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ADMISSIONS PROCESS AND PROCEDURE - March 2016

Welcome to Al Falaah College. May this be a new beginning in your child's life where he/she is nurtured towards Learning for Life and Beyond.

The person assigned to assist you with your application for admission is **Ayesha Begg**. Please feel free to contact her for any information or assistance on **031-2087652** or **abegg@alfalaah.org.za**

In order to facilitate a smooth application process, kindly refer to the procedure below:

- 1- An application form is to be completed and submitted to the Admissions Secretary with all the information and supporting documents requested on the front of the form.
- 2- After checking that all the requested documents have been submitted the Admissions Secretary will confirm a date when your child will be invited to write an entrance benchmark test.
- 3- The benchmark test is written from Grade 1 and is as follows:

Grade	Benchmark Test	Duration
1	School Readiness	1 hour
2 & 3	English/ Maths	1.5 hours
4 to 6	English/ Maths/ Islamic Studies Oral	2.5 hours
7 to 11	English/Maths/ Afrikaans/ Islamic Studies Oral	2.5 hours

- 4- We will endeavor to provide feedback on the benchmark test as soon as possible. The result could be one of 3 outcomes: an offer of a seat, a place on the waiting list or a regret.
- 5- The offer of a seat at the College is followed by an acceptance interview with the Principal / Management covering aspects related to the ethos, vision, mission, code of conduct, etc
- 6- The following payments are made during the application process:

Payment	Amount	Payment date
Application fee (non-refundable)	R 500	Upon submission of the application form.
Endowment fee (a contribution towards the capital development of the College - refundable)	R 1000	Within 7 days of the acceptance interview date
Confirmation Deposit Fee (a non-refundable deposit that is credited to the child's fee account)	R 2000	Within 7 days of the acceptance interview date

- 7- The Admissions secretary will keep you informed regarding the stationery pick-up date at the end of the year and the Parent orientation date at the beginning of the academic school year.