



ADMISSIONS POLICY

This policy outlines the admissions process for students applying to Glenwood House. It serves to guide all admissions-related decisions.

1. This Admissions Policy is aligned with the Constitution of the Republic of South Africa, No. 108 of 1996, as well as Section 29 of the South African Schools Act, No. 84 of 1996, and the National Education Policy Act, No. 27 of 1996.
2. The language of instruction at Glenwood House is English. While admission is open to all applicants, students must be proficient in English to benefit fully from the curriculum.
3. Glenwood House is a mainstream academic school and, unfortunately, is not equipped to accommodate students who require specialised academic support.
4. Applicants must meet the appropriate age requirements for entry into the following grades:
 - Grade 0000 – 2 years old, turning 3
 - Grade 000 – 3 years old, turning 4
 - Grade 00 – 4 years old, turning 5
 - Grade 0 (R) – 5 years old, turning 6
 - Grade 1 – 6 years old, turning 7
5. In alignment with the Department of Basic Education's curriculum structure, the school recognises Grade 0 (also referred to as Grade R) as an integral component of the Foundation Phase, which includes Grades 0 to 3. As such, the successful completion of a recognised Grade 0 programme is a prerequisite for admission into Grade 1. Applicants must provide a valid report or certificate of completion from an accredited Early Childhood Development (ECD) centre or a registered independent school offering the Grade R curriculum.
6. The final decision regarding the admission and enrolment of any student rests with the Executive Head/Principal. Enrolment may be granted on a temporary or provisional basis, subject to additional terms and conditions. Glenwood House reserves the right to withdraw enrolment in accordance with the school's Contract of Enrolment, Code of Conduct, or other relevant policies.
7. Applications are accepted throughout the year. While there are no official closing dates, parents are strongly encouraged to apply timeously and contact the school in advance to enquire about availability of space. If a grade is full, the application may be placed on a waiting list.
8. All applications must be submitted via the online STASY portal, accessible through the "Apply Now" link on our website.
9. An application will only be processed once the following documents and payments have been received:
 - Payment of the application fee
 - A copy of the fee payer's ID

- A copy of the applicant's birth certificate
- In addition, applicants for Grades 0 to Grade 12 must submit their most recent school report.

10. Applications for Grade 11 and Grade 12 will only be considered under exceptional circumstances.

11. Applicants may be subjected to entrance assessments.

12. Preference will be given to applicants who fall into the following categories:

- Siblings of current students
- Children of Glenwood House staff members
- Children of Glenwood House alumni

13. Students transferring from another ADvTECH school must follow the inter-campus transfer process and not apply via the STASY portal. While we will make every effort to accommodate such transfers, acceptance is subject to availability.

14. A limited number of scholarships are available. Scholarships are awarded through a scholarship application process and awarded at the discretion of the Executive Head/Principal.

15. The admissions process also considers the alignment of the family with the values and ethos of Glenwood House

16. All applications are subject to:

- A credit check
- Verification of fee payment and schooling history from the applicant's current or previous school
Glenwood House reserves the right to decline admission based on adverse financial or behavioural reports.

17. Fee payers who do not have South African Identity Documents are required to submit 3 months' bank statements/proof of income.

18. Applicants who do not have a valid South African ID number will be required to apply for a study visa which must be submitted to the school within 3 months.

19. The admissions process consists of the following steps:

- Submission of the application form and payment of the application fee
- Academic assessment
- Financial assessment
- Formal offer of acceptance
- Payment of the enrolment fee
- Registration (signing of the Contract of Enrolment)

20. A student is only considered formally enrolled once:

- a. The enrolment fee has been paid in full, and
- b. The Contract of Enrolment has been signed.