



ADMISSIONS POLICY

Sutherland Academy is an independent School. It is a co-educational day school with no boarding facilities. The school caters for learners from age 3 months to Grade R (age 6).

SUTHERLAND ACADEMY does not exclude any student on the grounds of gender, race, sexuality or religion.

Age Criteria

Unless mitigating circumstances can be shown and are accepted by the Academy, the admission age is calculated on the student turning

- 3 months in the first ECD year and 6 years in the reception year.
- 7 in her/his Grade 1 year and 18 in her/his Grade 12 year.

Preference Criteria

Residents of the Country Gardens Estate are given preference in the application process, as are the children of teachers, and siblings of students at SUTHERLAND ACADEMY. SUTHERLAND ACADEMY reserves the right not to fill classes and to keep places open for future Country Garden Estate residents. In time, children of past students will also be given preference. Students on the application lists are offered places on the recommendation of the Admissions Committee, which comprises the Management, Relevant Head of Department, the Deputy Head, and designated members of the teaching staff relevant to the specific grade.

Academic Criteria

The availability of places in the grade, the receipt and approval of the applicant's academic report from the previous school, a favorable confidential report (where available) from the Head of the applicant's previous school, and, if the Head determines it, an interview with a member of the Admissions Committee and/or a baseline assessment to determine a learner's readiness for the grade they are entering.

An external readiness assessment will be administered midyear in Grade R to determine their readiness for the next phase.



Language Proficiency

- As English is the language of instruction, an applicant must have a standard command of the English language appropriate to each level.
- Sutherland Academy uses English for all formal communication.

Financial Criteria

Acceptance is dependent on an ability to pay the fees and concomitant financial clearances from the applicant's present school and a credit rating agency. The school will be entitled to perform a credit check. The SUTHERLAND ACADEMY enrolment agreement must be signed and completed. The school reserves the right to decline an application for admission should fees be owing to previous institutions, or the credit check not be favorable.

Application Process

- All application forms must be completed in full.
- A separate application must be submitted for each child applying for admission.
- The following supporting documents must accompany the application form:
 - A transfer portfolio from the applicant's previous school.
 - A copy of the unabridged birth certificate of the applicant.
 - A copy of the ID documents of all the parent's/guardians of the applicant.
 - A copy of the applicant's latest school report.
 - A valid study visa with a copy of the parent's and child's passports (if applicable).
 - A copy of the applicant's vaccination record
 - A copy of a professional report e.g., Occupational Therapy, Cognitive Evaluation, Speech Therapy, etc. (if applicable).
 - Medical Information and Indemnity form.
 - Signed Learner Code of Conduct.
 - Grade 10 to 12 Subject Choice form (if applicable)
 - Proof of financial clearance
- Each application must be accompanied by the refundable once-off deposit.



Notification of Acceptance and Requirements

- A letter of acceptance will be emailed to each successful applicant.
- Should the application be unsuccessful, the parent/guardian will be informed of the status and whether they will be kept on a waiting list until such time as a vacancy becomes available.

General Provisions

- The contents of this admission policy may be changed from time to time, at the discretion of the Board, and all applications will be governed by the provisions of the policy as amended.
- The school reserves the right to withhold placement of a learner at the discretion of the Management and the Board.