



POLICY (Number: Ci) ADMISSIONS

Somerset House is an educational institution that is privately owned. It is as such recognised by and registered with the Department of Education.

Age Requirements as per departmental requirements:

1. Admission to Grade R: The age of admission to Grade R is between four-and-a-half and five-and-a-half years old if the child turns six (6) on or before 30 June in the Grade 1 year. Priority will be given to children who turn 6 during their Grade R year.
2. Admission to Grade 1: The age of admission to Grade 1 is five years old if the child turns six on or before 30 June in the Grade 1 year. Priority will be given to children who turn 7 during their Grade 1 year.

Other Requirements

1. When a prospective parent applies to the school to enroll a child, they must produce the child's official birth certificate and copies of the child's most recent report (For Grade R to 7 enrolment).
2. If the child is not a South African citizen, the following is required:
 - A current, valid study permit;
 - A temporary or permanent residence permit from the Department of Home Affairs; and
 - Proof that application has been made for permission to stay in South Africa.
3. Parents, guardians or sponsors of prospective pupils apply to the school and complete a application form. On receipt of the completed application form (and non-refundable admin fee) the child's name is entered on the relevant waiting list.
4. For entry into Somerset House (Nursery School or Preparatory School) special consideration may be given in the following cases:
 - Children with a sibling currently at Somerset House (the date of initial application might be a factor here);
 - Children of members of staff;
 - In the interests of transformation and making our school more representative of the racial composition of the Helderberg area, preference must be given to children of previously disadvantaged race groups;
 - Children with siblings that have been allocated places in other grades.
 - Children of past pupils;
 - "School Readiness" or ability to cope at the desired level. An entrance test may be administered.
 - Children from other ISASA Schools. (In accepting children from other ISASA schools, cognisance must be taken of the standing resolutions of this organisation);
 - Re-admission of former pupils whose parents have moved back to the Helderberg area.
5. As a co-educational school, consideration can be given to the gender of the pupil in the interests of sustaining a reasonable gender balance within the school.
6. Many of the above conditions are interrelated and inseparable from each other. Acceptances should not be made without consultation with the Head of the child's present school.
7. It will also be appreciated that "Waiting Lists" will remain confidential.

8. Class size

The sizes of classes is fixed and will only be extended in exceptional circumstances at the discretion of the headmaster. E.g. A staff member joining the school with children or the repeat of a pupil.

Grade 000	15 children per class	2 classes	32 per Grade
Grade 00	20 children per class	2 classes	44 per Grade
Grade 0	22 children per class	2 classes	48 per Grade
Grade 1 - 7	24 children per class	2 classes	48 per Grade

Total Children	460
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