



## Admission Policy

<b>Date approved:</b>		<b>Date policy will take effect:</b>		<b>Date of next review:</b>	
<b>Developed by:</b>	The Governing Body of Revival City College				
<b>Approved by:</b>	Church Board of Revival City Church				
<b>Responsible Body:</b>	Revival City College Governing Body				
<b>Supporting documents, procedures/ forms</b>	Legislation (see below) Annexure A Sample of application forms				
<b>References and legislation:</b>	Main legislation: The Constitution of the Republic of South Africa (1996) The South African Schools Act (1996) as amended (Section 5) Education Law Amendment Act 2002 National Education Policy Act (Act 27 of 1996) Immigration Act 2002 Refugees Act 130 of 1998 Provincial Acts Promotion of Administrative Justice Act 3 of 2000 Aliens Control Act 130 of 1991 Case Law and relevant bills.				
<b>Scope:</b>	SB, College Management Team (CMT), Educator Staff, Learners				
<b>Expiry date:</b>					

## Definitions:

**Revival City Church Board** – Refers to the Board of Governors who govern the church Revival City Church and to whom the School Governing Body are ultimately accountable for the effective management of the school and the delivery of a level of education which is in line with our Mission and Vision statements

**Revival City College Governing Body** – Refers to the Board appointed to ensure the effective management and governance of the school Revival City College. The appointment of members onto the Board will be as per the School Constitution.

**Revival City College Governing Body Executive** – Refers to the Directors and Church Representative/s who serve on the Governing Body

**The College Management Team** – Refers to the team of staff member who will be appointed into management positions in order to ensure the effective management of the College.

**Language of Teaching and Learning** – Refers to the language which will be made use of in order to ensure that effective quality education is delivered. All teaching and learning will take place in that language – namely English

**Statement of Faith** – The Bible Based Statement which states what we ascribe to as a Christian School

**Learner** - Any person registered to receive education at the College

**Parent** 'parent' means—

- (a) the biological or adoptive parent or legal guardian of a learner;
- (b) person legally entitled to custody of a learner; or
- (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) or (b) towards the learner's education at the College

**Principal** - Refers to an educator appointed or acting as the head the College.

**Sibling** – Refers to someone who satisfies the following requirement:  
(i) He or she has a parent who is also the parent of that child.

**The College** – Refers to Revival City College

**Register of admission** – Refers to the record of all learners admitted into the college

## PREAMBLE

- Revival City College is a Bible Based College delivering a sound educational curriculum from the basis of Biblical precepts.
- Parents who enrol their children at the College will need to be aware of the fact that all curriculum material, college activities and functions will be guided by and based on the Biblical Principles as laid out in the Bible and in the Statement of Faith attached as Annexure A and the constitution of the AFM of SA.

- This admissions policy articulates the College's commitment to ensuring that all learners have access to quality education without any fear of discrimination on any grounds. To this effect any learner who applies for admission to this College will be subjected to a fair and equitable admissions process that is aligned to the Statement of Faith as ascribed to by the College.
- The parent/s who have not paid the College fees as determined by the College Governing Board and /or who may not be able to afford the college fees will not be able to enrol their child/ren or will need to remove their child/ren as Revival City College is a Private College relying on the collection of fees for the running of the College.
- The parent/s, who wish to enrol their child/ren at Revival City College, will need to ascribe to the Vision and Mission statements of the College; the aim and objectives of the college as well as the Statement of Faith.
- The parent/s will be required to enter into a contract with the College which exclude the liability of the College to the parent out of circumstances relating to the education of the learner i.e. an indemnity form will need to be signed by parents.
- No learner will be unfairly discriminated against on the basis of race, ethnic or social origin, colour, gender, disability, culture, language, HIV/AIDS status or any other illness.

## **1. Purpose of the Admission Policy**

- The main purpose of the policy is to ensure that learner admission to Revival City College takes place according to the fair and structured process.
- The policy ensures that the administrative procedures for admission are clearly defined and that the College makes the correct decisions when processing the admission of learners.
- It recognises our diversity, and therefore promotes respect for all who choose to apply for admission to the College.
- The Admission Policy protects /enhances the dignity and status of all the learners.
- This policy will ensure that the admissions policy is in accordance with the classroom size and minimum space requirement as set out in the official health and safety guidelines published by the Department of Health to ensure a safe and happy environment and as determined by the Capacity of the College.

## **2. Capacity of the College**

- The Health Department has determined the optimal number of pupils each class can accommodate in a safe and healthy environment as set out by official health and safety guidelines. The Operational Director and College Management Team will monitor the implementation of these norms.
- The learner enrolment capacity of our College will not have more than 20 learners per class from Grade R – 12.

### **3. Admission Age and Age Grade Norms**

- The admission age of a learner to Grade R in the College is five (5) turning six (6) by 30 June in the year of admission. The admission age of a learner to Grade 1 is age six (6) turning seven (7) in the year of admission. No under-aged learner will be enrolled.
- Should the Principal decide that it would not be in the child's best educational interest to be admitted to Grade 1 as a child turning 6 years old in the year of admission, the Principal will furnish the parent with reasons for this decision in writing and a recommendation will be made that the child be enrolled in Grade R instead.
- No learner who is 1 or more years above the normal grade age norm they will be admitted into the College. (The Grade age norm is the grade plus six)
- Revival City College is not a remedial school / College, and as such the College will not be able to accommodate learners with special needs. Parents seeking admission of such learners will be directed to suitable places of instruction.

- **Compulsory College Attendance**

Compulsory College attendance is from when the learner enters Grade R until the last school day in which the learner reaches the age of fifteen years or the ninth grade, whichever comes first. A learner who is 16 years or older and who has never had the opportunity to attend school should be advised and assisted in registering at the nearest Public Adult Learning Centre.

In principle, learners should progress with their age cohort. We at Revival City College do not progress learners to the next grade. A learner has to meet all promotional requirements in order to be promoted. If a learner has not met all promotional requirements and has previously been retained in the phase, the College will direct the parents to a suitable academic institution which will be in a position to assist that learner academically. In the best interest of the learner, the College will retain the learner. In cases where a learner is two years older than the normal age per grade, the college will direct the parent to a suitable academic institution for that learner as the learner will not be able to be re-registered at the College due to his/her age.

- **Promotional Requirements**

- Although we at Revival City College follow the CAPS curriculum, we have adjusted the curriculum and the level descriptors required for promotion to ensure we attain the academic standard we are aiming at. Upon enrolment at our College, parents will be informed of our assessment standards and promotional requirements, and how these may affect their child/ren.
- **Promotional requirements for Foundation Phase.**  
Level descriptors:  
Home Language English – 4  
First Additional Language – 3  
Mathematics – 4  
Life Skills – 4  
Conversational Zulu - 3

- **Promotional requirements for Intermediate Phase.**

Level descriptors:

Home Language English – 4  
 First Additional Language – 3  
 Mathematics – 4  
 Life Skills – 4  
 Social Sciences – 4  
 Natural Science/Tech – 4  
 Conversational Zulu - 3

- **Promotional requirements for Senior Phase.**

Level descriptors:

Home Language English – 4  
 First Additional Language – 3  
 Mathematics – 4  
 Life Skills – 4  
 Social Sciences – 4  
 Natural Science – 4  
 Technology – 4  
 Economic and Management Sciences – 4  
 Life Orientation – 4  
 Creative Arts – 4  
 Conversational Zulu - 3

- Parents who have been referred by their child's class teacher to have their child assessed by an Educational Psychologist need to do so within the time frame the College has requested of them. Parents who do not comply with regards to the timeframe set by the College, will have a new date set by the management team. Should finances be of concern a meeting will be held with the Financial Advisors of the College to plan the way forward. Should the parent not comply with the second timeframe set by the College, this will be seen as non-compliance by the parents and the parents will be informed that their child's registration will not be renewed for the new year.
- Should a learner be assessed by an Educational Psychologist and the report shows, that Remedial Education will benefit the learner, the College will then have no choice, but to deregister the learner and will direct the parent to a suitable academic institution for that learner.
- Conversational Zulu will be taught in all Grades.

#### **Registration and Admission of Learners**

- A parent of a learner currently enrolled at Revival City College shall confirm in writing during the period allocated for re-enrolment, if she/he intends for the learner to remain at the college for the following year. The College will ensure that all current learners are re-registered by the end of the admissions period. Any parent who has failed to re-register their child will be considered as leaving the College as of the end of the year and their space will be offered to a child on the waiting list. Parents requiring that a transfer card be issued will be instructed to make the request in writing.
- During the Admission Period, the College will embark on an advocacy programme, whereby the benefits of enrolling a child in Revival City College will be advocated.

- The College will receive all completed admission application forms from parents and ensure that all relevant documents are completed and attached.
- An Entrance Assessment may be administered by the College on a decided date. Admission into the College may be based on the results of this Assessment. This Entrance Assessment will be as follows:  
Grade R and 1 – Basic school readiness  
Grade 2 – 6 – Focus on Reading and Mathematics  
Grade 7 – 9 – Reading and Mathematics; General academic ability in Language, Comprehension and General Curriculum Knowledge.  
Grade 7 – 9 may include an interview process
- The College will respond in writing to all successful and unsuccessful parents/applicants as per the date decided on by the College Management Team and O.D.
- On acceptance into Revival City College parents will be expected to sign the necessary documentation i.e. Codes of Conduct, Indemnity Forms, Agreement to pay College fees, agreement to subscribe to the Mission statement, Vision and Statement of Faith, etc.
- On acceptance into Revival City College and once all the necessary documentation has been signed and completed, enrolment will not be completed until such time as the first month's college fee and textbook fee for the year of enrolment is paid in full.
- The school will maintain a written or computerised register of all admissions applications.
- All applications, together with supporting documents, will be made available on request, for scrutiny by the Directors of the College and the Governing Body Executive Members.
- Once the classes have reached capacity, no further learners will be enrolled i.e. 20 in Grade R and 20 max in other grades
- The LoTL (Language of Teaching and Learning) at Revival City College will be English as determined by the Governing Body Executive.
- It has to be noted that it remains the parent's responsibility to ensure safe, reliable and consistent transport to and from the College every day.

#### **4. Documents Required for Admission of a Learner**

**Application form for admission:** The parent must complete the College's application form for admission.

- Certified copy of the child's unabridged birth certificate
- Original Transfer Card should the child have schooled at another school in the year prior to enrolment at Revival City College
- Latest original Progress Report
- Certified copy of child's Immunisation card
- x2 Recent ID size photograph of child
- x2 proof of residence document – must be an original.



- Certified copy of parent/guardian's identity document
- Death certificate of parent (if applicable)
- Guardianship legal documents.
- Grade 7 – 9 Testimonial/Profile Report from the previous school – as per RCC Master Copy.
- Any other relevant documentation for immigrants i.e. Passports, Study Permit and Temporary or Permanent Residence Visa, Legal Guardianship papers (NOTE – NO AFFIDAVITTS) are accepted.
- Parents are to note that Revival City College is legally entitled to demand the payment of compulsory College fees. In terms of the Family Act, both the parents/legal guardians are jointly and severally responsible for the payment of College fees irrespective of their marital status. Should parents fail to meet their commitment to pay College fees after a 30-day notice period, it will be required that the child be removed from the College immediately and that application be made at another educational institution for admission. It is to be noted too that Revival City College reserves the right to take legal action against parents to recoup outstanding College fees.

#### **5. Admission of Learners with Special Education Needs**

The rights and wishes of learners with special education needs cannot be taken into account in this College as they will not be able to be catered for. Due to the structure of the College buildings, the College will not be able to accommodate children who are physically challenged.

#### **6. Admission of Non-Citizens**

The South African Schools Act, 1996 applies equally to learners who are not citizens of the Republic of South Africa. The parent must produce a permit for temporary or permanent residence issued by the Department of Home Affairs.

A learner who entered the country on a study permit must present the study permit on admission to the College.

Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

#### **7. Issuing of Transfer Cards**

Those wishing to leave Revival City College need to apply in writing, giving advanced notification of their child leaving. Transfer cards will be issued to the child on their last day at Revival City College should College fees be paid up in full and should all school stock such as textbooks be returned.

#### **8. POPI Act**

In line with the requirements of the POPI Act, RCC confirms that the information collected from parents and learners for their successful enrolment will be used solely for the purpose intended, and will be treated with confidentiality.

#### **9. Conclusion**

Revival City College will at all times endeavour to ensure that the admission process is carried out according to this policy.

The College will at all times endeavour to ensure that the application for admission of every individual is treated with respect, confidentiality and in a professional manner.

Finally, as Revival City College is a private College, right of admission is reserved and the College, its Directors, CMT and GBE reserve the right to refuse access to any individual should it be deemed fair on the grounds presented that that particular individual not be admitted.

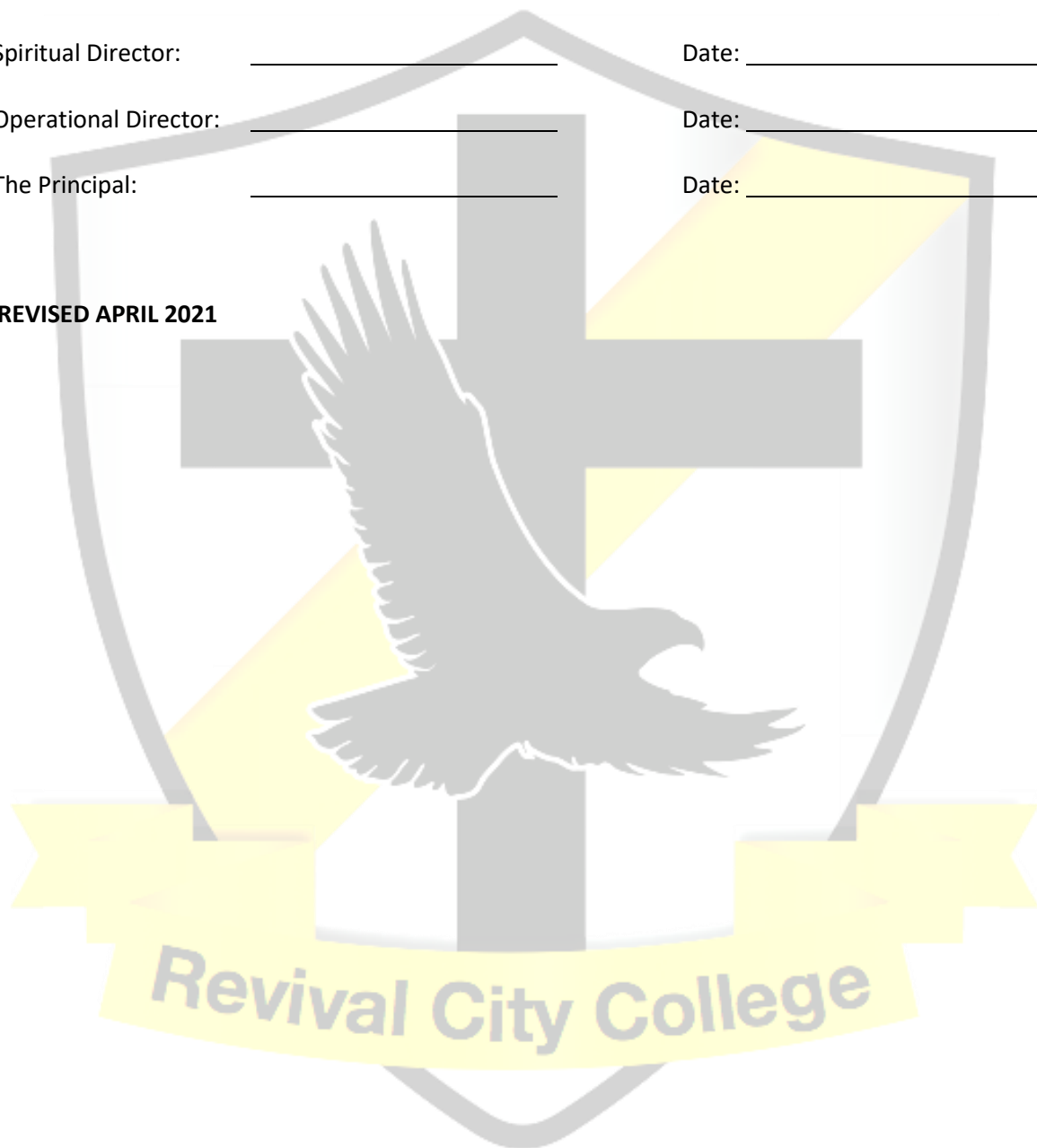
**Signed by:**

Spiritual Director: \_\_\_\_\_ Date: \_\_\_\_\_

Operational Director: \_\_\_\_\_ Date: \_\_\_\_\_

The Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**REVISED APRIL 2021**





## ANNEXURE A

### STATEMENT OF FAITH

\_ **WE BELIEVE** in God Eternal, Triune, Almighty Creator, Maintainer and Ruler of all Creation

\_ **WE BELIEVE** in God the Father, the Author of Creation and Salvation

\_ **WE BELIEVE** in Jesus Christ the only Son of God the Father, he is the true God who, for the sake of humanity and its salvation, descended from heaven and became flesh. He lived on earth and was crucified, died and was buried, He rose from the dead and ascended to heaven where He is seated at the right hand side of the God our Father.

\_ **WE BELIEVE** in the Holy Spirit, true God proceeding from the Father and the Son, who convicts the world of sin, righteousness and judgement in all truth.

\_ **WE BELIEVE** that the Bible is the Word of the God, written by men as the Holy Spirit inspired them. We believe that it authoritatively proclaims the will of God and teaches us all that is necessary for Salvation.

\_ **WE BELIEVE** that human beings are created in the image of God, due to their sinful rebellion, this image is marred. We further believe that all have sinned before God and it is the will of God that all people should receive salvation through faith in Christ.

\_ **WE BELIEVE** in the baptism in the Holy Spirit with the initial evidence of speaking in tongues as promised to all believers.

\_ **WE BELIEVE** in the manifestation of the gifts and fruit of the Spirit in the life of a Christian.

\_ **WE BELIEVE** that a Christian should be a disciple of Jesus Christ and that he lives a consecrated and holy life.

\_ **WE BELIEVE** that Jesus Christ is the Head of the Church which is constituted by the Holy Spirit and consists of born again believers. The Church is responsible for the proclamation and demonstration of the Gospel and God's will to all people. As a charismatic community they fellowship with and edify one another.

\_ **WE BELIEVE** that the believer's baptism by immersion and the Lord's Supper is institutions of Christ to be observed by the Church.

\_ **WE BELIEVE** that at the time appointed by God, Christ will come to take away his Church.

\_ **WE BELIEVE** in judgement day when Christ will judge the living and the dead.

\_ **WE BELIEVE** in the resurrection of the body and eternal life for the righteous and eternal punishment for the wicked.

\_ **WE BELIEVE** in the new heaven and the new earth where God will reign in glory.