



Admissions, Enrolment & Special Needs Policy

Effective Date: 01/01/2025

Applies To: All prospective and enrolled families at **Besige Bytjie Akademie**

1. Purpose

This policy outlines the criteria, procedures, and documentation required for admission and continued enrolment at Besige Bytjie Akademie. It ensures transparency, fairness, non-discrimination, and legal compliance while safeguarding the health, safety, and wellbeing of all children, staff, and the school community.

2. Preschool Identity & Educational Philosophy

Besige Bytjie Akademie is a privately owned preschool offering a structured, future-focused, learn-through-play educational programme. We are not a daycare facility. Our curriculum is designed to support holistic development within the scope of our facilities, staffing, and operational capacity.

3. Eligibility Criteria & Age of Admission

3.1 Age Requirements

- Children must be a minimum of **3 months old** at the time of enrolment.
- Age placement is determined as of **1 January of the academic year**.

3.2 Class Placement by Age

Class Name	Age Group
Baby Group (2 Classrooms)	3 months – 18 months
Toddler / (2 Classrooms)	18 months – 2 years
Junior / (2 Classrooms)	2 – 3 years
Middle / Grade RRR (2 Classrooms)	3 – 4 years
Senior / Grade RR (1 Classroom)	4 – 5 years

Placement is subject to developmental readiness and availability.

4. Required Documentation

Parents or guardians must submit **all documentation** listed below before a child may commence attendance:

- Completed and signed enrolment / registration form
- Copy of the child's birth certificate
- Copies of parent/guardian ID documents
- Proof of residence (utility bill or lease agreement)
- Clinic card / immunisation record (or valid medical exemption)
- Medical information form (allergies, chronic conditions, emergency contacts)
- List of authorised persons permitted to collect the child, with copies of their IDs
- Current photo of the child
- Transfer letter from previous preschool (if applicable)
- Custody or court documentation (if applicable)

No child will be admitted without full documentation and payment of applicable fees.

5. Admissions Procedure

5.1 Application Submission

- Applications are accepted year-round, subject to availability.
- Priority is given to applications received during the annual enrolment window (September–November for the following year).

5.2 Interview, Orientation & Trial Period

- Parents may be invited for an interview to discuss the child's needs and expectations.
- Children may attend a **two-week trial period** to assess readiness and compatibility.

5.3 Admission Decision

Admission is granted based on:

- Age eligibility
- Availability of space
- Developmental readiness and class suitability
- Completion of documentation
- Alignment with the preschool's values and philosophy

The preschool reserves the right to decline admission where these criteria are not met.

6. Waiting List Policy

6.1 Placement on Waiting List

If a class is full, eligible applicants will be placed on a waiting list in the following order:

1. Date of application
2. Sibling priority
3. Staff children
4. Returning families

6.2 Notification & Response

- Families will be contacted as space becomes available.
- If no response is received within **7 working days**, the next applicant will be contacted.

6.3 Validity

- Waiting list placement is valid for **one academic year only**.
- Families must reapply annually to remain on the list.

7. Health & Immunisation Compliance

- A valid immunisation record is required at enrolment.
- Children who are not immunised may be excluded during outbreaks, in accordance with Department of Health regulations.
- Parents must disclose all medical conditions, allergies, and dietary requirements in writing.

8. Non-Discrimination Statement

Besige Bytjie Akademie does **not discriminate** in admissions based on race, colour, religion, gender, national origin, or disability.

9. Children with Special Needs

9.1 Scope of Support

While inclusive in principle, Besige Bytjie Akademie does **not have specialised facilities, therapeutic programmes, or one-on-one support** required for:

- Autism Spectrum Disorder (ASD)
- ADHD requiring individualised supervision
- Significant behavioural, emotional, or developmental challenges
- Physical disabilities requiring specialised support

9.2 Parental Disclosure

- Parents must disclose all known diagnoses or developmental concerns at enrolment.
- Failure to disclose relevant information may result in termination of enrolment.

9.3 Referral & Transfer

- Parents may be referred to external specialists where appropriate.
 - Should a child's needs exceed the school's capacity after enrolment, management may recommend transfer to a more suitable educational environment in the child's best interest.
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10. Exclusion & Termination of Enrolment

10.1 Grounds for Exclusion or Termination

The preschool reserves the right to decline or terminate enrolment due to:

- Non-disclosure of relevant medical or developmental information
- Behavioural or emotional concerns posing a safety risk
- Repeated non-payment of fees
- Continued non-compliance with school policies
- Need for specialised support beyond available resources

10.2 Notice Period

- A **two-week written notice** will generally be provided.
 - Immediate termination may occur where safety or wellbeing is at risk.
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11. Enrolment Confirmation & Fees

- Enrolment is only confirmed once the **non-refundable registration fee** has been paid.
 - Monthly fees are payable in advance by the **1st of each month**.
 - Fees remain payable during absences, illness, or holidays.
 - Full details are outlined in the **Fees, Payment, Refund & Withdrawal Policy**.
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12. Parent Agreement

By enrolling a child at Besige Bytjie Akademie, parents or guardians agree to:

- Abide by all school policies
 - Support the school's educational philosophy
 - Maintain respectful communication with staff
 - Ensure punctual arrival and collection
 - Inform the school of any changes to medical or emergency information
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13. Communication & Policy Access

- This policy is available on the school website and official communication app.
 - Updates will be communicated via these platforms.
 - Continued enrolment constitutes acceptance of this policy.
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14. Policy Review

- This policy is reviewed annually during January or as required.