



UCT ONLINE HIGH SCHOOL

POLICIES

ADMISSIONS POLICY



OVERVIEW

Purpose	This policy provides an overview of the information and rules relating to learner admissions.
Custodian	Head of Marketing and Learner Acquisition in Marketing
SME	Chief of Student Experience, Governance Manager
Approval Authority	Executive Head of School
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DEFINITIONS

“Academic Year”. Refers to a calendar period of 12 months. The academic year starts in January and ends in December of the year. Specific dates will be available on the website.

“Applicant”. An individual whose Guardian has submitted an application for them to study with UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum.

“Offer Letter”. An offer letter of a place made to the applicant after attaining the minimum requirements based on the Admissions Criteria.

“Final placement”. Final placement is dependent on the payment of a non-refundable placement fee and the submission of particular documentation (and their verification, as required).

“Grade”. Refers to the accepted academic year group that a learner is placed in. UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum Includes Grades 8 and 9 for Senior Phase and Grades 10, 11 and 12 for the Further Education and Training (FET) Phase.

“Guardian”. 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 admission to the School.

“Programme” (of the School). The complete offering that the School provides, including (but not limited to) the academics, social interaction, assemblies and Learning Compass Programme.

“Qualification”. The final award that a learner obtains for successfully completing the requirements of that qualification.

“School”. The school’s full name is UCT Online High School. “School” is the abbreviation that is used in this policy. The School has different curriculum

offerings. The offering in this policy is the SA National Senior Certificate (CAPS) Curriculum.

“Learners”. Individuals within the prescribed age ranges attending the School will be referred to as learners.

“Term”. UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum is offered over 4 Terms within an academic year. A Term therefore constitutes one quarter of the curriculum that needs to be covered in the academic year.

“UCT OHS”. This is the abbreviation that can be used for the School (University of Cape Town Online High School)

GENERAL

1. This policy was developed by the custodians and adopted by the leadership of UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum, in collaboration with Valenture Institute. The School reserves its rights to amend this policy.
2. This policy shall at all times be interpreted and applied in a manner that protects and promotes the best interests of all learners concerned.
3. All admission applications and related queries should be directed to the Admissions Team.
4. No applicant shall be refused admission to the School on the basis of their race, gender, home language, religious beliefs, cultural beliefs, socioeconomic status, or any other arbitrary ground.
5. Registration for homeschooling: Where an applicant is under the age of 15 years, the guardian must take responsibility for ensuring that they meet the local regulatory requirements for their child to be completing their studies



through the mode of provision offered by the School. Guardians may seek advice from the Admissions Team at the School on this matter, but ultimate responsibility for ensuring educational regulatory compliance and all other forms of compliance rests with the guardian(s).

1. MODE OF TEACHING AND LEARNING

UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum is a designated online school for online learning. Learners will need to be computer literate and have access to a computer with reliable internet connectivity that supports live conferencing tools. This is a prerequisite.

2. LANGUAGE OF TEACHING AND LEARNING

The School has determined that it will be a single-medium online school, where the medium of instruction is English. Learners admitted to the School need to be sufficiently proficient in English so as not to prejudice their ability to progress academically.



3. CRITERIA FOR ADMISSION

As a School, we subscribe to the need for equal opportunity and broadening of access to quality education. We believe that young people with potential deserve access to a high quality secondary education that does not marginalise individuals based purely on an opportunity gap in their academic grades. This philosophy is also balanced, and premised, upon the acknowledgement of the imperative fact that learners must hold a certain level of prior academic performance that provides an adequate foundation for further achievement. It is this balance that has determined our admissions requirements to support equal opportunities, where appropriate and necessary. It is this, and the consideration of the promotion requirements as determined by the South African Department of Basic Education, that has determined our promotional requirements. Please see Section 4 below for more detail.

3.1 General Admissions Criteria

The selection of learners for admission to the School shall be based on an assessment of the following factors (in no particular order):

- 3.1.1 Whether a complete application for admission (being a complete set of all information requested in terms of the online application) has been submitted.
- 3.1.2 The age of the applicant. The School offers a Senior Phase and SA National Senior Certificate experience and may not be able to offer admission to applicants below or above the appropriate age. The table below outlines the appropriate and set age boundaries per grade:



Grade of Entry	Standard age by grade (in June)	Minimum age at start of grade (1st Jan)	Maximum age on 1st March in the year of enrolment
8	14	12	16
9	15	13	17
10	16	14	18
11	17	15	19
12	18	16	20

3.1.2.1. Why does the minimum age and maximum age get measured from different dates?

In line with regulation with our external examination body, learners must be 20 years or younger at the time of **registration** for their final NSC examinations.

The final registration date is set by our examination body, SACAI and communicated to UCT Online High School on an annual basis. However, this registration usually takes place at the beginning of March of a learner's Matric year.

Therefore, UCT Online High School uses the 1st March to measure the maximum age a learner is eligible to enter a grade so that they are eligible to register for their final NSC exams when they reach Grade 12.



- 3.1.3 Whether the applicant holds the stipulated prerequisites for a subject, where relevant, and has met promotion requirements for the grade immediately below the grade to which the admission application relates (please see Section 4 below for more detail).
- 3.1.4 Whether the School is able to meet the educational needs of the applicant (including, but not limited to, any special educational needs of the learner). For learners who are differently abled, please refer to UCT Online High School for the SA National Senior Certificate (CAPS) Curriculum's Accessibility & Accommodations Policy.
- 3.1.6 The willingness of the applicant to participate in, and add value to, all areas of School life.
- 3.1.8 The academic aptitude of the applicant is appropriate for entry into the particular qualification / subject to which the admission application relates.
- 3.1.9 The applicant will be able to balance the academic demands of the School with all other demands of the School, including the demands associated with a learner's participation in learner-led virtual clubs, group academic sessions, and learner-led study groups.
- 3.1.10 Whether the applicant will benefit from the programme of the School given their proficiency in English, which is the language of learning and teaching at the School. The inability of a learner to communicate effectively in English may place an unreasonable limitation on their academic progress at the School.
- 3.1.11 Dual enrollment is not allowed at UCT Online High School. Learners must select all their subjects from the list of subjects offered at UCT Online School.



4. PROMOTION REQUIREMENTS

4.1 CAPS Promotion requirements Grade 7 – 9

Learners in Grades 7 to 9 will be promoted from grade to grade if they have offered nine (9) subjects and complied with the promotion requirements, as set out by the DBE in eight (8) of the subjects indicated below:

Programme requirements	Promotion Requirements	
<p>A learner must offer the following nine (9) subjects:</p> <ul style="list-style-type: none">• Home Language (HL)• First Additional Language (FAL)• Mathematics• Natural Sciences• Social Sciences• Life Orientation• Technology• Creative Arts	A learner must obtain the following minimum standards:	
	Home Language (HL)	Level 4 (Adequate Achievement) (50%-59%)
	First Additional Language (FAL)	Level 3 (Moderate Achievement) (40%-49%)
	Mathematics	Level 3 (Moderate Achievement) (40%-49%)



<ul style="list-style-type: none">Economic and Management Sciences	any THREE (3) of the other required subjects	Level 3 (Moderate Achievement) (40%-49%)
	any TWO (2) of the remaining subjects	Level 2 (Elementary Achievement) (30% – 39%)
Teaching time per week: 27½ hours	SBA = 40% of total mark/final progression mark Examination = 60% of total mark/final progression mark	

4.2 CAPS Promotion requirements Grade 10 - 12

A Senior Certificate will be achieved by a candidate who satisfies the following requirements in these examinations:

1. Pass three subjects at 40%, one of which must be an official language at Home Language level.
2. Pass the other three subjects at 30%.

4.3 Applicants who do not meet the set promotion requirements



Where the promotion requirements have not been met learners may repeat their current grade. Final placement is subject to an applicant achieving all promotion requirements for their current grade, thus being eligible to progress to the next grade.

5. SUBMISSION OF APPLICATION FOR ADMISSION

5.1 During application for admission

5.1.1 All applications for admission to the School must be made online through the submission of the application form on the School's website. The School's prescribed online application form must be completed and agreed to by the applicant's legal guardian or caregiver. In the case of divorced or separated guardians who are responsible for the learner's education, and who have the legal authority to apply for admission to the School, to obtain consent, in writing, from their divorced or separated partner. Should the written consent of their divorced or separated partner not be required or not be possible to obtain, the guardian applying at the School must provide written proof of this fact (e.g. consent paper / order of court / written affidavit signed before a Commissioner of Oaths, which must explain why such consent is not required or cannot be provided). In addition, where the School receives requests for the guardian information to be changed, the requestor should provide us with written and signed consent from the guardian on record that their details may be replaced. The guardian on record will be contacted to confirm their consent.

5.1.2 Please note that when you accept, on behalf of the learner, our offer to study at UCT Online High School you are legally bound by the School Policies and handbooks available on the website. These Policies form part of our contractual relationship with you. For this reason, we encourage you



to first read and familiarise yourself with the content of our School Policies before accepting our Offer of Study.

5.1.3. Please note that it is an offence to provide false information regarding the age of a child.

5.1.4. The School reserves its rights to verify all information and any documentation supplied for admission and reserves its rights to take legal action against any individual who intentionally provides false information and/or documentation.

5.2 Confirmation of Final Placement

5.2.1 We require a copy of the applicant's birth certificate / identity document / passport.

5.2.2 The latest original academic report card (or equivalent document) issued by the previous school; as well as a copy of the previous grade's final results report.

5.2.3 A copy of any additional reports that will assist the School in understanding the educational needs of the applicant, including, for example, physiotherapy reports, speech reports, occupational therapy reports, and remedial reports.

5.2.4 Please note that it is an offence to provide false information regarding the age of a child.

5.2.5 The School reserves its rights to verify all information and documentation supplied by an applicant for admission, and reserves its rights to terminate the enrolment agreement and take legal action against any applicant who intentionally provides false information and documentation.



5.2.6 Upon receipt of all required documentation, the relevant team processes all information in accordance with relevant rules, policies and regulations. Final placement and enrollment is dependent on meeting all admissions requirements.

6. CONDITIONAL ADMISSION

6.1 General

- 6.1.1 Admission into UCT Online High School is subject to the submission of the necessary documents which, amongst others, include the final grade report. However, learners are offered a place based on their Term 3 report on condition that the final grade report is submitted by the stipulated deadline (conditional admission).
- 6.1.2 Pre-enrolment of a learner based on their Term 3 report does not waive the standard admission requirements and submission of the final grade report (final report).
- 6.1.3 Guardians must submit their learner's final report as soon as it is received from the previous school and by no later than 1 January 2025.
- a. In the event that the final report is submitted and the learner has failed the grade, the learner has two options namely, (a) repeat the grade with UCT Online High School or (b) withdraw from UCT Online High School with immediate effect.
 - b. Grade 8 learners who, upon receipt of their final grade report, failed the previous grade will be revoked and immediately withdrawn.
- 6.1.4 UCT Online High School accepts no responsibility for enrolling a learner into the incorrect grade due to non-submission of a final report by the specified due date. If not received, learners will be allowed to commence classes in the grade they applied for until the end of Term 1, 14 April 2025.
- 6.1.5 Should the learner be enrolled in the incorrect grade based on Term 3 report marks, UCT Online High School reserves the right to re-enroll the learner into the correct grade upon receipt of the final report. This may potentially result in a learner repeating a year. It is for this reason that submission of the final report is of utmost importance as soon as possible.



- i. Should a family wish to withdraw their learner based on being enrolled in the incorrect grade due to non-submission of a final report, a term's notice period will still be required.
- c. Please ensure that a clear A4 copy of the final end of year report is uploaded, that it includes a promotional status and that it is signed off by the school.

6.2 Submission of the Final Report

6.2.1 Upon submission of the final grade report with a promotion/progression status, guardians must confirm by 1 January 2025 that the learner has been pre-enrolled in the correct grade with the correct subjects.

- a. If there is an error in the pre-enrolment details and the guardian does not confirm these prior to the learner's first day of school, UCT Online High School assumes no responsibility for any issues that arise.
- d. Learners who are progressed or demoted to a new grade due to the results of their final report will be expected to catch up on all academic work that they missed due to the delay in submission of the report. Guardians must work with their learner to ensure that this catch up is done.
- e. Learners who are progressed or demoted to a new grade due to the results of their final report must expect to have a change in their Homeroom and Support Coach.
- f. Learners who are progressed or demoted to a new grade due to the results of their final report may have different Subject Specialists.

6.3 Non-submission of the Final Report

6.3.1 If a valid copy of the final report or any acceptable official school documentation indicating promotion/progression is not received from the guardian by 24 March 2025, the learner will be suspended from the school due to incomplete documentation on 31 March 2025.

6.3.2 Upon submission of a valid final grade report following suspension, the documentation-related suspension will be lifted, and the learner may return to class.



- a. Please note that monthly fees are still payable during this suspension period.

6.3.3 If the final year report is not provided by 14 April 2025 following suspension, UCT Online High School reserves the right to withdraw the learner from the school. The final decision to withdraw a learner based on non-submission of a final report will be made by the Executive Head of School.

6.3.4 A learner suspended and withdrawn due to non-submission of the previous school's final grade report will not receive a term 1 report for the grade incorrectly enrolled in, unless the final grade report from the previous school indicating promotion/progression is submitted.

7. SCHOOL FEES

7.1 The fees are set by the School, and are subject to annual increases.

7.2 Where an application for admission to the School is successful and the offer letter is accepted, the fee payer concerned has a contractual duty to pay the relevant school fees, unless they have been exempted from paying all or part of the fees payable.

7.3 A schedule of the school fees payable to the School for the relevant period of admission will be provided by the School.

7.4 It is every guardian's duty and responsibility to ensure that school fees are paid, and are up to date.

7.5 Guardians have the right to apply for a scholarship. The School offers a limited number of scholarship opportunities, and information relating to this process can be obtained from the Admissions Counsellor.



8. CLOSING DATES FOR APPLICATIONS

8.1 Applications for admission to study at the School may be submitted at any time during the year. To be considered for admission for a specific start date, however, the application must be submitted to the School before the closing dates, as listed on the School's website. Prerequisite for enrollment to a start date is that all required documentation is provided by the relevant cut-off date and meets relevant promotional requirements for validation. In addition, the previous term report is required to prove that the learner has no School Based Assessment (SBA) gaps.

8.2 Relating to Subject Changes, there are hard deadlines that the School is required to adhere to. The subject changes deadlines are:

Grade 8, 9 & 10:	27 June of the respective academic year
Grade 11:	27 March of the respective academic year
Grade 12:	9 December of the year preceding grade 12

9. APPLICATION PROCESS

The School will process all applications as follows:

9.1 All applications for admission to the School must be submitted via the School website by the applicant's guardian.

9.2 The School will consider all applications received for admission to determine whether the applicants concerned are eligible for admission to the School in terms of the admissions criteria set out in this policy.

9.3 Once the application has been submitted, this will be reviewed in line with the admissions criteria in this policy and communication confirming whether the



application for admission has been successful or unsuccessful will be sent to the applicant's guardian(s) once a decision has been taken.

9.3 Successful applicants will be sent an offer letter of admission pending the fulfilment of stipulated criteria. In the event that these criteria are not met the offer for the grade of entry will be revoked.

9.4 Where an application for admission is conditionally successful, payment by the fee payer will be required to accept the place offered to the applicant by paying the stipulated non-refundable placement fee by the date indicated in the communication of acceptance issued by the School. This placement fee will be indicated on the conditional offer and is subject to the terms of the Fees Handbook.

9.5 The School reserves its right to rescind an offer of a place to study at the School where the placement fee for the successful applicant has not been received by the School by the stipulated deadline.

9.6 If the School denies admission, the guardian and / or applicant may request reasons for such a decision from the School. These reasons will be provided in writing by the School within a reasonable time after receiving the applicant's request.

9.7 Once the non-refundable placement fee has been received, the guardian will be asked to upload further documentation via the School Portal as stated in 5.2 above.

10. MATRIC REPEAT

Learners who failed their matric or are simply not happy with their matric results have an option to repeat grade 12 subject to the following requirements.



10.1 Acceptance criteria

The learner must meet the following criteria to be eligible to repeat the matric.

The learner must:

1. Be 20 years or younger at the time of registration for the final NSC examination. The registration takes place by the end of March each year.
2. Have completed matric the previous year from a South African school offering the NSC curriculum.
3. Have a valid and complete School-Based Assessment (SBA) portfolio.
4. Not have been previously retained in the FET Phase. This means the learner has not repeated grade 10 or 11.
5. Take the same subjects that are reflected in the Matric Statement of Results.

10.2 Document submission

The learner must submit the following documents to be considered for the matric repeat programme.

1. Matric Statement of Results from the examining body (IEB or SACAI or DBE). This refers to the statement of results that candidates receive from the examining body before the release of the matric certificate.
2. Grades 10 and 11 reports.
3. Identity document or birth certificate.

10.3 Subject selection and changes

- 10.3.1 The learner will have to take and repeat a minimum of seven subjects for the whole academic year to improve the National Senior Certificate (NSC) results.
- 10.3.2 Learners will have to select their seven subjects from the subjects that are on offer at UCT Online High School. No dual enrolments will be allowed.



10.3.3 Subject changes are not allowed. This means that the learner must take the same subjects that are reflected in the Matric Statement of Results.

10.4 Final examinations registration

10.4.1 UCT Online High School learners write their final NSC examinations with SACAI. As a result, the School will register all the grade 12 learners including learners who are repeating matric with SACAI. A guardian or fee payer is thus responsible for:

- a. Supplying the School with accurate learner's personal information for examination registration.
- b. The payment of the tuition fees.
- c. The payment of the SACAI annual registration fees.
- d. The payment of the SACAI examination fees.

10.4.2 Please refer to the School's Fees Handbook accessible on the website for more information on applicable fees and examination fees.

10.4.3 If the guardian fails to provide the School with accurate learner's personal information which affects the learner's ability to write or qualify for the examinations, the School will not be held liable.

10.4.4 All the School Policies and Handbooks available on the website are legally binding to learners and their guardians, and by applying and accepting the offer for your child to repeat matric at UCT Online High School, you agree to be unconditionally bound by these policies.



11. MATRIC REWRITE

Learners who are unhappy with their matric results have an option to rewrite specific subjects and improve their marks. UCT Online High School has developed a Rewrite Matric Programme intended to support and prepare learners who wish to rewrite and improve their matric results.

11.1 Key benefits

Comprehensive Subject Material: Full access to CAPS-aligned content, including past papers and memos, ensuring thorough exam preparation.

Flexible Enrolment: Pay only for the months you are actively using the preparation resources, up until May 2025.

Personalised Work Plans: Recommended study schedules designed to help you cover all necessary material before your exam.

Dedicated Support: Access to a Support Coach/Advisor to assist with queries and guide you through your preparation journey.

Self-Paced Learning: Study on your own terms with flexible, online resources designed to fit around your existing commitments.

11.2 Acceptance criteria

11.2.1 The applicant must meet the following criteria to be eligible for the Matric Rewrite Programme. The applicant must;

- a. Have completed matric and wrote the final NSC examinations the previous year.
- b. Have a complete School-Based Assessment (SBA) portfolio.



11.3 Subject selection and changes

- 11.3.1 Enrolment into the programme occurs between January and March.
- 11.3.2 Learners have an option to choose the number of subjects they want to be enrolled in, and prepare for using our expertly designed resources. The maximum number of subjects a learner can take is six subjects.
- 11.3.3 Subject changes are not allowed. This means that the learner must select and repeat the same subjects that are reflected in the Matric Statement of Results.

11.4 Guardian and learner responsibilities

- 11.4.1 It is the responsibility of the learner to register with the Department of Basic Education for the May/June 2025 examinations.

UCT Online High School does not register learners with the Department of Basic Education for the purposes of rewriting their subjects. The learner will have to register on their own. As a result, we encourage learners to familiarise themselves with the registration process and requirements before joining our matric rewrite programme.
- 11.4.2 The guardian or fee payer is liable for the payment of tuition fees as outlined in the Fees Handbook accessible on the website.
- 11.4.3 All the School Policies and Handbooks available on the website are legally binding to learners and their guardians, and by applying and accepting the offer for your child to repeat matric at UCT Online High School, you agree to be unconditionally bound by these policies.