



ST GEORGE'S
DIOCESAN SCHOOL
— SINCE 1919 —

APPLICATION PROCESS

Thank you for taking an interest in enrolling your child at St George's Diocesan School, Windhoek, Namibia. For almost 100 years, we have built up a proud tradition of excellence. As an Anglican Church School we are dedicated to providing children of all races, creeds and nationalities in Namibia with quality education that is innovative and exciting in a nurturing environment where they will reach their full potential based on Christian values.

Before starting the admissions process, we encourage both parents and students to visit our School. The best way to do this is to attend our Little St Georgians Open Day or make an appointment for a school visit at +264 61 237 456.

The Process

Once you have decided to enrol your child at St George's, the school application process is fairly simple.

Follow these steps in making an application to join the St George's family:

1. The first step towards enrolment is to complete an application form and attach your proof of payment of the Application Fee, N\$400 and hand it in at the School Admissions Office.
2. Please note that the Application Fee of N\$400.00 is a non-refundable fee.

BANKING DETAILS

ST GEORGE'S DIOCESAN SCHOOL,
FNB NAMIBIA, ACCOUNT NUMBER: 62047678589 BRANCH CODE: 281872
FEE PAYMENT REFERENCE: App Fee + child's name.

Waiting List

Please note that submitting an application form does not guarantee enrolment, but rather confirms your interest in St George's Diocesan School.

Your application will place you on the Waiting List. St George's School will contact you for an intake assessment as soon as an appropriate place becomes available for your child. Should you not gain a place in the year specified, your application will be rolled over to the following year(s). We ask that you contact the Admissions Office should any of your details change. While we will send out annual letters verifying your email and postal address, the onus is on the parent(s) to inform us of changes. Should an attempt to reach you fail, we will cancel the application. We ask that should you no longer wish to be kept on our Waiting List, you inform us.

St George's has a well-known reputation as a School of Excellence. Consequently, the length of time spent on a Waiting List is difficult to predict. We would encourage Pre-Preparatory applicants (Little St Georgians -

Grade (00&0) to consider applying elsewhere in addition to St George's, to avoid future disappointment and anxiety.

Apart from Grade 00 (Pre-Preparatory) and Grade 8 (College) which see relatively large intakes of children, we are generally able to offer you a place in the Pre-Preparatory, Preparatory and College only after a current student has notified us of his/her intention to leave. This can happen at any time during the school year, and we will seek to fill that place immediately.

Pre-Preparatory: Little St Georgians (Grade 00&0)

Grade 00: Turning 5 years – 48 students

Grade 0: Turning 6 years – 52 student

Step 1 – Attend the Little St Georgians Open Day (highly recommended) and make an application as soon as possible for placement on the waiting list. Attendance at the Open Day is not mandatory, but advisable.

Step 2 – St George's will contact you when we can offer you a place.

Grade 00 process

- St George's begins the admission process for Grade 00 in March prior to the Grade 00 year.
- We invite all applicants that submitted their applications on/before the Closing Date for Grade 00 Applications for an assessment.
- We first make offers to siblings of existing St George's students, members of the Anglican Church and to children of past students (alumni). Then, we list all other applicants according to the number of months between the child's date of birth and the application date and compose a potential class of 60. We take gender, age, social and pupil diversity into consideration when we compose the class of 60. Admission is subject to a student assessment and an interview with the parents.
- Final offers and invitations for placement in St George's are conditional upon an interview between the Deputy Head Prep, the Head of Department: Pre-Preparatory and the parent(s)/guardian(s).
- Parents/guardians confirm their acceptance with a deposit and Contractual Agreement form within a few weeks following the interview, if offered a place.
- We inform all remaining parents on the Grade 00 waiting list of the outcome by the end of September prior to the Grade 00 year.

Grade 0 process

We make offers only when a current child leaves the school as the grade size does not increase significantly from year to year. Departures can take place at any time of the year. If we have vacancies at any point during the year, we will first contact siblings, members of the Anglican Church and children of past students (alumni) and then other applicants on the waiting list. If you are interested in a January start in the Pre-Preparatory only, please note that we cannot make decisions about January admission for any given year until the end of October in the preceding year. Admission is subject to a student assessment and an interview with the parents.

Step 3 – Ensure that we have your correct contact details. We will not cancel your application until you tell us to do so, or until we aren't able to contact you using the details provided.

St George's Preparatory (Grade 1 – 7)

Grade 1: For children turning 7

Grades 2 – 7: For children turning 8-13

Step 1 – Visit St George's Preparatory School (highly recommended) and fill in an application form, available on the School's website. Please contact us at +264 61 237 4566 to arrange a school visit. The school visit is not mandatory, but advisable.

Step 2 – St George's will contact you when there is a possibility of a place. Most of our Grade 1 children come to us from our Pre-Preparatory School. To fill the available Grade 1 places, we refer to the waiting list and invite children in for an assessment before September of the Grade 0 year. Siblings of existing St George's students take priority. For Grades 2 to 7, for the most part, we are able to offer places only when current students leave the school. When this occurs, we refer to the waiting list, request a copy of the most recent school report, and invite a prospective student for an assessment and interview.

If you are interested only in a January start in the Preparatory School, please note that we cannot make decisions about January admission for any given year until the end of September in the preceding year.

If offered a place following the assessment, parents confirm their acceptance with a deposit and Contractual Agreement form within a few weeks.

Step 3 – Ensure that we have your correct contact details. We will not cancel your application until you tell us to do so, or until we aren't able to contact you using the details provided. We will roll your application over to the College waiting list if requested.

St George's College (Grade 8 – Grade 12)

For children turning 14-18 (Grade 12 is the Cambridge AS-level year). Please note we do not accept new students into the Grade 12 year.

Grade 8 St George's Preparatory students' application process

Step 1

St George's students are placed first based on their Grade 6 Promotion report and the Recommendation by the Deputy Head of Prep. Complete the Internal Application Form (yellow) and hand in at the Prep School's Top Office by the closing date. The closing date will be communicated to you at the beginning of your child's Grade 7 year.

No Internal Application Forms (yellow) will be accepted after the closing date after which the normal procedure for outside applications must be followed and an intake assessment written in April.

Step 2 - The Deputy Head of Prep will complete the Principal's Recommendation Form for each student, from where the complete Application Pack will be forwarded to the College after completion.

Step 3:

Successful applications will receive an acceptance letter and contractual agreement by the beginning of March. Should you accept the place, the signed contractual agreement must be handed in to College Reception and a registration fee of N\$5 000 paid by the end of Term 1 of the year of application. Please note: This registration fee is NOT REFUNDABLE.

Grade 8: Outside application process

- St George's begins the admission process for Grade 8 in March prior to the Grade 8 year.
- We invite all applicants that submitted their applications on/before the Closing Date for Grade 8 Applications for an intake assessment (English & Mathematics).
- We first make offers to current St George's students and to siblings of existing St George's students, members of the Anglican Church and to children of past students (alumni). Then, we list all other applicants according to the number of months between the child's date of birth and the application date.
- Final offers and invitations for placement in St George's College are conditional upon an interview between the Deputy Head College, the applicant and his/her parent(s)/guardian(s).
- Parents/guardians confirm their acceptance with a deposit and Contractual Agreement form within a few weeks following the interview, if offered a place.
- We inform all remaining parents on the Grade 8 waiting list of the outcome by the end of September prior to Grade 8 year.

Grade 9-12: Outside applications

Applying to Grades 9

If you would like to be considered for a place in Grades 9 St George's cannot begin to consider your child if an application form has not been submitted. Your application enables us to assess the child in relation to a specific vacancy, which is a critical step for College placement.

Placement in this grade is subject to:

- space availability;
- a review of the candidate's reports and the Principal's Recommendation Form;
- an assessment test; and
- an interview with the Deputy Head of College.

Applying to Grades 10-12

If you would like to be considered for a place in Grades 10-12 St George's cannot begin to consider your child if an application form has not been submitted. Your application enables us to assess the child in relation to a specific vacancy, which is a critical step for College placement.

Placement in these grades are subject to:

- space availability;
- similar Cambridge International curriculum followed at the previous school or Cambridge IGCSE qualification;
- a review of the candidate's reports and the Principal's Recommendation Form;
- an assessment test; and
- an interview with the Deputy Head of College.