



## **POLICY FOR ADMISSION TO VICTORIA GIRLS' HIGH SCHOOL**

Adopted on 28 February 2006 and amended on 23 November 2006 and 5 May 2009 by the Governing Body of Victoria Girls' High School subject to the provisions of the South African Schools Act No 84 of 1996 and *Section 28(2)* of the Constitution

### **Definitions**

"School" as determined in the South African Schools Act, 84 of 1996, in this document it refers to Victoria Girls' High School (VGHS), with a distinction being made between the GET and FET Bands

*GET Band* refers to Grade 8 and Grade 9 at VGHS

*FET Band* refers to Grade 10, 11 and 12 at VGHS

"*Selection Panel*" refers to members of the Staff Management Team under the instructions of the School Governing Body of VGHS

*VGHS* refers to Victoria Girls' High School

### **Preamble**

Victoria Girls' High School is open to all learners whose age and academic standard enable them to benefit from the educational experience we offer. Learners from all schools, including Victoria Primary School, need to apply for entrance to Victoria Girls' High School

1. *in the GET Band*
2. *in the FET Band*

VGHS is a fee-paying school. School fees are payable in advance per term, but VGHS recommends various payment options and offers discount if annual fees are paid by end February.

All applicants will need to comply with the admission policy as set out in this document, and will need to submit the necessary documentation.

Victoria Girls' High School requires that Parents/Guardians and Learners familiarize themselves with

- the Code of Conduct of VGHS as the Learner will be subject to and bound by the Code of Conduct once she has been admitted to the GET or FET Band.
- the FET subjects offered at VGHS (*see application package*)

### **Documents required for the admission of a learner into the GET Band and FET Band**

When a Parent/Legal Guardian applies for the admission of a Learner to Victoria Girls High School, the following documents are required:

1. A fully completed and signed application form prescribed by the school. This application form, together with all the documents prescribed in the application form and below, shall be delivered to the school on the date(s) set by the school and as advertised by the school. Late and/or incomplete applications may be disregarded.
2. The specified form signed by the parent/guardian giving VGHS permission to obtain information about the learner from the previous school(s) attended by the learner.
3. All portfolio work in every learning area/subject shall be required from all learners applying for admission during the course of the year.
4. Any other documents required by the Application Package and specified in the accompanying letter.

## **Admission Criteria**

Preference will be given to learners who:

1. demonstrate the greatest degree of participation in the academic, sporting and cultural activities offered by the school/s previously attended by them and at VGHS.
2. will benefit the most from the subjects, activities and facilities offered by the School.
3. show the highest academic potential.
4. obtained a Level 4 pass (or equivalent) in English Home Language in Grade 7, 8 and 9, or a higher level pass in English First Additional Language.
5. wish to receive their education in English and, thereafter, in order of preference, demonstrate the greatest ability to communicate in English, in both speech and writing.
6. have a good disciplinary record (including a good disciplinary record at any previous boarding institution, where applicable).
7. reside in the feeder zone (i.e. VGHS is the closest English medium secondary school to the home address of the learner) or is eligible for boarding at a VGHS hostel.
8. fall within a range of two years of the age norm.
9. are learners from areas of defined need.

In the event that after the application of the criteria applicants are equal, preference will be given to:

1. Children of alumni and sisters of past and present learners at VGHS and sisters of Graemians, if they meet all other criteria.
2. Learners from Victoria Primary School.
3. Learners disadvantaged as a result of unfair discrimination in the past.

Eligible Learners and their Parent/s or Guardians will be expected to attend an interview at the school on the date given in the application form. An interview will not guarantee entrance to the school.

Universally accepted class sizes for optimal teaching and learning will also be taken into account. A Selection Panel reviews all applications.

## **Admission into the FET Band**

The minimum entrance requirement for Gr 10 is a satisfactory Grade 9 school report.

It must be noted that Grade 9 is the end of the GET Band which signifies it as an exit year, and Grade 10 is the start of the FET Band.

All applicants must familiarize themselves with the subject options available in the FET Band as learners should apply for subject combinations that will suit their future career options.

The following factors will be considered when applying for admission to Grade 10 – 12, as well as those learners applying for subject or grade changes:

1. Previous academic, disciplinary, service, leadership, cultural and sporting performance and/or participation of the learner.
2. The Learner must meet the promotion requirements of Grade 9 to be admitted into Grade 10.
3. Requested Subject Packages/Combinations, and with the proviso that all subject packages are subject to a probationary period of six months. Subject Packages/Combinations will be determined by their marks during the course of Grade 9 and the entrance requirements of specific subjects.  
Class sizes are limited by the facilities, e.g. the number of computers, and human resources available.

**The admission criteria set out herein shall apply for the admission of learners to the GET and FET phase.**