



## INTERNATIONAL SCHOOL OF CAPE TOWN

### ADMISSIONS POLICY & PROCEDURES

#### Maintenance

Policy owner	Katherine Reed
Review	Sept 2025
Next review	Sept 2028

#### Version Control

Version Number	Date
Version #.02	30 Sept 2025 - Senior Leadership Team approved

All policies and procedures are version controlled and the most up to date versions are all available on the School's website. If you have any queries, please contact [principal@isct.co.za](mailto:principal@isct.co.za)

If you have questions about how to interpret this policy, please email [principal@isct.co.za](mailto:principal@isct.co.za) or the Policy Owner - As above



## POLICY

The International School of Cape Town welcomes applications from children of all nationalities and faiths. The International school of Cape Town reserves the right to admit students based on its own requirements and current enrolment statistics.

No student will be refused admission based on religion or belief; however, all students are expected to adhere to the school's policies and standards.

## PROCEDURES FOR ADMISSION

Admission is determined by the school's admissions criteria, the best interests of the child, available space, and ISCT's ability to meet the student's educational needs.

### General Admissions Principles

- Admission is based on ISCT's capacity to offer a programme suited to the applicant's needs and potential.
- At present, assessment of prospective candidates takes place throughout the year and students can join throughout the year.
- Students are expected to participate in the school's academic, sporting, and cultural life.
- Class sizes are capped according to limits set by school leadership.
- Families must show the financial means to meet school fees, unless covered by a bursary or scholarship.
- As a Cambridge curriculum school, ISCT follows the UK age and learning stages from Nursery to Year 6 (Primary). From Year 7 to Year 12 (High School), the school aligns grade and year group structures to ensure a smooth progression which means that the ages don't always apply.

Upon initial enquiry, applicants will be provided with School admissions information, usually including a school brochure, fees information leaflet, appropriate curriculum information leaflet(s) and an application form. Applicants will also be advised of the appropriate criteria for admission. Broadly, the admission of a student is dependent upon past academic performance, an interview with the Head, a confidential reference from a previous school and previous school reports, including the applicant's present school. At present, assessment of prospective candidates takes place throughout the year.

### Admissions Procedure

- **Initial Enquiry:** Families receive admissions details, including the prospectus, calendar, and fee structure.
- **Meeting & Tour:** Local families attend an in-person meeting; international families are offered a virtual meeting.
- **Application Submission:** Parents/guardians submit the completed form, supporting documents, and pay the non-refundable registration fee. Clearances will also be



obtained from the previous school. Parents' creditworthiness will also be established. Upon receipt of a completed application form - which must be signed by both parents/guardians - and payment of the registration fee, students will be invited to complete any relevant assessments for placement and admissions. For local applicants, a trial day is set up as part of this assessment process. For non-resident families, where a student is required to complete an online assessment, the login codes are shared with their current school so that the assessment can take place in a controlled environment. The results are automatically shared with ISCT.

- **Assessments:** Prospective student assessments involve the following process:
  - Reception–Year 2: Local in-person assessments; international cases reviewed individually.
  - Years 3–12: CAT4 assessment and academic history review.
  - Where required, additional language assessments for students in Years 5 to 12 are conducted to support language choices and highlight the need for any additional language tutoring.
- **Admissions Fees:** Once all the criteria have been assessed, a formal letter of admission or notification of regret will be issued to parents. A request for a Placement fee deposit will be made where an offer of a place is being given.
  - **All applicants:** Placement fees secure a place at the International School of Cape Town against other potential applicants on the waiting list and are payable on confirmation of a place from the School. At the time of payment, the student's name is added to the School Roll. This placement fee is non-refundable.
  - **For foreign/non-South African families only:** In addition to the Placement Fee, an amount equivalent to 1 term's fees is due per child. This shall be an unsecured, interest-free loan and shall be refunded to the parents once the terms of the ISCT Parent Contract have been fulfilled.
- **Parent Contract:** Once all these steps have been completed, parents will then be required to complete and sign a contract with the school. The contract should be signed by both parents whenever possible. If both parents do not sign the form on admission of the student, it is the school's responsibility to ensure that this happens at the earliest possible opportunity. Should there be any uncertainty, the school should ask for legal proof of guardianship. Parents must be reminded to keep their copy of the admission contract they have signed as this is their contract with the school.

## AGE CRITERIA

Children entering Nursery must have reached the age of 3 years, 6 months by 1 January in that school year. The minimum age for admission to subsequent grades will be at the discretion of the Key Stage Head but will not exceed 12 months beyond the above recommendation.

Age (January 1st)	UK National Curriculum Stage	Year (International)
3 yrs 6 months – 4 yrs 6 months	Early Years	Nursery



4 yrs 6 months – 5 yrs 6 months	Early Years	Reception
5 yrs 6 months – 6 yrs 6 months	Key Stage 1	1
6 yrs 6 months – 7 yrs 6 months	Key Stage 1	2
7 yrs 6 months – 8 yrs 6 months	Key Stage 2	3
8 yrs 6 months – 9 yrs 6 months	Key Stage 2	4
9 yrs 6 months – 10 yrs 6 months	Key Stage 2	5
10 yrs 6 months – 11 yrs 6 months	Key Stage 2	6
11 yrs 6 months – 12 yrs 6 months	Key Stage 3	7
12 yrs 6 months – 13 yrs 6 months	Key Stage 3	8
13 yrs 6 months – 14 yrs 6 months	Key Stage 3	9
14 yrs 6 months – 15 yrs 6 months	IGCSE	10
15 yrs 6 months – 16 yrs 6 months	IGCSE A/S Levels - (August)	11
16 yrs 6 months – 17 yrs 6 months	A/S Levels	12
17 yrs 6 months – 18 yrs 6 months	A/S Levels	13

## CONDITIONS FOR ADMISSION

The International School of Cape Town is able to consider for admission only those children for whom it is able to provide an appropriate educational programme. and, where possible, interviews and/or entrance tests may be used to determine suitability for entry and appropriate placement. Applicants must provide previous educational records, specialist reports (if applicable), birth certificates, and valid study permits (for non-South African citizens). **Students cannot be admitted until the study permit has been issued.**

For entry into 'A' level courses, applicants will be required to produce evidence of having obtained the necessary preliminary qualifications at 'O', GCSE, IGCSE or AS levels and meeting our academic entry requirements regarding these results.



The International School of Cape Town admits students with learning and/or physical disabilities. However, there are limits to what we can accommodate regarding the number of students with Special Educational Needs. The school is responsible for ensuring that all aspects of a student's welfare are fully supported once the student joins the school. Accordingly, where the school, following careful investigation and consideration, believes it is unable to fulfil this responsibility to a student with specific learning and physical requirements, admission will not be offered. Alternative suggestions will be made where possible.

In exceptional circumstances, a student may be admitted to the School with a provisional placement and a final decision made on admission after an initial assessment period. This will be indicated on the admission form. Should the outcome of this be for the child not to be permanently admitted, the School will support the student's family in identifying a more suitable environment for the child.

### **DECISIONS ON ADMISSION OF PLACEMENT**

Students may not be transferred from one year group to another without the Principal's consent. Any children being placed out-of-age will only be permitted to do so by the Principal. Documentation of what led to this decision should be kept in the child's file explaining why they were placed out-of-age and that the parents/guardians have consented to this.

The Principal's decision regarding the admission of a student and their placement shall be final.

Ratified 30 September 2025  
Senior Leadership Team