission: The overarching process by which a learner is considered for a place at the School. It encompasses the full sequence of steps from the initial enquiry and application to the final decision and enrolment. The School reserves the right to determine admission based on its criteria and capacity.

Application: The initial step in the admissions process. This includes the submission of a completed application form along with the required supporting documentation (e.g. professional reports, previous school records etc.) and the fee payable with this initial step. Receipt of an application and payment does not guarantee admission or placement.

Enrolment: The final step in the admissions process, which occurs once a formal offer of placement has been made by the school and accepted by the parents/guardians. Enrolment is confirmed upon the signing of the School Contract and fulfilment of any outstanding requirements, including financial clearance from the previous school, payment of the non-refundable development levy, and credit check where applicable.

2. Admission Principles and Guidelines

2.1 New applications to the School will be considered using the following guiding principles:

- A commitment to transparency and fairness in the admissions process;
- A multi-disciplinary evaluation of learner and environmental suitability;
- All applicants will receive feedback about the outcome of their application within a reasonable timeframe;
- Respect for the rights and needs of every applicant;
- Admission and enrolment are considered based on the needs of the individual applicant, within the context of current learners and availability of suitable and appropriate resources.

2.2 Guidelines:

- The School is a remedial school and not a special needs school.
- The School endeavours to create and maintain an educational and therapeutic environment that is calm and conducive to nurturing learners' ability and confidence both in the classroom and on the playground, as well as safeguarding and serving the rights and interests of the entire school community.
- We are unable to accommodate learners with severe behavioural difficulties, impacting on learner, peer and staff safety.
- Non-South African citizens will need to provide proof of a relevant study permit (learner), residency permit (parent or guardians) or refugee status documents.
- No learner has an absolute right to admission and enrolment.

3. Application and enrolment process

3.1. Applications are made by:

3.1.1 Completing the online enrolment form available on the School's website:

www.crossroadsschool.co.za

3.1.2 Requesting an application form from info@crossroadsschool.co.za

3.2 School Tours:

School tours can be arranged at any time agreeable to both the parents/guardians and the school's Marketing Manager or Admissions Secretary. An application is not dependent on a school tour, but parents/guardians are encouraged to do a school tour before completing an application to ensure they are sufficiently well informed about the school to decide whether it is the best option for their child.

3.3. Non-refundable administration fee

There is a non-refundable administration fee of R1000.00 (one thousand Rand). This charge is payable on submission of the necessary documentation for application to the School.

BANKING DETAILS: Nedbank Killarney Branch A/C No: 191 600 2587 Branch Code: 191 605.

3.4 Documentation

The following documentation needs to be submitted as part of the application process, and receipt of the documentation is a prerequisite for possible enrolment at the School to be considered:

- Enrolment Form - see 3.1
- Psycho-Educational Assessment not older than two years. We prefer a WPPSI III or IV or a WISC-V assessment (age dependent).
- Speech Therapy Assessment not older than two years.
- Occupational Therapy Assessment not older than two years.
- Latest school report.
- Copy of birth certificate.
- Proof of payment of the non-refundable administration fee.
- Financial Clearance from current school.
- Relevant reports from medical practitioners.

Parents/guardians are encouraged to share all relevant information to ensure an accurate decision and placement process. Withholding of relevant information may jeopardise the placement. Submission of documentation and completion of the application process does not guarantee placement. The School holds the right to make any credit checks it deems necessary in support of the admission process.

3.5 Admissions Committee

Applications are reviewed by the Admissions Committee, including the Principal, Head of Department (HOD hereafter) of the relevant phase i.e. Foundation, Intermediate or Senior Phase and Therapy, one member from each therapy department including Educational Psychology, Learning Support Therapy, Occupational Therapy and Speech and Language Therapy.

Members of the Committee provide recommendations after the review of documentation. Recommendations are discussed at the weekly Admissions Committee meeting. The Committee will endeavour to provide feedback in a timely manner.

3.6. Possible outcomes of the application

The Admissions Committee can reach one of the following outcomes:

3.6.1 **Yes** - Complete the enrolment process.

3.6.2 **Trial** - Invite learners to attend a trial period at the School, the length of which is determined by the Admissions Committee. The learner will be observed during the trial period by all disciplines represented on the Admissions Committee. The Committee receives feedback from the trial period at the next meeting and a decision is made based on the information received on initial application and the subsequent trial. All Grade 0 and new Grade 8 applications will be asked to attend a trial period.

3.6.3 **No** - The Principal will meet with the family and provide feedback about the applicant and the reason for not offering a place at Crossroads.

3.6.4 **Additional actions** - The Admissions Committee could advise additional actions before the application will be considered further; for example, external therapy, a retention year or additional assessment reports. Additional actions will be dependent on the individual learner's profile and application information.

3.6.5 **Conditional acceptance** - A learner may be made a conditional offer if the Admissions Committee have concerns about the applicant's behaviour, if not all information was available at enrolment, or if the School is not sure whether we are able to meet the learner's needs.

3.7 Enrolment

The Principal will meet with the parents/guardians to inform them of the outcome of the application. If it is a positive outcome a place will be offered at Crossroads, and a possible start date will be determined depending on the time of the year. The parents/guardians will meet with the School's Business Manager to discuss the details of the school contract, non-refundable development levy and other relevant administrative requirements such as school uniform. A school visit can be arranged for the learner, should the parent request it.

3.8 New Learner Orientation

Parents/guardians and learners enrolled for the next academic year will be invited to the New Learner Orientation event at the end of the current year. Once learners have started at the School, parents/guardians will be invited to a New Parent Meeting with the HOD of Therapy.

4. Conclusion

We are unable to meet the needs of every applicant. However, we will continue to review our admission policy and procedures to ensure an equitable, transparent and fair application and enrolment process for all applicants.

5. Policy documentation

5.1. Enrolment form
5.2 Application form (internal use)
5.3 Internal Enrolment Procedure (internal use)
5.4 Trial feedback form (internal use)
5.5 Therapy referral form (internal use)

Date Reviewed: 2025	Policy Version 1.0	Signed off: The Board