

CASTLEVIEW PRIVATE ACADEMY

Stone Arch Square, Dinwiddie

Reg No: 2023/153937/07 ~ Impaq Tutor No: H8339

Tel: 077-496-1343

E-mail: castleviewprivateacademy@gmail.com

Castleview Private Academy — Admissions Policy

Effective Date: 22 September 2025

Version: 1.0

Purpose

The purpose of this Admissions Policy is to ensure a fair, transparent, and consistent process for admitting learners into Castleview Private Academy (“CPA”). It reflects the school’s values of inclusivity, professionalism, and academic excellence, while complying with South African law and regulations.

Grades Offered

CPA offers education facilitation and academic support for learners from **Grade R through Grade 12**, using the CAPS aligned curriculum and SACAI accreditation.

Eligibility

- 1) Learners must meet the age and academic requirements for their intended grade.
- 2) Learners transferring from another school must provide their most recent school report and transfer documentation.
- 3) Parents/guardians must be willing to commit to the Code of Conduct, Fees Policy, and other school policies.

Application Process

- 1) **Enquiry** — Parents/guardians may contact the school via phone, WhatsApp, email, or website form.
- 2) **Application Form** — Complete and submit the official application form (available online or from the school office).
- 3) **Supporting Documents** — Provide copies of:
 - a) Learner’s birth certificate or ID
 - b) Parent/guardian ID
 - c) Latest school report
 - d) Transfer letter (if applicable)
 - e) Proof of residence
 - f) Medical information (allergies, chronic conditions, doctor details)
- 4) **Interview/Assessment** — The learner and parent/guardian may be invited to attend an interview and/or placement assessment.
- 5) **Placement Decision** — The school will notify the parent/guardian in writing of the admission outcome.

Stone Arch Square, 1st Floor

Cnr Sunstone & Brookhill Rd

Castleview



CASTLEVIEW PRIVATE ACADEMY

Stone Arch Square, Dinwiddie

Reg No: 2023/153937/07 ~ Impaq Tutor No: H8339

Tel: 077-496-1343

E-mail: castleviewprivateacademy@gmail.com

Placement Criteria

- 1) Admission decisions are based on:
- 2) Availability of space in the relevant grade.
- 3) Academic readiness and previous school performance.
- 4) Special educational needs (reasonable accommodations will be made where possible).
- 5) Behavioural history.
- 6) Commitment of parents/guardians to support the learner's education.

Admission Requirements

- 1) To finalise enrolment, the following must be completed:
- 2) Signed **Parent/School Agreement**.
- 3) Signed **Code of Conduct (Learner and Parent/Guardian)**.
- 4) Payment of the **registration fee** and first month's tuition (as per Fees Policy).

Waiting List

If a grade is full, applicants will be placed on a waiting list in the order applications were received. Waiting lists do not guarantee admission.

Transfers and Withdrawals

- 1) Learners transferring into CPA must provide all required transfer documentation.
- 2) Parents/guardians withdrawing a learner must provide **one calendar month's written notice**.
- 3) Outstanding fees remain payable according to the Fees Policy.

Non-Discrimination

Castleview Private Academy does not unlawfully discriminate on the basis of race, gender, religion, or disability. Admission is subject to academic and behavioural readiness, and the availability of resources to support the learner effectively.

Review of Policy

This policy will be reviewed annually by school management to ensure compliance with legal requirements and the best interests of learners and families.

Stone Arch Square, 1st Floor

Cnr Sunstone & Brookhill Rd

Castleview

