



Academy of Global Curriculum (AoGC) Enrollment and Admissions Policy

(To be read in conjunction with the Student Discipline Policy)

1. Purpose of the Policy

This Admission Policy outlines the procedures, criteria, and conditions for admission, enrolment, and withdrawal at AoGC. It reflects our commitment to fair, transparent, and non-discriminatory practices by the laws of the Republic of South Africa and the standards of the Western Cape Education Department (WCED). The Academy of Global Curriculum school admits students of above-average cognitive ability. We will not admit children who have primary emotional and or behavioural problems which impede both their own and other children's learning.

The Academy of Global Curriculum strictly admits students who are age appropriate as recommended by both the WCED, Cambridge and Edexcel Curricula.

2. Principles of admission

Non-discrimination: Admission is open to all students regardless of gender, race, language, religion, or any other status.

- **Non-denominational stance:** AoGC is a non-denominational school. We do not promote, endorse, or teach any faith, religious practice, or belief system. Religion will strictly only be discussed during lessons as directed by the curriculum
- **Religious and cultural symbols:** Students may not wear clothing, bracelets, necklaces, or artefacts depicting any faith or belief. Religious or belief-related materials are not permitted on school premises in any form.
- **Tattoos:** Tattoos are not allowed to be visible. Any student or staff member with a tattoo must ensure it is fully covered while on school premises.
- **Dress Code & General Expectations for Students**



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- Students are expected to dress decently in a manner that reflects respect for themselves, their peers, and the learning environment.
 - Clothing should promote the image of a quality academic institution and must not be revealing, distracting, or offensive.
 - Prohibited Clothing

The following types of clothing are not permitted:

- Garments that expose cleavage.
- Garments exposing the shoulder(s)
- Vests, crop tops, or similar attire.
- Shorts that do not reach at least to the knee, or that cover less than three-quarters of the length from the waist to the knee.
- Clothing designed to display competitiveness, wealth, or power.
- Clothing with embroidery, images, or writing that depict or promote any faith, ideology, or belief system.

Science Practical Requirements

For safety reasons, students attending science practicals must adhere to the following dress code:

- Wear long-sleeved, non-loose clothing.
- Wear closed shoes that fully cover the toes.
- Any clothing deemed unsafe in the laboratory will result in the student being denied entry to the laboratory session.

Staff Dress Code

- The dress expectations for staff members are contained in the AoGC Code of Conduct for Staff.

Final Responsibility

- AoGC reserves the right to determine whether a student's attire meets the standards of this policy.
- Students who fail to comply with the dress code may be asked to correct their attire before resuming participation in school activities.



3. Learning support scope

AoGC is registered under the WCED as an Ordinary School.

- We are inclusive and support learners with needs that can be accommodated without impeding the learning of others or the delivery of the curriculum by teachers.
- AOGC is registered as an Ordinary School, and any learning needs beyond this scope will be referred to an appropriately registered specialised school.

4. Psycho-Education and Concession Administration

AoGC adopts a collaborative approach to psycho-educational support and concession administration as part of its holistic philosophy of education. This aligns with the principles of the South African Constitution (Section 29(1)(a)), which guarantees the right to basic education, and with the South African Schools Act (84 of 1996), which requires schools to provide equitable access to learning opportunities. Parents are welcome to pursue a Psycho-Educational evaluation without AoGC's involvement and still get their concessions implemented.

4.1 Initiating Psycho-Educational evaluation

Should the need for a psycho-educational evaluation arise after a learner has joined AoGC, the school requires that the appointed Educational Psychologist conduct a thorough and context-based assessment. This includes direct observation and evaluation within the school environment, recognising that the classroom is one of the core spaces where the learner's educational needs manifest. Parents are welcome to pursue a Psycho-Educational evaluation without AoGC's involvement and still get their concessions implemented.

4.2 Nature of recommendations

Recommendations provided in the report must go beyond generic accommodations. They must be specific, evidence-based, and supportive of holistic learning



outcomes. Recommendations that are vague, non-causal, or that do not contribute to meaningful educational progress will not be considered by AoGC. This is consistent with the Department of Basic Education's (DBE) Policy on Screening, Identification, Assessment and Support (SIAS, 2014), which emphasises tailored interventions that address barriers to learning.

4.3 Quality of the evaluation

The psycho-educational evaluation itself must be comprehensive. It should consider causal factors, learner history, and all relevant variables affecting the learner's development. A superficial or checklist-style assessment will not meet AoGC's standards, as this undermines the goal of achieving authentic, holistic education.

4.4 School's role in the process

AoGC's role in the evaluation is strictly collaborative, not preferential. The school does not place any learner at an unfair advantage. Instead, the Educational Psychologist must request and consider an official school report, which will outline the teachers' professional observations and experiences with the learner. Furthermore, AoGC will grant the psychologist access to observe and assess the learner in the school setting over a reasonable period of time, ensuring ecological validity of the findings.

4.5 Concessions in examination settings

When an Ed-Psych evaluation is completed without AoGC's collaborative involvement, the school's role will be confined to attaching the report in support of concession applications during examination registrations. In line with Cambridge International's regulations, any Educational Psychologist report submitted for examination access arrangements must not be older than four years at the time of the examination sitting.



5. Admission procedure

The admission process shall be completed in the following order:

- **Expression of interest** – Parent/Guardian communicates intent to enrol.
- **Completion and submission of the enrollment form** - Parent/Guardian completes and submits the enrollment form. The following documents must be submitted together with the enrollment application:
 - Current Psychoeducational evaluation (clearly indicating learning barriers)
 - Current school reports
 - Copies of parents/guardians' identity documents
 - Birth certificate of the enrolling student
 - Transfer letter

5.1 School Tour & Initial Meeting – Includes submission of the completed enrolment form. The following documents must be attached to the enrolment form:

(a) Parents'/Guardians' identity documents, (b) students' birth certificate, (c) Students' transfer letter, (d) EdPsych report (if any), (e) Academic reports from previous school

- Interview with the Head of Centre
- **Trial visit (3–5 School Days)** – Prospective student attends classes for observation and assessment.
- **Assessment & grade placement** – During the trial period, the student will be assessed for grade placement suitability.
- **Outcome notification** – Approval or decline of admission.
- **Invoicing & payment** – Fees invoiced and initial payments made (including refundable enrolment fee).
- **First invoice** - will include a non-refundable development fee of R6 500 plus the first month's school fees
- **Prorated fees and refunds** - AoGC does not have pro-rated fees; school fees are strictly paid monthly, termly or yearly and are non-refundable



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- **Formal enrolment–Student’s** admission is confirmed upon payment and signing of the Parent-School Agreement.
 - **Probation period** - Each admitted student remains on probation for a semester (half of one academic year); the Academy of Global Curriculum reserves the right to dismiss a student without notice within the probation period, should it ascertain the student is not a good fit for the learning environment.
 - **Cellphones, technological devices and learning resources**
 - AoGC is a cellphone-free zone. All students are required to switch off their cellphones and hand them in before the commencement of register marking each morning. Devices will be safely stored and returned to students at the end of the school day.
 - Students are strictly prohibited from downloading anything not requested to do so by their educator.
 - Should a student wish to retain their cellphone during school hours, a formal written request must be submitted by the parent or legal guardian to the school administration for consideration.
 - The use or possession of personal technological devices such as laptops, tablets, or iPads on school premises is strictly prohibited. AoGC will not accept liability for any damage, loss, or theft of personal gadgets brought to school in contravention of this policy.
 - Headphones and listening devices are permitted only if they are wired. The use of Bluetooth or wireless devices is strictly forbidden within the school premises.
 - Textbooks, workbooks, and all other learning resources remain the property of AoGC and may not be removed from the school premises without prior authorisation. Should a student require such materials for study purposes, they must be formally signed out by both the student and their parent or guardian, in accordance with the school’s resource control procedures.



6. Attendance requirements

Students are required to attend a minimum of 80% of the total academic days in a school year.

- **Arrival Time** – Students must arrive by 08:00 daily.
- **Dismissal Time** – Students leave at 15:00.
- **Supervision & Safety** – Students must remain inside the school premises until collected by a parent or guardian. Waiting in the car park is strictly prohibited.

7. Financial Obligations

- School fees are payable on or before the 28th of each month.
- Any school fees unpaid for a full calendar month will result in automatic deregistration of the student, without any refund of deposits.
- The refundable enrolment fee will only be returned upon compliance with the withdrawal and accountability process outlined below.
- All examination fees paid to the Academy of Global Curriculum may, at the Academy's discretion, be applied towards the settlement of any outstanding school fees or other amounts owing to the Academy that should have been paid in full.
- There are only three options to pay school fees, i.e. monthly (payable on or before the 28th of each month)
- Quarterly, with fees payable in the first quarter (on or before the 28th of December, second quarter (payable on or before the 28th of March), third quarter (payable on or before the 28th of June and fourth quarter payable on or before the 28th of September
- Once-off fees payable on or before the 28th of December
- Any change of payment plan option must be made strictly at the beginning of each year, which shall be on or before the 28th of December, before the new academic calendar



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- The development fee is non-refundable

8. Withdrawal Process

- A 90-day written notice is required for withdrawal.
- Upon receiving notice, the school will conduct an accountability process to ensure all school-owned resources are returned in working and usable condition.
- Students may only retain personal paperback exercise books; all other school-provided resources remain the property of AoGC.
- Any property damage will result in repair costs being charged to the parent/guardian.
- Parents may participate in sourcing repair quotations from credible service providers.

9. Academic Assessment & Feedback

Our assessment process is transparent and involves parent-teacher-student engagement. This includes:

- Workbooks – Fully worked and marked with feedback by the end of the third term of each academic year.
- Past Papers – A booklet of past examination papers, completed and marked with detailed feedback, by the end of the third term.
- Additional Work – Parents may submit extra work for assessment; however, this is not covered under the policy. Marking and feedback for such work will be subject to teachers' availability.

10. Technology

Students are strictly prohibited from bringing any Bluetooth-enabled devices to school. Only wired headphones are permitted. Under no circumstances may a



student alter, amend, or interfere with any teacher's academic planning or materials stored on the school's shared drive. This provision must be read in conjunction with the School's Technology Policy, which forms part of this Admission Policy.

11. Suspension

A learner who has been suspended from AoGC is prohibited from being present on, or in the immediate vicinity of, the school premises. Furthermore, such a learner may not communicate with, or otherwise contact, any current AoGC student through any means whatsoever, except where expressly authorised by the School for the purposes of attending a disciplinary hearing or official meeting. Any breach of this prohibition, including being seen near the premises or in contact with another AoGC student, shall constitute serious misconduct and may result in expulsion. During the period of suspension, the School shall not provide any teaching, assessment, or marking services to the learner concerned.

12. Medical Drugs

No learner shall keep, possess, or administer medical drugs on school premises without the prior written notification from the parent or legal guardian, which must be formally acknowledged in writing by the School. Failure to comply with this requirement will be regarded as a violation of this Admission Policy and of the School's Code of Conduct.

13. Teaching and Learning Resources

AoGC provides a range of resources for each subject, which, where possible, include a textbook, workbook, and past-paper bundle for every learner. Learners are required to complete all assigned work and submit it punctually for marking and feedback. Failure to submit work on time will be regarded as serious misconduct and may result in dismissal. The removal of any part of an issued resource is a dismissible offence.



Each learner's allocated workbook and past-paper bundle must be fully completed by the final month preceding the main examination session. All learning resources issued to learners remain the exclusive property of AoGC and shall be retained by the School for archiving purposes. No resource may be removed from the school premises without prior written authorisation from the School.

14. Classroom Discipline

Learners are expected to maintain the highest standard of discipline within the classroom. Eating, drinking, or keeping food on desks during instructional time is strictly prohibited. Learners must vacate classrooms during break periods and may only consume food or refreshments in designated break areas. The possession or consumption of energy drinks on school premises is expressly forbidden. In the classroom, students will not disrupt any lesson or resent teaching in any form. Any violation of these provisions shall be deemed misconduct in terms of the School's Code of Conduct.

15. General Provisions

All students and parents must abide by the Student Discipline Policy in conjunction with this policy. The school reserves the right to amend this policy at any time, providing notice to parents and guardians.