

ROSEWOOD ACADEMY

ADMISSION GUIDELINES 2025/2026

PREAMBLE

Rosewood Academy admits learners irrespective of their gender, race, disabilities or special educational needs, provided that there are good prospects of them completing their education successfully and meeting their needs without unduly prejudicing the education of other learners.

The guidelines seek to, at all times, protect and promote the best interests of all those seeking admission to the school.

A “**parent**” refers to 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 the learner’s admission to the school.

A “**learner**” is any person registered for basic education and will be a child whose minimum enrolment age for Grade One is six years.

Our school currently offers:

- Pre-Primary School: Grade R
- Junior Primary School: Grade 1-3
- Senior Primary School: Grade 4 – 7
- Lower Secondary School: Grade 8 – 9
- Upper Secondary School: Grade 10 – 11
- Advanced Subsidiary level: Grade 12 (AS Level)

The language of learning and teaching at the school is English.

CRITERIA FOR ADMISSION

The school's prescribed Application Form completed and signed by the parents is required, accompanied by the following certified documents (copies):

1. A **certified copy of the FULL birth certificate** of the learner and/or sibling/s (if applicable for sibling discount).
2. A **certified copy of the Identification Document** of the learner (only in the case of Gr 11 or AS Levels).
3. A **certified copy of the learner's most recent school report.**
4. Any **psychological** or related **reports** available (in the case of learning challenges).
5. A recent **passport photo** of the learner attached to the application form.
6. A copy of the **Medical Aid Card** (if any)
7. A **certified copy of the Identification Document** of the person responsible for the account.
8. Signed **ONE-Pager** for receipt & understanding of all policies and commitments.
9. A copy of the **latest municipal account** as **proof of residence.**
10. **Proof of income** of household (salary slips and/or 3 months latest bank statements)
11. **Latest Financial Statement** of current school.

ADMISSION WILL ONLY BE CONSIDERED WITH ALL REQUIRED DOCUMENTATION SUBMITTED

GENERAL INFORMATION

1. Recommendation Form: To be completed by the Head/Principal of the applicant's current school and sent directly to admin@rosewood.edu.na
2. No documentation will be returned, kindly keep your own copies.
3. Applications forms and copies of documents as well as a recent passport photo are hand delivered to the school ONLY.
4. Parents who are non-Namibians: Please include certified copies of Residence Permit/Work Permit/Domicile Certificate.
5. Applications may be subjected to credit verification. The school reserves the right to not offer a place in the case of an adverse report.
6. Payment of a Once-off Registration Fee of N\$2,500.00 is payable upon confirmation of acceptance. Receipt of this non-refundable Registration Fee guarantees placement.

FEE STRUCTURE

The school fees are determined annually by the Rosewood Academy Governing Board.

The 2025 year's fee structure can be downloaded from the website: www.rosewood.edu.na

The 2026 Fee structure will be available on the website by September 2025.