

ADMISSIONS POLICY

With reference to the South African Schools Act 84 of 1996, KZN Circular No. 2 of 1997 and Circular No. 58 of 1999, the following procedures will be **implemented** for the admission of learners to Mohamed Ebrahim Islamic School.

1. COMPLETION OF OFFICIAL APPLICATION FORM FOR ADMISSION

An application for admission to Mohamed Ebrahim Islamic School will only be considered upon completion of the school's **OFFICIAL ADMISSION FORM** and all authentic documents duly completed, signed and submitted. A non refundable enrolment fee is due upon enrolment of a learner and is separate from the school fees.

2. OFFICIAL DOCUMENTS TO BE FURNISHED

The following authentic documents must be produced on application :

- 2.1 **IDENTITY DOCUMENTS** of both parents or legal guardian
- 2.2 **IDENTITY DOCUMENT or BIRTH CERTIFICATE** of the learner.
- 2.3 **IMMUNISATION CARD / CLINIC CARD.**
- 2.4 The **PREVIOUS YEAR'S / TERM SCHOOL REPORT.**
- 2.5 Transfer card with the **OFFICIAL SCHOOL STAMP OF THE PREVIOUS SCHOOL.**

3. AGE OF ENTRY TO SCHOOL

- 3.1 Grade One - **as determined by the Department's Admission Policy** for the following year. A learner must turn 6 by June 30 to be admitted into Grade 1.
- 3.2 Grade R – a learner must turn 5 by June 30 to be admitted into Grade R.
- 3.3 Grades two to six : no age of entry but entry is determined by previous year's school report

4. SCHOOL FEES

- 4.1 It is a legal obligation of every parent/guardian of learners of this school to pay the school fees as stipulated upon enrolment.
- 4.2 Parents/guardians may be legally summoned upon the discretion of the Board of Directors for **OUTSTANDING** school fees. (SASA 84 of 1996).

Parents who do not meet the deadline in respect of payment of school fees will be informed with regards to the following :

- a) Total amount owing
- b) Final date for payment
- c) Date on which the above will be handed over to the debt collectors.

5. GENERAL

- 5.1 The parent/guardian who enrolls the learner takes legal responsibility for that learner throughout the year.
- 5.2 Upon registration **the parent/guardian** will be required to pay the enrolment fee which will vary annually. School fees are payable within the first two weeks of each school term.
- 5.3 **All parents/guardians will be notified in writing informing them of the procedure for re-enrolment for the following year.**

6. M.E.I.S. does not unfairly discriminate in any way against an application for admission. No learner is denied admission to the school irrespective of where he/she resides, religion or race. However, the Islamic ethos as per the mission statement of the school and distinctive code of conduct must be adhered to.

7. WITHDRAWAL OF ADMISSION

A successful application for admission may be suspended or withdrawn by the School at any time after the applicant has been placed, under the following conditions:

1. Where the pupil is in breach of the School's Code of Conduct and a suspension or expulsion is warranted.
2. Where the person(s) responsible for the payment of school fees and levies is/are in breach of the fees agreement.
3. Where a continued relationship between the School and the parent(s) / guardian(s) is not possible.

8. RE-ADMISSION TO THE SCHOOL

1. Re-admission is conditional on the following:
 - Ability to pay the prescribed school fees and levies.
 - Those parents who apply for re-admission of their children will be subject to a fees check.
 - The applicant's school fees due for the current year must be paid in full before any application for re-admission will be considered.
 - Adherence to the schools code of conduct.

2. While MEIS does not have a policy of retaining only pupils with high academic potential, only those applicants who meet minimum academic criteria will be considered for re admission.