



## RALLIM MODERN LEARNING ENVIRONMENT

### ADMISSIONS GUIDELINES

The purpose of these guidelines are to outline the admissions procedures and criteria for enrolment at Rallim Modern Learning Environment. The school aims to provide a fair, transparent, and efficient admissions process that ensures each student admitted is suited to the educational environment of the school while ensuring the financial sustainability of the institution.

As an independent school, enrolment is governed by a contractual agreement between the parents or legal guardians and the school, including the responsibility to pay school fees in accordance with the fee agreement.

#### 1. ADMISSIONS PRINCIPLES

Admissions decisions are based on the following considerations:

- Availability of space in the relevant grade.
- The student's age relative to the grade applied for.
- Academic readiness and developmental suitability.
- Previous school reports and records.
- The outcome of assessments or interviews where required.
- Financial clearance of the responsible fee payer.

The school reserves the right to decline an application if it determines that the school environment may not be suitable for the student or if financial requirements cannot be met.

#### 2. REQUIRED DOCUMENTATION FOR APPLICATIONS

Parents must submit a completed online application together with the following documents:

- Copy of both parents' or legal guardians' ID or passport
- Copy of the student's birth certificate or passport
- Passport-style photograph of the student
- Most recent school report (where applicable)
- Vaccination records
- Copies of study permits or visas (for international students)
- Reports from therapists or specialists (if applicable)
- Transfer documents (if applicable)
- Latest school fee statement from previous school (if applicable)
- Proof of payment of the non-refundable application fee

Applications will only be processed once all required documents and the application fee have been received.

### **3. PROCESS OF STUDENT ADMISSION**

#### **Step 1: Enquiry and School Tour**

Prospective parents may contact the Admissions Office to request information about the school.

Parents and students may attend a school tour where the school environment, philosophy and fee structure are explained. ([admissions@rallim.org.za](mailto:admissions@rallim.org.za))

#### **Step 2: Submission of Application**

Parents complete the online application form and upload all required documentation.

The application will only proceed once:

- The application form is completed
- All supporting documents are submitted
- The non-refundable application fee is paid

Admissions verifies that the application is complete before moving to the next stage.

#### **Step 3: Financial Clearance**

Once the application is complete, the Finance Department conducts a financial review which may include a credit check of the responsible fee payer.

The purpose of this process is to ensure that parents are able to meet the financial obligations associated with enrolment.

Possible outcomes include:

##### **Approved**

Financial clearance is granted and the application proceeds.

##### **Conditional Approval**

Alternative payment arrangements may be offered where appropriate, including:

- Annual tuition payment in advance
- Quarterly tuition payment in advance
- Settlement of outstanding credit listings followed by reassessment

##### **Declined**

Where financial clearance cannot be granted, the application cannot proceed.

All financial matters are communicated directly between the Finance Department and the parents.

Admissions is notified once financial clearance has been confirmed.

### **5. Academic Review and Assessment**

Once financial clearance has been obtained, the Admissions Department may arrange:

- Entrance assessments in English and Mathematics (for higher grades)
- A classroom visit or observation
- A meeting with the Head or Associate Head where required

Admissions decisions consider:

- Academic readiness
- Emotional and social development
- Previous school reports
- Availability of space in the grade

## **6. Offer of Enrolment**

If the application is successful, parents will receive a written Offer of Enrolment.

To accept the offer, parents must:

- Sign the Enrolment Agreement
- Complete the Debit Order authorisation
- Pay the non-refundable registration fee

The student's place is only secured once the signed agreement and payment of the registration fee have been received.

## **7. Conditional Enrolments**

Where enrolment has been approved subject to financial conditions:

- Tuition fees may be required in advance (quarterly or annually)
- Full payment must be received before the learner's start date
- The school reserves the right to delay the start date until payment has been received

## **8. Confirmation of Enrollment**

Once the registration fee and any required tuition payments have been received:

- Finance confirms payment to Admissions.
- Admissions confirms the student's start date with the parents.
- Admissions sends the school information pack, including:
  - Orientation information
  - Uniform details
  - Term dates
  - School policies

The enrolment process is then considered complete.

## **9. Right of Refusal**

The school reserves the right not to accept an application where:

- The student's needs cannot reasonably be accommodated.
- Financial clearance is not obtained.
- Required documentation is incomplete.
- The school determines that admission would not be in the best interests of the learner or the school community.

All admissions decisions made by the school are final.

## **10. Confidentiality**

All documentation submitted during the admissions process is treated as confidential and handled in accordance with applicable privacy legislation