

Before a child will be accepted as a learner at Glenoaks School and in order for us to have a more informed understanding of your child, all the following processes must be completed:

### 1. COMPLETION OF DOCUMENTATION

Parents will be expected to bring to the interview the completed documentation as laid out in the **Enrolment Documents Section** under the Information and Documents heading on the Home Page of the Website ([www.glenoaks.org.za](http://www.glenoaks.org.za)). These need to be completed in full and handed in to the Principal at your initial interview for purposes of opening a file for your child pending placement or your decision for enrolment.

### 2. INTERVIEW WITH PRINCIPAL

An interview is set up with the principal by Caroline, the secretary. During this interview the parents will be briefed on the operation of the school and given a tour of the premises.

### 3. ASSESSMENTS

The school requires copies of the following recent assessments (within the last year), and school reports: Please note that no child will be accepted at the school without the completed battery of assessments.

- Current and previous year School Reports
- Speech and Language Assessment Report (no progress reports - ONLY Assessment Reports)
- Occupational Therapy (no progress reports - ONLY Assessment Reports)
- Remedial Therapy (not required for learners entering Grade 1)
- Psycho Educational Report (done within two years of your appointment at Glenoaks)
- Other (neuro-developmental, medical etc)

If no reports are available, then feel free to make use of the Glenoaks Assessment Team, or other private therapists of your choice.

### 4. TRIAL PERIOD

It may be necessary for a learner to have a trial period at the school for up to a week, to ascertain the appropriateness of the placement.

### 5. PLACEMENT

The team of therapists and teachers will peruse the assessments to decide on initial placement of the learner. The school reserves the right to alter this decision within the first term of

placement, and place the child in a more appropriate class dependent on the child's functioning within the class. Should Glenoaks School not be deemed to be the suitable school for your child's specific needs and level of functioning, alternative schooling will be discussed with you. Parents will receive timeous notice of any variations in initial placement and choice of school.

## **6. REGISTRATION FEE AND DOCUMENTS**

Once a placement decision has been made by the school and accepted by the parents, Glenoaks School needs to be in possession of:

- Completed and signed Contract. This will be signed with Jackie Mills, the school's financial bursar, who will go through the contract with you.
- Fully completed Case History
- Completed Indemnity Form
- Completed Registration Form
- Recent Assessments
- Registration Fee (non-refundable)
- Certified copies of ID Documents of **both parents**
- Certified copy of the learner's Birth Certificate
- 3 colour ID-size photographs of the learner
- Vaccination card

## **7. ACCEPTANCE**

Parents are to pay the deposit within three (3) days of Acceptance of placement. If all the assessments have not been completed, please provide the school with dates on which the assessments will take place, and the names of the therapists with whom you have appointments. Placement is subject to a positive Credit Reference Check. If the deposit and registration documentation is not received within three days of acceptance, the place will automatically be given to the next name on the waiting list.