

ADMISSIONS PROCEDURE

Glenoaks is a specialised school setting; therefore, our application process is in-depth. This allows us to have an informed understanding of your child from the moment we receive your application. The following processes must be completed:

1. COMPLETION OF DOCUMENTATION

Please complete the following documents online, located under the **Admissions** section of our website. This documentation must be submitted before an application file can be opened for your child:

- **Application Form** (including the uploading of assessments)
- **Case History**
- **Consent to Credit Check**

2. REQUIRED ASSESSMENTS

To ensure that classroom and therapeutic input is based on a current understanding of your child's strengths and challenges, we require copies of the following:

- **School Reports:** Current and previous two years.
- **Psycho-Educational Report:** Including an IQ assessment.
- **Speech and Language Assessment Report:** Full assessment reports (not progress reports) no older than one year.
- **Occupational Therapy Report:** Full assessment reports (not progress reports) no older than one year.
- **Remedial Therapy Report:** Required for Glenoaks applications, excluding learners entering Grade 1.
- **Additional Reports:** Any other relevant findings (e.g., neuro-developmental, medical, optometric, or audiology).

Please upload as many reports as possible, including progress reports if current assessments are pending, so that an appointment can be scheduled. If therapy reports are unavailable, internal and external referrals can be discussed during your intake interview.

3. INTERVIEW WITH THE PRINCIPAL

Once documentation is received, an interview with the Principal, Mrs Caldeira, will be scheduled by Valarie Green, our administrator. During this meeting, Mrs Caldeira will gain further insights into your child, share more about our school, and answer any questions. A tour of the school premises will also be provided.

4. TRIAL PERIOD

The next step is a trial period of approximately one week. This allows your child to experience our environment and provides our teachers and therapists with the opportunity to observe your child and correlate those findings with the assessment data provided.

5. PLACEMENT

Following the trial, the child returns to their current school while an internal meeting takes place between teachers, therapists, the HoD, and the Principal to discuss findings.

- **Feedback:** We will meet with parents or guardians to provide feedback regarding appropriate placement at Glenoaks.
- **Placement Adjustments:** The school reserves the right to alter this decision within the first term and move the child to a more appropriate class based on their daily functioning.
- **Suitability:** Should Glenoaks not be the most suitable environment for your child's specific needs, alternative schooling options will be discussed with you.

6. REGISTRATION AND ACCEPTANCE

Once a placement is accepted, Jackie Mills, our bursar, will email the necessary registration forms, contracts, and policies. Jackie is available to meet online or in person to review these documents.

- **Deadline:** The non-refundable registration fee and signed documentation must be received within **two weeks** of acceptance.
- **Credit Check:** As a private, non-profit organisation, placement is subject to a positive TPN credit reference check.

PRIVACY AND DATA PROTECTION (POPIA)

Glenoaks School ensures the confidentiality of all personal learner and parent information.

- **Storage:** Personal information is stored electronically (password protected) by the Principal, Head of Marketing, Bursar, and Head of Administration.
- **Retention:** If a child is not enrolled, documents and credit check information are stored securely for **two years** to facilitate potential future re-applications.
- **Access:** During the trial period, documentation is read by the teachers, therapists, and Heads of Department involved in the observation.

By submitting your application, you recognise and accept this disclaimer.