



ADMISSIONS POLICY (2026)

1. DOCUMENT CONTROL

Policy Owner	SMT and Board of Governors
Drafted By	SMT
Date of Approval	01 March 2026
Review Date	January 2027
Related Policies	Staff Code of Conduct & Disciplinary Policy (2026); Data Management & POPIA Compliance Policy (2026); Learner Code of Conduct & Handbook (2026); FET Phase Subject Choice and Promotion Policy (2026); Financial Stewardship & Procurement Policy (2026).

2. PREAMBLE & ETHOS ALIGNMENT

Loreto Convent School is a Catholic independent school rooted in the Gospel and the charism of Mary Ward. We believe that every child who enters our gates is a gift — created with inherent dignity and called to flourish.

Guided by the charism of Mary Ward, this policy is anchored in:

- **Justice:** Our admissions process is fair, transparent, and consistently applied. We do not discriminate unfairly. We publish our criteria openly so that every family understands the basis on which decisions are made.
- **Sincerity:** We are honest with families about what this school is, what it demands, and what it offers. We do not make promises we cannot keep, and we do not conceal the conditions of enrolment.
- **Truth:** Our decisions are based on honest assessment — of school readiness, academic potential, support needs, and ethos alignment. We tell families the truth, including when we cannot meet a child's needs.
- **Freedom:** Families choose Loreto Convent School freely, with full knowledge of its Catholic identity, its language of instruction, its co-educational structure in the primary phase, and its all-girls structure from Grade 8. We welcome that choice and honour it.
- **Accompaniment:** We do not admit a child and then leave them to find their way. From the moment of enrolment, we walk alongside each learner and their family — particularly during the settling-in period and during any transition requiring additional support.

Admission is entry into a community of values. It is a condition of acceptance that all learners participate respectfully in Religious Education, school Masses, and Assemblies. Non-Catholic families are warmly welcome — but they enrol knowing and accepting the Catholic character of the school.

3. LEGISLATIVE CONTEXT

This policy is drafted in compliance with:

- *Constitution of the Republic of South Africa, 1996 (ss.9, 28, 29).*
- *South African Schools Act 84 of 1996 (ss.5, 61).*
- *Children’s Act 38 of 2005; Immigration Act 13 of 2002.*
- *Promotion of Administrative Justice Act 3 of 2000 (PAJA).*
- *The Protection from Harassment Act, 17 of 2011.*
- *The Cybercrimes Act, 19 of 2020 (specifically regarding harmful data messages).*
- *Protection of Personal Information Act (POPIA), 2013.*

4. ADMISSION CRITERIA & GENDER

4.1. Non-Discrimination

In terms of Section 5 of the South African Schools Act and Section 9 of the Constitution, the school may not unfairly discriminate against any applicant on grounds of race, gender, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, or language.

4.2. Priority Criteria

Where applications exceed available places, the school will apply the following priority order:

- a) Siblings of currently enrolled learners;
- b) Children of current staff members;
- c) Applicants from Catholic families who demonstrate active parish participation;
- d) All other applicants, ranked by assessment result and interview outcome.

This priority order is applied transparently and consistently. It will be communicated to applicant families upon request.

4.3. Gender (The “Boys” Clause)

- **Co-Educational:** The Pre-Primary and Foundation Phases (Grade RRR to Grade 7) are Co-Educational.
- **All-Girls:** From Grade 8 to Grade 12, the school is an all-girls institution.
- **Exit Strategy:** It is a specific condition of enrolment for boys that their tenure at Loreto Convent School **terminates automatically at the end of Grade 7.**

4.4. Age Appropriateness

Children must meet the following “turning age” requirements in the year of application:

- **Grade RRR:** Turning 4.
- **Grade RR:** Turning 5.
- **Grade R:** Turning 6.
- **Grade 1:** Turning 7.

4.5. Academic Standards

- **Assessments:** All applicants (Grades 2–11) must write an English and Mathematics assessment. A school readiness assessment will be administered with all Grade 1 applicants.
- **High School Standard:** Admission to the High School requires a minimum of **50%** in the English assessment. The Grade 8 assessment is set at a Grade 6 level to test core competency.
- **Learners with Support Needs:** The school recognises that some applicants may have identified learning, behavioural, or physical support needs. The school will consider such applications on their merits, having regard to the support the school is realistically able to provide. Where an applicant has a formal assessment, psychological report, or IEP, this must be submitted with the application. The SBST will advise the SMT on whether the school can meet the learner's needs before a decision is made. The school will not decline an application solely on the basis of a support need without first consulting the SBST.

5. FINANCIAL REQUIREMENTS & LEVIES

1. **Application Fee:** A non-refundable fee of **R300** is payable to secure the entrance appointment and assessment.
2. **Registration Fee:** A non-refundable registration fee is payable within 14 days of acceptance to secure the place.
3. **Credit Vetting:** The school reserves the right to conduct credit checks and requires **proof of income** (3 months' bank statements for self-employed).
4. **Financial Clearance:** A **Clearance Certificate** or latest statement from the previous school is mandatory.
5. **Annual Levies:** Parents are responsible for the annual **Building Levy** (per account) and a fee for the Annual Year Book.
6. **Financial Difficulty:** Families experiencing genuine financial difficulty are encouraged to approach the Executive Principal in confidence before withdrawing an application. The school's bursary and fee concession provisions are set out in the Financial Stewardship & Procurement Policy (2026).
7. **POPIA — Financial Data:** Financial information provided during the admissions process — including bank statements, credit check results, and fee history from previous schools — is processed in accordance with the Data Management & POPIA Compliance Policy (2026). This information is accessible only to the Executive Principal and the School Bursar.
8. **Stationery:** For Grades 1–7, stationery packs **must** be purchased from the school by mid-October.

6. FOREIGN NATIONALS

In strict compliance with the Immigration Act:

- **Study Visa:** A foreign learner may **not** commence school until a valid Study Visa naming Loreto Convent School specifically has been produced.
- **Documentation:** Certified copies of passports and residence permits for both parents and the learner are required.
- In terms of Section 5 of the South African Schools Act, no learner may be refused admission solely on the grounds of their nationality or immigration status where a valid study visa is in place.

The school will not penalise a learner for administrative delays in the visa process that are beyond the family's control, provided the family can demonstrate that the application is active and in good standing.

7. THE ADMISSION PROCESS

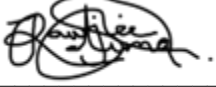
1. **Application:** Parents submit the online application with certified IDs, Birth Certificates, two ID photos, the latest school report and pay slip(s).
2. **Testimonial:** A **Testimonial Form** must be completed by the learner's current school and received prior to assessment.
3. **Interview:** While the learner is assessed, parents are interviewed by a member of the SMT to ensure ethos alignment.
4. **Settling-in Period:** All new enrolments are subject to a 6-month settling-in period. During this period the school monitors the learner's academic progress, social adjustment, and adherence to the Code of Conduct. If significant concerns arise, the parents will be notified in writing and a support meeting convened. The settling-in period is not punitive — it is a structured accompaniment. Only in exceptional circumstances, where the school has exhausted all support options, will non-continuation of enrolment be considered, and this will always be preceded by written notice and a formal meeting with the parents.
5. **Right of Appeal:** A family whose application has been declined may appeal in writing to the Chairperson of the Board of Governors within 10 school days of receiving the decision. The Board will respond within 15 school days. The grounds of appeal must relate to one or more of the following:
 - a) procedural irregularity in the admissions process;
 - b) failure to apply the published admissions criteria; or
 - c) exceptional compassionate circumstances not considered in the original decision.

8. DATA MANAGEMENT & PRIVACY

- 8.1 All personal information collected during the admissions process is processed in accordance with the Data Management & POPIA Compliance Policy (2026). The Information Officer (Executive Principal) is accountable for the lawful handling of applicant data.
- 8.2 Information collected at application stage — including identity documents, birth certificates, school reports, assessment results, and financial information — is used solely for the purpose of evaluating the application. It will not be shared with third parties without consent.
- 8.3 If an application is unsuccessful, the applicant's records will be retained for 3 months and then securely destroyed, unless the family consents to retention for future consideration.
- 8.4 Upon enrolment, the school will request the parent's consent to the school's standard Media Consent and communication preferences. Refer to the Social Media & Digital Citizenship Policy (2026) for the school's approach to photographs and digital content involving learners.

9. APPROVAL

Signed on behalf of the Board of Governors:



Date: 01 March 2026

Fatima Rawjee

Chairperson: Board of Governors

Signed by the Executive Principal:



Date: 01 March 2026

Suzette Truter

Executive Principal