



ADMISSION CRITERIA

Admissions criteria are as follows:

1. The completion of an Entrance Application Form and the payment of the non-refundable registration fee applicable.
2. Preference is given to the wait list children and siblings of current Carlswald House Preparatory learners. Thereafter, all applications are recorded as per date of application.
3. All applications are subject to fee payment verification by the previous school attended. Carlswald House Preparatory admissions office will request the information regarding payment history and subsidies in each instance. Applications will be subjected to a TransUnion credit verification. Carlswald House Preparatory may decide not to offer a place in the case of an adverse report.
4. In the case of immigrants or children of contract workers, parents will have to adhere to a specified payment plan.
5. Learners turning 4 during that particular calendar year are admitted to Grade 000. Learners, who turn 3 on or before 30 June of that particular year, may apply for early admission. Such admission will be at the discretion of the School. If parents wish to make use of the early age entrance they will be required to first meet with the Headmaster.
6. Learners turning 5 during that particular calendar year are admitted to Grade 00. Learners, who turn 4 on or before 30 June of that particular year, may apply for early admission. Such admission will be at the discretion of the School. If parents wish to make use of the early age entrance they will be required to first meet with the Headmaster.
7. Learners turning 6 during that particular calendar year are admitted to Grade R. Learners, who turn 5 on or before 30 June of that particular year, may apply for early admission. Such admission will be at the discretion of the School. If parents wish to make use of the early age entrance they will be required to first meet with the Headmaster.
8. Learners turning 7 during that particular calendar year are admitted to Grade 1. Learners, who turn 6 on or before 30 June of that particular year, may apply for early admission. Such admission will be at the discretion of the School. If parents wish to make use of the early age entrance they will be required to first meet with the Headmaster.



9. Learners seeking admission to Grades R to 7 are required to write the appropriate Grade entrance assessment. Acceptance thereafter will be at the discretion of the Headmaster.

10. Parents of learners in need of specialised assistance will be expected to meet with the Headmaster before admission is confirmed.

11. Payment of the applicable Non-Refundable Entrance Fee and a Refundable deposit are required on confirmation of acceptance. The Refundable deposit will be refunded subject to the Standard Terms and Conditions being adhered to and that the required notice is given when the learner leaves the school. Interest is not paid to parents on deposits held by the school.

12. New learners enrolling at Carlswald House Preparatory School are required to supply the school with copies of the following:

- ☑ Birth Certificate / Passport
- ☑ Latest Nursery School / School Report
- ☑ Proof of Immunisation
- ☑ Study Permit (in the case of immigrants or children of contract workers)

13. Parents of new learners enrolling at Carlswald House Preparatory School are required to supply the following documentation:

- ☑ Permanent / Temporary Residence / Work Permit (in the case of immigrants or contract workers)
- ☑ Copy of both parents' Identity Documents or Passport
- ☑ Person responsible for fees – Copy of Identity Document (if not a parent)

