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# ADMISSION PROCESS & CRITERIA

## Admission Process

Capulum College takes students on a case by case basis. We take our responsibility seriously and we strive to ensure that we take on students who's individual needs we are able to meet and who will fit in well with our existing students. In addition, it is essential that we are able to work constructively with parents, who are committed to helping us help them and who are prepared to work with any external professionals that are needed to ensure that their child's needs are met and consistently progress, as their child grows and develops. We take new special needs students throughout the year, provided that there is sufficient space in the specific class or grade.

Our admission process involves the following steps:

1. Making initial contact with the school (congratulations, you have already completed this step!)
2. Reviewing this document, admission requirements, fees and terms and conditions to decide if you are able and willing to work with us, as we work with your child to see them develop, succeed and thrive.
3. Contact us to make an appointment to meet with the principle, Jenni Underwood. Jenni is available most days between 8am and 3pm to meet with prospective parents. Please make an appointment and bring your child with you, as well as any documentation / assessment reports / past school reports and doctors' recommendations for Jenni to review as part of the interview process. Meeting with you, meeting your child and being able to review any assessments etc. you may have allows us to get a good idea of how we can help you and your child, how well we will be able to cater to your child's specific needs, and to determine if there are further assessments required or areas of difficulty that we can recommend to be investigated further. This meeting will also give you an opportunity to see the school, meet teachers and the other students and to see for yourself if you think the environment we provide is right for you and your child.
4. Depending on your child's specific needs, challenges and strengths, we may request that your child attend the school for a few hours or a day (sometimes two) to see how well we are able to accommodate them and how they will respond to the environment we provide.

5. Once we have established that we can accommodate your child and that you are satisfied with the services we are able to provide, we will offer your child a place at our school. If you choose to accept, we will then give set of enrolment forms to be completed, signed and returned to us (Please note that we do conduct a credit check on all applications).
6. Once we have all your paperwork back, have conducted the credit check and received your admission fees we will send you an Acceptance Letter and confirm the date your child can join us and begin their new journey, as part of the Capulum College family.

This may seem like a rather involved admissions process but we do take our responsibility to you, your child, our current students and our staff very seriously. We are careful to ensure that we only accept students that we are confident we can provide with a high standard of care. This means that we will only accept student's that we are physically able to accommodate within our available facilities and who's remedial and psychological needs do not fall outside of our scope of expertise. This ensures the best for your child, as well as the children already in our care.

We are available by phone or email, every step of the way, so please do not hesitate to contact us with any questions or concerns you may have.

## **Admission Criteria**

- Learners who are admitted to Capulum College will include those with specific learning difficulties, specifically those with language processing, Dyslexia, Dyscalculia, high functioning Autism, Attention Deficit Disorder (if parents are willing to control the condition and work with the school.) Please note that under achievement which is due to severe psychiatric disorders, trauma or neglect are not included, as well as behavioral disorders.
- Placement depends on whether the learner will benefit from remedial intervention. Parents who enroll their child at Capulum College must accept and abide by the admission criteria and therapy requirements, as and when requested.
- Parents need to commit to supporting the school and the learner. Capulum College provides a functional approach to education. The school requires commitment and on-going assistance from parents, with regard to diet, attendance, specific therapies or assessments, as and when requested, teacher aides when necessary and assistance with homework and project work for the older learners.
- Neurological disorders including ADHD must be identified by a neurologist, paediatrician or psychologist. If learners with epilepsy or dyslexia find the rigours of the CAPS syllabus too difficult, the school reserves the right to accommodate the individual needs by altering the syllabus or introducing a more lateral approach.

- Learners identified on the Autistic Spectrum are admitted into Capulum College provided the child is high functioning, toilet trained and can cope in a social environment. We reserve the right to work with parents who are prepared to look holistically at Autism and will work with the staff to achieve the best they can.
- Learners with mild intellectual barriers can be accommodated, so long as parents are prepared to work with the staff to achieve the best they can, with the parent's assistance.
- Capulum College is unable to accommodate learners who are blind, deaf or cognitively impaired, as well as those with physical difficulties.
- Capulum College is not able to accommodate learners with behavioral difficulties, psychiatric problems, severe emotional difficulties or substance abuse.
- Capulum College does not offer boarding facilities or transport services. There are accommodation and transport services available, that are offered privately by external entities. Contact details can be provided to you on request.
- Capulum College reserves the right to request that specific assessments (e.g. Psychological, Occupational or Speech) be conducted prior to placement and that existing assessments are updated periodically, as and when needed.
- Capulum College does NOT conduct in-house specialist assessments (e.g. Psychological, Occupational or Speech). We do work closely with a number of excellent specialist professionals and contact information can be provided on request