



## ADMISSION GUIDELINES

### PREAMBLE

Rosewood Academy accepts 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:

- Primary School: Grade R-6
- Lower Secondary School: Grade 7-8
- Upper Secondary School: Grade 9 – 11
- Advanced Level: Grade 12 (From 2026 onwards)

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 certified copies of the following documents:

1. FULL birth certificate of the learner.
2. Learner’s last school report - (Only for Gr. 2 - 11 applications)
3. A certified copy of the ID of the person responsible for the school account.
4. Latest municipal account as proof of residence.

**ADMISSION WILL ONLY BE CONSIDERED WITH ALL REQUIRED DOCUMENTATION SUBMITTED**

**GENERAL INFORMATION**

1. Recommendation Form from current school to be completed by the Head/Principal of the applicant's current school and sent directly to [admin@rosewood.edu.na](mailto:admin@rosewood.edu.na) (Gr. 2 - 11 only)
2. No documentation will be returned, please keep your own copies.
3. Application forms with a recent passport photo of the learner and copies of documents are delivered to the School or submitted via email to [admin@rosewood.edu.na](mailto:admin@rosewood.edu.na).
4. Parents who are non-Namibians: Please include certified copies of Residence Permit/Work Permit/Domicile Certificate.
5. Applications may be subjected to a credit verification. The School reserves the right to not offer a place in the case of an adverse report.
6. Parent(s) and learner(s) will be invited to meet with the Principal or relevant HOD upon successful submission of all required application documents.
7. Parents will thereafter be informed of the status of the application.
8. Payment of a once-off Registration Fee of N\$2,500.00 upfront 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. Next year's fee structure can be downloaded from the website: [www.rosewood.edu.na](http://www.rosewood.edu.na).



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Rosewood Academy Governing Board: A. Musodza (Rev) (Chairperson)  
M. Garde (Mr) F. A. D. Van Wyk (Mr)