



ADMISSIONS PROCEDURE

Before your child will be accepted as a learner at Glenoaks School (including Oak House Vocational Academy), and for us to have a more informed understanding of your child, all the following processes must be completed:

1. COMPLETION OF DOCUMENTATION

Please download and complete the following documents found under the Admissions section of our website. This documentation must be submitted before an application file can be opened for your child. Please submit to info@glenoaks.org.za

- Application form
- Case History
- Consent to Credit Check

2. ASSESSMENTS

The school requires copies of the below before a child can be accepted at Glenoaks, so that classroom and therapeutic input is based on a current understanding of your child's strengths and challenges. Please send as many of these as possible (including any progress reports if you don't yet have the assessments), with the application documents listed above so that an appointment can be set up. If no reports are available, please contact us for details of our therapists who conduct private assessments, or you may use other private therapists of your choice.

- Current and previous years school reports **(for Glenoaks and Oak House applications)**
- Psycho-Educational Report (including IQ assessment) **(for Glenoaks and Oak House applications)**
- Speech and Language Assessment Report. Not progress reports – ONLY assessment reports not older than one year **(for Glenoaks applications)**
- Occupational Therapy Report. Not progress reports – ONLY assessment reports not older than one year **(for Glenoaks applications)**
- Remedial Therapy Report **(for Glenoaks applications, excluding learners entering Grade 1)**
- Other Reports (neuro-developmental, medical, optometric, audiology, etc.)



3. INTERVIEW WITH PRINCIPAL

Once documentation is received, an interview is set up with the principal by Caroline, our administrator. During this interview Mrs Caldeira will talk to you about your child and our school and answer any questions you may have. You will also be given a tour of the school premises.

4. TRIAL PERIOD

The proceeding step is to schedule a trial period for your child. This trial period is approximately a week in duration. This allows your child time to settle and experience our school, and an opportunity for you to get to know our environment. During this trial our teachers and therapists observe your child and correlate observation feedback with assessment and application information provided by yourselves.

5. PLACEMENT

Following this an internal team meeting takes place to discuss findings from the trial period. Thereafter we meet with parents/guardians to provide feedback regarding appropriate placement at Glenoaks or Oak House Vocational Academy. The school reserves the right to alter this decision within the first term of placement and move the child to a more appropriate class dependent on the child's functioning. Should Glenoaks School not be deemed to be the most suitable school to meet your child's specific needs and level of functioning, based on what we are able to offer, 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/guardians Jackie Mills, our bursar, will email parents the necessary registration forms, requesting further parent/guardian and learner information, together with the contracts and policies to be signed. Jackie is available to meet with parents online or in person to go through these contracts and answer any questions.



7. ACCEPTANCE

The non-refundable registration fee and necessary documentation must be signed and received within two weeks of acceptance of placement, or as agreed upon in consultation with Jackie. 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. If the deposit and registration documentation is not received within the agreed timeframe, please understand that placement may be delayed. Please note that due to Glenoaks School (including Oak House Vocational Academy) being a private school and non-profit organization, we receive no subsidization from government, thus placement is subject to a positive Credit Reference Check.

*In line with **The Protection of Personal Information Act (POPIA)**, Glenoaks School will attempt to ensure the confidentiality of personal learner and parent/guardian information. All reasonable measures will be in place to protect personal information. Please note that personal information collected from this application and placement process will be stored electronically (password protected) on email by the principal, head of marketing, bursar, and head of administration. Printed documents will be stored in a secure record storeroom for a period of 2 years, should the child not be enrolled at Glenoaks. The credit check information will be used to perform a TPN credit reference check, run by our bursar, and stored by our bursar electronically and in a securely stored file for a period of 2 years, should the child not be enrolled at Glenoaks. The reason for storage is so that a re-application in this time period will be easier.*

In order for the trial period to be undertaken, the documentation (excluding the credit check information) is read by the teacher/s, therapists and HOD's who are observing the child. The next of kin information is required if they need to be contacted during a trial period.

Once enrolled, the information is kept as per our POPIA policy for enrolled learners (including parents/guardians). By submitting your application, you recognise and accept this disclaimer.

