



# St Cyprian's School

## ADMISSIONS POLICY

### 1. Position statement

The position statement of St Cyprian's School takes its inspiration from its Anglican roots, its rich heritage, the Constitution and the principle of Ubuntu, and is built upon the four obligations of the South African Constitution that inform the school's position: to heal the divisions of the past; to lay the foundations for a democratic and open society; to improve the quality of life of all citizens; and together, to build a united and democratic South Africa. As such, St Cyprian's School is committed to the principles of social transformation, social justice and social cohesion, in line with its strategic Transformation and Diversity agenda confirmed by the School Council in 2017. It is this strategic vision, along with other identified considerations, that forms the basis of this Admissions Policy.

### 2. Background

The school environment is one of constant student renewal as places become available for new entrants when current students leave. This process takes place throughout the year with peak intakes in January. Clear guidelines are required to ensure that the process runs efficiently, fairly and effectively. New applications are received daily and may have to be kept for long periods of time. Applications are received from South Africa and elsewhere in the world. The outcome of the admissions process is governed by a contractual agreement between the School and the Parents or Guardians of the Student.

### 3. Purpose and scope

This policy document serves to provide guidelines for the admissions process to ensure that it delivers outcomes that are firmly aligned to the vision, mission, values and long-term viability of the school. It applies to the Pre-Preparatory, Preparatory and High Schools.

### 4. Policy and framework

The Admission Process begins with an Application for Admission, which is administered by the Admissions Manager.

#### 4.1 Waiting Lists

- The school operates a system of waiting lists for students who apply for a place in the school.
- Only girls may apply for places at the school.
- All applications are accepted provided that all supporting documents are supplied.
- Applications are not accepted for unborn children.
- Applicants with learning or physical disabilities must also provide specialist reports.
- Waiting lists are not closed, but applicants/parent/guardians are informed of situations where the demand for places is very high.
- Applications may roll over to the following year if placement cannot be offered.
- The applicant must reconfirm interest in a place annually and provide updated contact details when necessary.
- Applications for boarding are only accepted for Grades 8-12.

- Applications for short periods (6-12 months) are accepted, provided places are available.
- Waiting lists are reviewed annually and those where there is no longer an interest or where no further contact with the applicant is possible, are destroyed. Only the Application for Admission Checklist will be kept as a hard copy of the former application.

#### 4.2 Selection criteria

- The school is an Anglican School and does not discriminate on racial, ethnic, cultural or religious grounds and supports the ideals of equity and diversity.
- Preference is given to equity candidates in all sections of the school to ensure that diversity requirements are met.
- Prospective students may be asked to undergo grade-specific entrance assessments.
- The school environment places limitations on the acceptance of applicants with physical disabilities.
- The school has limitations on accepting applicants with learning disabilities.
- Interviews are conducted by the Principal, Heads, their Deputies or the Admissions Manager.
- Selection is determined by various factors, including but not limited to the date of application, academic record, and behavioural record.

#### 4.3 Enrolment

- Placements are offered to prospective students who meet the selection criteria.
- Special consideration is given to the following applicants, provided they meet the selection criteria and that places are available:
  - Diversity candidates
  - Siblings of enrolled students
  - Returning students who advised the school of their future return, before their withdrawal.
  - Children of past students.
  - Children of staff members
  - Students from other ISASA schools who have to relocate.
- Placements are only secured once the Contract of Enrolment has been signed and the Enrolment Fee has been paid in full.

#### 4.4 Withdrawals and re-applications

- Applicants that have been offered placements, but declined the offer, may request that their applications be rolled over to another grade and year in the future. This request will not imply a priority position for placements in the future.
- Applications of applicants that have been offered placements, but declined the offer, will be kept for a year and then destroyed if there is no further interest.
- A withdrawn application may be reactivated, provided the file is not yet destroyed. New applications should preferably be requested.

#### 4.5 Withdrawals of enrolled students

- Parents or Guardians of enrolled students must inform the Principal/Head and the Admission Manager in writing of their proposed departure at least one term in advance. Boarders also have to inform the Boarding Head of their departure.

- An exit interview with the Student and their Parents/Guardians may be held and details thereof retained in the student's file.

5 Associated documents

- Application for Admission Form
- Admission Checklist
- Admission Procedure
- Contract of Enrolment

(Updated May 2025)