

## ST. MARCELLIN PRIMARY SCHOOL

### ADMISSIONS POLICY



1. St. Marcellin Primary School is an independent Catholic school for girls and boys. It is a day school with no boarding facilities.
2. St. Marcellin Primary School serves the Catholic community in Harare and while welcoming children of other faiths, it aims to maintain a substantial enrolment of Catholics in every grade.
3. All families who are accepted at St. Marcellin Primary School must be willing and able to support the ethos of the school.
4. St. Marcellin Primary School caters for children from ECD to Grade Seven.

#### 5. ENROLMENT CAPACITY

- Two ECD classes A and B for girls and boys who turn 4 during their Nursery year.
  - Two classes per grade from Grade One to Grade Seven.
- The school reserves the right to review the number of classes per grade and the number of pupils allocated per class.

#### 6. ADMISSION GUIDELINES

The school Principals are led by the following guidelines for preferential acceptance:

- Catholics
- Siblings of current and past pupils
- Daughters/Sons of past pupils
- For the ECD intake: age at date of application

##### 6.1 APPLICATION PROCEDURE

- An application form must be completed for each child.
- An application fee of **\$30** is to accompany the completed form. This registration fee is not refundable if the applicant should not be accepted to the school.
- An enrollment fee of **\$100** is to accompany the completed application form not refundable if the applicant should not be accepted to the school.
- Each application is added to the database.

### **7.1 ECD/Grade 1 and 2, Grades 3 to 7**

The main intake at St. Marcellin Primary School happens at ECD level, with smaller intakes happening at Grade One. All new families applying for ECD are interviewed in the first quarter of the year prior to enrolment.

Interviews for Grade 1 to 7 take place when there are vacancies. When vacancies occur, the guidelines indicated in point 6 of this policy are applied.

### **7.2 Grades 3-7**

There is automatic acceptance from ECD, Grade 1 and 2 into Junior School, providing an acceptable level of behavior and academic progress has been maintained, and that the school fees have been paid.

Interviews for Grades One to Seven take place when there is a vacancy.

When vacancies occur, the guidelines indicated in point 6 of this policy are applied and there should be a reasonable expectation that the prospective pupil will flourish and develop to her full potential at St Marcellin Primary School.

#### **7.3.1 New admissions to Grade 3-7**

A composite profile of each applicant will be prepared that will include the following:

- Interviews are conducted with each pupil
- An entrance assessment which will include copies of previous school reports.
- The profile will be reviewed by the School Management with a view to identifying those applicants who will flourish and develop to their full potential at St Marcellin Primary School.

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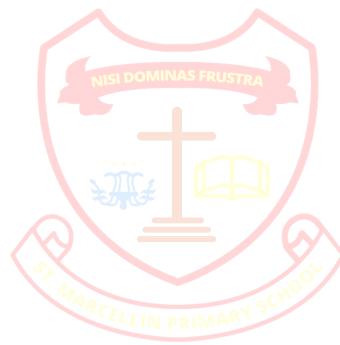
When vacancies occur in Grade 3 to 7, the guidelines indicated in Point 6 of this policy are applied and the prospective pupil should be able to demonstrate that he/she will flourish and develop to his/her full potential at St Marcellin Primary School.

### **8.1 The following documents are required with the application form:**

- A copy of the child's birth certificate
- A copy of the baptism certificate or other indication of religious affiliation
- A copy of each parent's ID document
- A copy of parent's current pay slip.
- A copy of the latest school report (where applicable)
- Should an applicant not be in possession of a Zimbabwean Birth Certificate, a Study Permit or Residence Permit needs to accompany the application. It is the prospective/current parent's responsibility to submit a new Study/Resident Permit to the School, after the date has expired.

Signed parent / guardian \_\_\_\_\_

Date: \_\_\_\_\_



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