



HOUGHTON MUSLIM ACADEMY

LEARN . PRACTICE . TEACH

ADMISSIONS POLICY

At Houghton Muslim Academy (HMA) we are committed to sharing our Islamic foundation and aim to build a caring and stimulating environment in which each child can develop and learn. **HMA in its admissions policy does not discriminate on the basis of race, colour, religion or national origin.**

Aim

The aim of this policy is to ensure a clear procedure through which children may become part of our school community.

1. Application for New Admissions

1.1 Application for admission to HMA is made following the required processes, beginning with completing the required form that will be made available from school as well as downloadable from the Website to all learners seeking admission

1.2 On making application for admission, the parent/legal guardian will

- present an official birth certificate/identity document of the learner
- provide a vaccination card
 - a transfer card from the learner's previous school if applicable.
 - provide an original of the most recent school assessment report (Grade 1 to 7 applicants only)
 - Parents/Guardians I.D copies
 - Proof of address
 - I.D size photo of learner (recent Photograph)
 - Compulsory R450 application fee

1.3 Parents unable to provide a transfer card should provide

- (a) the last report issued by the previous school
- (b) other equivalent documentation from the previous school
- (c) a written affidavit stating the reason for not having any of the above documentation.

1.4 Any of the above not filled in completely or outstanding will delay the process of provisional acceptance or render the application null and void.

1.5 Parents of non-citizens will be required to produce a study permit issued by the Department of Home Affairs. Parents classified as illegal aliens will be required to show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act No.96 of 1991.

1.6 All learners entering 000 must be FULLY TOILET TRAINED.

1.7 children who are turning 7 are eligible to enter grade one, children who are under the age of 6 will be placed in the class applicable to their age and their development. Children who are 5 turning 6 are eligible for grade R however in the event that a full developmental assessment is conducted by an educational psychologist and this has determined that the child is emotionally and academically prepared for Grade 1, the HOD and Principal will consider the placement of the child in Grade 1 – this will be done on an individual case basis.

1.8 Grade 1 to 7 applicants will write an entrance assessment prior to acceptance at HMA.

2. Procedure For Admission: Existing Enrolments

2.1 A learner who is currently enrolled at the school and who intends to remain enrolled at the school will be required to re-register for the following year by the stipulated date each year.

2.2 Such re-registration will be used for administrative and planning purposes only.

2.3 Confirmation of such registration will depend on the following:

(i) discipline record

(ii) fees are paid up by 30 October of that year

2.4 A Top up deposit fee to secure your enrolment will also be due.

3. Administrative Procedures

3.1 Parents / guardians of learners who have been granted a place at Houghton Muslim Academy for the first time will be informed via email as soon as the required adjudication is done. Such parents / guardians will then be liable to pay a deposit (separate to the application fee) as determined by the Admissions Committee and adjusted from time to time.

3.2 Parents / guardians of learners whose applications have been unsuccessful will be informed via email as soon as the committee has completed it's process.

3.3 The Admissions Committee will keep a register of admission to the school. The register will contain the name, date of birth, identity number (if applicable), the address of the learner and the names of the learner's parents / guardians.

3.4 The school reserves the right to refuse admissions or de-register a learner at its discretion.

ACCEPTING AND SECURING A PLACE:

In accepting an offer of a place for their child the parents/guardians enter into a contractual agreement with the school and become jointly and severally liable subject to the Rules of Houghton Muslim Academy.

A place in the school will be secured and formalized when the required forms are completed and returned to the school, together with supporting documentation and the prescribed deposit.

4. Non-Muslim Applicants

4.1 HMA is a faith-based school that welcomes any learner wishing to enrol at the institution and does not discriminate on the basis of religion, gender, colour or nationality.

4.2 Islamic Studies at HMA are COMPULSORY. However, exemptions of any sort (if applicable) will be endorsed at the discretion of the school head or Revealed Sciences HOD.

4.3 The Islamic dress code of the school has to be strictly adhered to as a registered learner of HMA. The dress code includes the Abayah/ Kurta for Intermediate phase as well as the headgear for boys and girls across both the FP and the IP.

5. Criteria for admissions

5.1 Siblings will be given 1st preference

5.2 Children who live in the area, (if many learners applied from in area, date of application will determine placement)

5.3 Lastly, children out of area are given an opportunity for enrolment also based on date of application (if more than 1 learner applied out of area)

Amended March 2021