



GLENOAKS SCHOOL

Where learning is nurtured and potentials are reached.

GLENOAKS SCHOOL - LEARNER INTAKE PROCEDURE

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 email the documents under the Admissions section of our website (general information form, case history, credit check, registration form) to info@glenoaks.org.za. Following this a file is opened for your child, pending placement or your decision for enrolment.

2. ASSESSMENTS

The school requires copies of the below recent assessments and school reports to be emailed with the application forms to info@glenoaks.org.za. 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 – not older than a year)
- Occupational Therapy Report (no progress reports – ONLY Assessment Reports – not older than a year)
- Remedial Therapy (not required for learners entering Grade 1)
- Psycho Educational Report (not older than two years at entering Glenoaks)
- Other (neuro-developmental, medical etc.)

If no reports are available, then feel free to contact us for names of our therapists who conduct private assessments, or feel free to use other private therapists of your choice.

3. INTERVIEW WITH PRINCIPAL

Once documentation is received, 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.

4. TRIAL PERIOD

It is then necessary for the 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 and observation records 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 two weeks of Acceptance of placement, or as agreed upon in consultation with our bursar. 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 the agreed upon period, please understand that placement may be hindered.