

Admission Policy

JOHANNESBURG MUSLIM SCHOOL

1. Preamble

The Johannesburg Muslim School (hereinafter referred to as “the School”) is an independent school registered with the Gauteng Department of Education. It is non-sectarian in its admission policy and abides by the principle that no learner will be denied admission on the grounds of race, gender, religion or origin.

2. Purpose of the Policy

The aim of this Policy is to facilitate the admission of learners to the Johannesburg Muslim School.

3. Procedure for new Admissions

- 3.1. All learners applying for admission to the Johannesburg Muslim School must be age appropriate in accordance with the rules and regulations as set out by the Gauteng Department of Education.
- 3.2. All applications for admission to the School must be on the official prescribed Application Form.
- 3.3. The completed Application Form must be submitted to the School together with the following documents :
 - 3.3.1. Original or certified copy of the Immunisation Card;
 - 3.3.2. Original or certified copy of the learner’s Birth Certificate;
 - 3.3.3. Original or certified copy of the latest school report;
 - 3.3.4. Proof of residence;
 - 3.3.5. Original or certified copies of the learner’s parents identity document;
 - 3.3.6. Original Transfer Card, if the learner is transferring from another school.
- 3.4. The completed application Form, together with the documents referred to in clause 3.3 above, must be received by the School before 30 June of each year. Unless exceptional circumstances exist (and the School will, in its sole and absolute discretion, determine whether such exceptional circumstances exist or not), late applications will not be considered.

- 3.5. All application forms will, on receipt, be date stamped. The receipt by the School of application forms will be acknowledged in writing. Such notification merely constitutes an acknowledgement of receipt and does not guarantee admission of the learner.
- 3.6. Admission of learners to the School will be based on available space. Preference will be given to siblings of learners already enrolled at the Johannesburg Muslim School.

4. Assessment tests

The Johannesburg Muslim School reserves the right to conduct Assessment tests for placement purposes. This may be done for the following reasons :

- 4.1. Where the learner has not attended school for a period and needs to be placed, an assessment test will be conducted to determine the learner's level of skills and ability;
- 4.2. Where the learner may be experiencing difficulties with the curriculum because of the language barriers, more especially with regards to the medium of instruction;
- 4.3. In the case of foreigners, where the placement level needs to be determined.

5. Administrative Procedures on Admission

- 5.1. Parents of learners who have been granted a place at the School will be informed, at the sole discretion of the School, either verbally, telephonically, in writing, or by e-mail communication, by 31 October of the year of application.
- 5.2. On accepting a place at the School, the parents of the learner so admitted will be obliged to
 - 5.2.1. sign a Tuition Agreement;
 - 5.2.2. sign a Fee Agreement;
 - 5.2.3. sign an Indemnity Form;
 - 5.2.4. sign and comply with, and ensure that the learner complies with the Code of Conduct of the School;
 - 5.2.5. pay a non refundable registration fee in an amount as determined by the School from time to time;
 - 5.2.6. pay a deposit in respect of tuition fees, for the credit of the learner's account, in an amount as determined by the School from time to time;
 - 5.2.7. purchase the official school uniform;
 - 5.2.8. comply with any and all of the requirements of the School which may be in force at the time;

5.3. A place for the learner will only be secured and formalised upon the compliance by the parents of the requirements as set forth in Clause 5.2 above.

6. Administrative Procedure on unsuccessful applications

Parents of learners whose applications have been unsuccessful will be informed in writing on or before 31 October of the year of Application.

7. Re-registration of learners – Existing enrolments

7.1. All learners who are enrolled at the Johannesburg Muslim School, and who intend to remain enrolled at the School, will be required to re-register for the following year by not later than 30 September of each year;

7.2. Parents will be required to complete the prescribed re-registration form which must be received by the School by not later than 30 September of each year. Any learner who fails to complete and return the completed re-registration form to the School by 30 September of each year will be automatically de-registered and removed from the School's Roll and his or her place will be allocated to a new applicant.

7.3. The re-registration of learners will be for administrative purposes and to enable the School to determine its enrolment for the following year.

7.4. Confirmation of such re-registration will depend, amongst other facts, to the learner's discipline record and whether the tuition fees have been paid. The School reserves the right, at all times, to refuse re-admission to a learner if his or her tuition fees, or a portion thereof, have not been paid, or on the basis of an adverse disciplinary record.

7.5. Upon re-registration, parents will be required to pay an amount, as determined by the School from time to time, for the credit of the learner's fee account for the following year.

7.6. Learners who will not be re-registered for the following year of study will be informed in writing by 31 October of each year.

8. Admissions Register

The School will keep a register of admission to the school. The register will contain the name, date of birth, identity number (if applicable), the address of the learner, the admission number and the names of the learner's parents / guardians.

8. Reservation of Rights

The Johannesburg Muslim School reserves the right, at its sole and absolute discretion, to refuse admission or re-registration of a learner, and to de-register a learner at any time.