



POLICY ON ADMISSIONS

1. St Stithians College welcomes applications for admission to the Junior Preparatory (Grades R to 2), the Boys' Preparatory (Grades 3 to 7), the Girls' Preparatory (Grades 3 to 7), the Boys' College (Grades 8 to 12) and the Girls' College (Grades 8 to 12).
2. The two major points of entry for new students are Grade R and Grade 8. As places become available in the other Grades, these are filled from the relevant waiting list.
3. All applications are carefully considered and due process is followed in implementing the admissions policy.
4. The normal expectation is that application is made online via the College website (www.stithian.com). In exceptional circumstances, a hardcopy application form may be submitted.
5. An application fee is payable at the time that the application is made.
6. Applications are to include the details and consent of both parents of the child. In any other legal instance, proof of parental or guardian authority will need to be provided.
7. The Advancement Director manages the College's central admissions office which, in consultation with the Heads of School, administers the admissions process from application to acceptance.
8. Our admissions policy is influenced by our intent to foster a 'community of belonging' by enrolling siblings and children of alumni, as well as by diversifying the racial and cultural profile of our student body through enrolling targeted numbers of black students.
9. Applications are ranked using a scoring matrix which allocates points to the three categories of siblings, alumni and transformation.
10. In addition to being a former student at St Stithians, alumnus points are gained through being a life member of the Old Stithian Association. A Grade 7 leaver who spent a minimum of five years at the Preparatory schools is eligible for points, which are weighted less than the points earned by an alumnus who matriculated from Grade 12 or spent a minimum of eleven years enrolled at the College. Children of second or older generation alumni receive additional points.
11. In the scoring matrix points are also weighted according to the date of application in relation to the date of birth. The closer the date of application is to the date of birth, the higher the points. This weighting is particularly relevant for admission to Grade R.
12. Admission to Grade 8 involves an academic benchmarking exercise, an interview, and a review of the report from the applicant's school. These are taken into account alongside the scoring matrix.
13. The Director of Advancement, in consultation with the relevant Head of School, may include in the due process of admission an evaluation of a family's alignment with the values of St Stithians, and of a prospective student making a positive contribution to school life.
14. The admissions process includes a fees clearance check with the applicant's previous school.
15. All admissions to the College require the payment of a non-refundable entrance fee. The fee is dependent on the Grade being entered into and is payable according to the published schedule.
16. The College has the ability to accommodate a specified number of academic support children, subject to assessment, as laid out in the Learning and Teaching Policy. St Stithians is a mainstream academic school which provides academic support and extension.

Terms of Reference and Operating Procedures

Junior Preparatory (Grade R to Grade 2)

17. A first-round offer of admission into Grade R (an equal number of boys and girls) is made from fifteen months before the start of Grade R.
18. Parents are required to accept or decline the first-round offer before the end of November, thirteen months before the start of Grade R.
19. If places become available after this November deadline, further offers are made by the Admissions Officer, with specified dates for acceptance.
20. The Grade R entrance fee payment is due by the end of March during the year before entry into Grade R.
21. Each child is invited to a diagnostic assessment during July of the year before entry into Grade R. Parents are required to provide the most recent school report and any other specified information. Should any further assessments be required, parents will be notified.
22. During November before entry into Grade R, parents and child are introduced to the teacher, provided with a comprehensive information pack, and invited to an information event.
23. All families applying for entry into either Grade 1 or Grade 2, or during the Grade R year, are required to submit the most recent school report with their application. The child will undergo an assessment and the parents and child will be invited to an interview before a place is offered.

Boys' Preparatory (Grade 3 to Grade 7)

24. The natural progression is that boys graduate from Grade 2 in the Junior Prep to Grade 3 in the Boys' Prep.
25. All boys applying from other schools are assessed and interviewed before a place is offered.
26. All entrants into the Boys' Prep are required to provide an academic report from their previous or current Grade.
27. An information evening is held in November prior to entry into Grade 3 and the information pack is distributed to new parents.

Girls' Preparatory (Grade 3 to Grade 7)

28. The natural progression is that girls graduate from Grade 2 in the Junior Prep to Grade 3 in the Girls' Prep.
29. All girls applying from other schools are assessed and interviewed before a place is offered.
30. All entrants into the Girls' Prep are required to provide an academic report from their previous or current Grade.
31. An information evening is held in November prior to entry into Grade 3 and the information pack is distributed to new parents.

Boys' College (Grade 8 to Grade 12)

32. The natural progression is that boys graduate from Grade 7 in the Boys' Prep to Grade 8 in the Boys' College.
33. In the case of new applicants for Grade 8, the points scoring matrix is taken into account alongside an academic benchmarking exercise and an interview.
34. A letter of intent, advising all prospective Grade 8 parents of the admissions process and timeline, is sent out fourteen months prior to commencement. This includes a questionnaire and request for the final Grade 6 Report to be submitted by January of the year before commencement.
35. Feeder schools and the general public are invited to an Open Day during February. This event is publicised in a single advertising campaign, with invitations to separate Open Days at the Boys' College and the Girls' College.

36. Each boy on the Grade 8 waitlist is required to undergo an assessment exercise and participate in a Saints Experience day during March at the College. This requirement includes the Grade 7 students enrolled in the Boys' Prep.
37. After the conclusion of interviews with applicants, as required, formal offers of a place are made from March onwards. The place is secured by the payment of the entrance fee by the date in early June, as agreed by the ISASA boys' schools.
38. A welcome evening is held in late October or early November before entry into Grade 8, and all families are provided with an information pack.
39. All boys applying for entry into grades other than Grade 8 are interviewed by the Head of School, and assessed.

Girls' College (Grade 8 to Grade 12)

40. The natural progression is that girls graduate from Grade 7 in the Girls' Prep to Grade 8 in the Girls' College.
41. In the case of applicants for Grade 8, the points scoring matrix is taken into account alongside an academic benchmarking exercise and an interview.
42. A letter of intent, advising all prospective Grade 8 parents of the admissions process and timeline, is sent out fourteen months prior to commencement. This includes a questionnaire and request for the final Grade 6 Report to be submitted by January of the year before commencement.
43. Waitlisted families, feeder schools and the general public are invited to an Open Day during February. This event is publicised in a single advertising campaign, with invitations to separate Open Days at the Girls' College and the Boy's College.
44. Each girl on the Grade 8 waitlist is required to undergo an assessment exercise, which takes place after the Open Day. This requirement includes the Grade 7 students enrolled in the Girls' Prep.
45. After the conclusion of interviews with applicants, as required, formal offers of a place are made from March onwards. The place is secured by the payment of the entrance fee by the date in mid-April, as agreed by the ISASA girls' schools.
46. A welcome evening is held in late October or early November before entry into Grade 8, and all families are provided with an information pack.
47. All girls applying for entry into grades other than Grade 8 are interviewed by the Head of School, and assessed.

Scholarships

48. The Boys' and Girls' Colleges offer a limited number of academic, sport and cultural or music scholarships, mostly for entrance into Grade 8. In addition, the Boy's College offers a number of boarding scholarships. All scholarships are awarded on merit.
49. The scholarship exam or assessment is undertaken during March of the year before entrance.
50. The Girls' College announces the recipients in April; and Boys' College announces the recipients in May, according to a time schedule agreed by ISASA schools.
51. All Scholarships are awarded on the basis of the Scholarships Policy.

Student Registration

52. All parents are required to submit a number of Student Registration documents prior to the commencement of the academic year of the admitted student. These include signing the Terms and Conditions of Enrolment, the Annual Parents' Declaration and the College Code of Conduct.

Approved by the St Stithians College Executive: 25 June 2015