



## ROSEWOOD ACADEMY ADMISSION GUIDELINES

### PREAMBLE

Rosewood Academy admits learners irrespective of their gender, race, disabilities or special educational needs, provided that there are good prospects of them completing their education successfully and meeting their needs without unduly prejudicing the education of other learners.

The guidelines seek to, at all times, protect and promote the best interests of all those seeking admission to the School.

A **“parent”** refers to the biological parent, legal guardian, adoptive parent or any other person who is legally responsible for the learner’s education and who has the legal authority to apply for the learner’s admission to the School.

A **“learner”** is any person registered for basic education and will be a child whose minimum enrolment age for Grade One is six years.

Currently, the School offers the following PHASES: Early Learning Centre (3 - 6 years); Primary Gr. 1 - 7; Secondary Gr. 8 - 12); Pre-Vocational Training (Educare; Hospitality; Motor Mechanics). The School offers assistance to learners with barriers to learning such as ADHD, ADD, Dyslexia, Autism and various emotional barriers as well as assistance to learners who may need additional guidance with a particular subject or their learning in general.

The language of learning and teaching at the School is English.

### CRITERIA FOR ADMISSION

The School’s prescribed Application Form completed and signed by the parents is required, accompanied by the following certified documents (copies):

1. A certified copy of the FULL birth certificate of the learner.
2. A certified copy of the learner’s last school report - (Only for Gr. 2 - 11 applications)
3. A copy of reports not older than 18 months that will assist the School in understanding the educational needs of the learner, including, for example, physiotherapy-, occupational therapy and/or remedial reports.
4. A recent passport photo of the learner attached to the application form.
5. A certified copy of the ID of the person responsible for the account.
6. Recommendation Form from current school. (Only Primary School and High School applications)
7. A copy of the latest municipal account as proof of residence.

**ADMISSION WILL ONLY BE CONSIDERED WITH ALL REQUIRED DOCUMENTATION SUBMITTED**

**GENERAL INFORMATION**

1. Recommendation Form: To be completed by the Head/Principal of the applicant's current school and sent directly to [admin@rosewood.edu.na](mailto:admin@rosewood.edu.na) (Gr. 2 - 11 only)
2. No documentation will be returned, please keep your own copies.
3. Applications forms and copies of documents are delivered to the School or submitted via email to [admin@rosewood.edu.na](mailto:admin@rosewood.edu.na).
4. Parents who are non-Namibians: Please include certified copies of Residence Permit/Work Permit/Domicile Certificate.
5. Non-Namibian: the applicant must apply for a study permit. See attached guidelines.
6. Applications may be subjected to a credit verification. The School reserves the right to not offer a place in the case of an adverse report.
7. Parents and learner will be invited to meet with the Principal or relevant HOD before admission is confirmed.
8. For Primary School and High School enrolments, payment of a once-off Registration Fee of N\$5,000.00 is payable upon confirmation of acceptance. Receipt of this non-refundable Registration Fee guarantees placement.
9. For Early Learning Centre enrolment, payment of a once-off Registration Fee of N\$3,000.00 is payable upon confirmation of acceptance. Receipt of this non-refundable Registration Fee guarantees placement.
10. The School reserves the right to select its learners according to the School's requirements.

**FEE STRUCTURE**

The school fees are determined annually by the Rosewood Academy Governing Board. Next year's fee structure can be downloaded from the website: [www.rosewood.edu.na](http://www.rosewood.edu.na).



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