

NORTH SANDS LEARNING ACADEMY ENROLMENT PROCEDURE 2016

STEP 1 – VISIT TO SCHOOL

Call the North Sands office on 082 567 5525 to schedule an appointment between 07:30am – 11:30am (Monday – Friday).

STEP 2 – MEETING WITH THE SCHOOL PRINCIPAL

Schedule an appointment to meet with the Principal. This can be done on the same day as the visit.

NB: All prospective students are required to submit a RECENT Psycho-Educational Report.

- If a recent report is not available, a full Interdisciplinary assessment can be arranged at the School.
- The following individual assessments are available (please contact the school for more information):
 - Full Psycho-Educational Assessment.
 - Occupational Therapy Assessment including sensory assessment.
 - Speech Therapy Assessment.

STEP 3 – COMPLETE THE ENROLMENT APPLICATION FORM (available from North Sands reception).

Please submit the following documents with the Application form:

- Copies of Parents' ID Documents
- Copies of your child's Birth Certificate / ID Document
- 2 ID Photos of your child
- Latest school report
- Psycho-Educational Report.
- Reports from Therapists e.g. speech, occupational, remedial, neurological, etc.
- Reports from medical professionals e.g. psychiatrist, doctor, etc.
- Any other reports that might help us to understand your child better.

Please note that a credit check will be done by the Credit Controller with your child's present school.

IMPORTANT PLEASE NOTE: No application will be processed unless the above has been completed.

STEP 4 – INTERACTIVE VISIT

An Interactive Visit will be arranged for your child to spend for a week (or longer if necessary) visiting the current Grade class.

Interactive Visit:

- Your child attends school in their current uniform or casual clothes.
- Your child must bring his/her schoolbag and books for teachers to view.

- Please ensure your child is equipped with basic stationery as he/she will be required to fully participate during the school day.
- Please ensure your child brings a healthy lunch.

School times:

07:25 – 14:30 (Monday – Thursday) (Homework period included)

Friday ends at 13:00

Please bring your child to the Reception area before 07:25 and arrange to collect your child from the Reception area at the end of the school day.

STEP 5: FEEDBACK MEETING WITH PRINCIPAL & THERAPIST / PSYCHOLOGIST

At the end of the week's visit, the Principal, teacher and therapists will meet and review placement based on the following:

- Information from the Psycho-Educational Assessment/report and all other reports from Specialists
- Information based on the Interactive Classroom Visit
- Your child will then be/not be accepted for registration
- Please collect the North Sands contract and relevant documentation

STEP 6 – THE CONTRACT & FINANCIAL OBLIGATION:

Before your child can begin class:

- The contract is to be completed in full & returned to the school office.
- The following payments are required for 2016:
 - Non-Refundable registration fee R12 500,00 plus the first month's tuition fee of R6 300,00 and a R2 500,00 annual levy.
 - NB: Placement cannot be guaranteed until all fees are paid and the contract and documentation has been returned.
 - Payments can be made by EFT. Please provide the Bursar with proof of payment.
 - Once the entire process has been completed, your child may start his/ her school career at North Sands.

UNSUCCESSFUL APPLICATIONS

You will be advised on alternative placements as we would like to assist you in making the best possible placement for your child.