

**St. Martini Pre-Primary School (RF) NPC**  
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www.stmartini.org.za



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## Admissions policy and criteria for St. Martini Pre-Primary School

Dear parents

To get the application process for your child under way, we will require the following documents:

- ✓ A completed application form signed by both parents/guardians.
- ✓ A copy of the unabridged SA birth certificate of the applicant. In case of the child being a non-South African citizen, a copy of the passport with proof of permanent residences or study permit must be supplied.
- ✓ Inoculation record of the child
- ✓ The relevant application fee has to be paid in cash or by EFT (proof of payment required).

**St. Martini Pre-Primary School**  
**Standard Bank, Cape Town**  
**Branch code: 020 90 900**  
**Account number: 071 567 399**

***Please use your child's first and surname as well as 'application fee' as reference for your payment.***

Any questions should be directed by email to: [admissions@stmartini.org.za](mailto:admissions@stmartini.org.za)

You will be notified in writing of the outcome of your application.

## **Criteria for an application at St. Martini Pre-Primary School**

1. No child will be refused admission to the school on basis of race, gender, culture or religion.
2. All children admitted at the school will be expected to participate in the general program on all levels – academically, socially and culturally.
3. The selection will be handled according to the following non-negotiable criteria:
  - ✓ The correctly completed and signed application form must be submitted together with all required documents and proof of payment of the application fee before expiry of the deadline. (31. March in the year prior to admission)
  - ✓ The minimum age of a child to be admitted to our youngest introductory group is 3 years. This means that the child has to be 3 years old on the 1st of January of the year of admission.
  - ✓ The child must be able to understand and communicate in the language of tuition (German). It is therefore absolutely imperative that German is spoken daily in the household, where the child resides.
  - ✓ The possible number of children in one specific group will be determined by the Kindergarten to enable the teachers to spend quality time with each child.
  - ✓ The final grouping of children (which children get allocated to which group) is done at the discretion of the respective teachers as well as the principal. We are always open to suggestions and requests - but the final decision remains that of the Kindergarten.
  - ✓ The parents/guardians of the child must be able to pay the set school fees (whether with or without a discretionary discount), as determined by the *Board of Directors* of the St. Martini Pre-Primary School.

### **Compliance with all of the above criteria does not guarantee a successful enrolment into the Kindergarten/Pre-School.**

Should admission capacity for a certain group be reached, the following waiting list criteria apply:

- ✓ Completed application handed in and paid before expiry of the deadline (31. March), will be dealt with preferentially and in order of receipt.
- ✓ Candidates with siblings at the Kindergarten or where family members have in the past attended, will be dealt with preferentially.
- ✓ ONLY WHEN APPLYING FOR GRADE R: Should a child be six years of age at the time of application, this child will be given preference over a younger child to attend Grade R.

### **Admission procedure:**

1. The application form must be handed in at the school together with all necessary documentation and proof of payment of the application fee – before the given deadline.

2. Application candidates will be invited to a personal interview during the school's second term. This interview is NOT a guarantee of a successful application.
3. The parents/guardians of a successful applicant will be notified in writing and will on their behalf accept the admission by correctly completing and signing the school's contract in full (including the required suretyship) and paying the required deposit.

**Important facts:**

- ! An application will only be considered, once the correctly completed and signed application form has been received, together with a proof of payment for the relevant application fee.
- ! The closing date for general admissions is the 31<sup>st</sup> of March in the year prior to requested enrolment.
- ! An application will only be considered, when the application form is completed and the application fee has been paid in full.
- ! After completion of all application interviews, the candidates will be given until the end of the 2<sup>nd</sup> term (mid June) to pay the required deposit and return all relevant documentation.
- ! Places reserved for applicants, who fail to pay the deposit by the respective deadline, will be forfeited to children on the waiting list.
- ! Immediate and full payment of deposit is due for all late or ad hoc admissions during the rest of the year.

***NB: Please take note that by law (Children's Act, No 38 of 2005, Chapter 7) St. Martini Pre-Primary School is obliged to immediately report any reasonably founded suspicion of child neglect or abuse.***