

2022 SPARK HIGH SCHOOL ADMISSION POLICY

1. Preamble

- a. SPARK Schools is a network of private schools dedicated to delivering accessible, high quality education that aligns to the CAPS Curriculum. SPARK Schools offers a uniquely individualised educational opportunity for scholars by focusing on each scholar's needs in the classroom and using online learning. At SPARK Schools, we know that excellent education is as much about character development as academic achievement. To that end, SPARK Schools emphasise the core values of Service, Persistence, Achievement, Responsibility, and Kindness in the classroom, in the Learning Lab, during sport, on the playground, and in the community. Every day, scholars repeat the SPARK Schools Creed, a daily promise that summarises these core values and reminds them that they are SPARK scholars at all times. SPARK teachers and tutors discuss these core values with scholars throughout the school day and work with families to implement them at home. Our core values are essential to setting our scholars on a path of learning and personal success at SPARK and beyond!
- b. This admission policy as adopted by the school from time to time, has been written in accordance with section 29 of the South African Schools Act 84 of 1996 and the National Education Policy Act No. 27 of 1996.
- c. The admission and enrolment of scholars to the school is at the discretion of the principal who may refuse a scholar's admission to the school without giving reasons therefore or may grant temporary or provisional enrolment to the school subject to such further terms and conditions which the principal may impose. The principal may, at his/her sole discretion, cancel enrolment in accordance with the school's Parent Enrolment Agreement, the School Rules/Code of Conduct or Policies.
- d. For the sake of clarity, this admission policy, together with the Parent Enrolment Agreement, regulates the enrolment and admission of the scholar to the School, the relationship between the school, the scholar, yourself and/or the payer once the scholar is admitted and enrolled with the school.

2. Enrolment Agreement

- a. Parent(s) will receive the Parent Enrolment Agreement once the scholar's online application, as completed on the SPARK website, has been accepted. The school therefore agrees to enroll the scholar, for the duration of their school education, subject to the terms and conditions of the Parent Enrolment Agreement, and subject to your agreement hereto.
 - b. The scholar is only considered to be formally enrolled at the school when the Application Fee; the non-refundable fee payable by the parent/s upon online application to the school, as set out in the Schedule of Fees and relates to certain administrative costs involved in applying for a
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position for a student at the school, has been paid, this Agreement has been signed and the Enrolment Fee has been paid.

- c. Parent(s) must acknowledge that it is a privilege for the scholar to attend an independent school such as SPARK, and not a right.
- d. As such the parent must agree that they and/or the Payer; the person or entity who undertakes to be responsible for the payment of the scholar's fees, as the case may be, are responsible for the full payment of all fees as set out below and in the Schedule of Fees; which sets out all fees payable, annexed hereto.
- e. In light of the above, parents must agree and acknowledge that failure to pay fees will result in termination of the agreement with the school and the scholar's enrolment at the school.

3. Enrolment Process

- a. SPARK network's centralized enrolment team at SPARK Support are responsible for the administration of the admission of scholars into SPARK Schools.
- b. A non-refundable Application fee is charged for administration and must be paid at the time of application.
- c. The application form requires parents to furnish the school with the following:
 - i. Scholar Information
 1. Scholar Identification photo;
 2. An unabridged birth certificate for the candidate SPARK scholar (or an abridged birth certificate as well as a copy of the receipt for your unabridged birth certificate if you are still waiting for one);
 3. A vaccination/immunization certificate, with all pages and the scholar's name clearly visible, for the candidate SPARK scholar;
 4. A copy of the most recent report card for the candidate SPARK scholar; and
 5. Transfer letter from previous school.
 - ii. Parent/Payer Information
 1. Proof of residence for the parent/payer;
 2. A certified copy of the parent/payer's identity document;
 3. 3 Months Proof of Income;
 4. 3 Months Bank Statements; and
 5. Proof of payment (using Payer ID as reference, this is provided to you during the enrolment process).
 - iii. Signed Contracts
 1. Completed online application form for enrolment;
 2. Signed copy of the Parent Enrolment Agreement including the parent/payer's initials on every page of the contract as well as scholar, parent and payee detail; and

3. Signed media release contract.

- d. The above documentation can either be attached to the application form or
- e. emailed to applications@sparkschools.co.za
- f. Placement will only become final when all of the above has been processed, signed by the enrolment department and electronic notice is given to the applicants via email.

4. Enrolment Criteria

- a. In order to be eligible for enrolment at a SPARK high school, the parent must:
 - i. Provide evidence of the scholar seeking enrolment passing the most recent grade or on track to pass the current grade by submitting a report card that meets the Department of Basic Education standards for passing;
 - ii. Declare that the scholar seeking enrolment has not previously been expelled from another school for misconduct of any kind;
 - iii. Declare that the scholar seeking enrolment has not been previously enrolled in a remedial school or produce evidence of professional recommendation for enrolment in a mainstream school if the scholar has been previously enrolled in a remedial school;
 - iv. Declare that the scholar does not have or show evidence of having a learning or physical challenge that would prohibit access to SPARK Schools offering; and
 - v. Not owe outstanding fees to SPARK School or any other school OR have a history of bad debt with SPARK Schools or any other school
 - b. SPARK Schools only offers new high school enrolment in grade 8, 9 and 10.
 - c. In order to be eligible for enrolment in grade 10, the parent must confirm that the scholar has received formal isiZulu training or speaks, reads and/or writes isiZulu.
 - d. Parents of scholars seeking enrolment in grade 10, must only be seeking enrolment in the following course choices offered by SPARK High Schools:
 - i. Economics
 - ii. Business Studies
 - iii. Geography
 - iv. History
 - v. Physical Science
 - vi. Life Science
 - e. Enrolment in specific courses are subject to availability. If specific courses have reached their maximum capacity at the time of enrolment, the scholar will be required to choose a different course until such time that space in the requested courses becomes available. A school cannot guarantee that a space in a specific course will become available any day in the future.
 - f. Non-citizens will be admitted to the school provided that parents are in the possession of a temporary or permanent residence permit and the scholar must have a study permit. A certified copy of the original permit must be submitted with the application.
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5. 2022 SPARK High School Fees

- a. The registration and first month's fee must be paid for a space to be considered for the 2022 school year. The registration and first month fees are as follows:
 - i. Application fee R650
 - ii. First month fee R3025
 - iii. Learning Material fee R900
- b. First month fee will be reimbursed if there is no space for the scholar after SPARK Schools processes the application.
- c. Annual fee if paid before 31 December 2021 is R33 396. The total does not include the application fee of R650 or the Learning Material fee of R3025.
- d. Monthly fee if paid over 10 months is R3025 per month. Monthly fees do not include the application fee of R650 or the Learning Material fee of R900.

6. Parent(s)/Payer(s) Obligation

- a. Without detracting from any specific obligations contained in the Parent Enrolment Agreement, you are required to:
 - i. Make all payments on the due date as indicated in the Parent Enrolment Agreement and applicable invoice;
 - ii. Ensure the scholar follows school rules as laid out in the Code of Conduct and other school policies;
 - iii. Encourage the scholar in their studies, and give appropriate support at home;
 - iv. Keep the school informed of matters which affect the scholar, their peers or school staff;
 - v. Attend meetings and otherwise keep in touch with the school where the scholar's interests require you to do so; and
 - vi. Maintain a courteous and constructive relationship with school staff.
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