

Welcome to Alexanders Private School.

We are a private combined primary and secondary school offering the British National Curriculum from the Early Years Foundation Stage (Year 00 / Nursery Year) through to Key Stage Five (Year 13), leading to Pearson Edexcel International GCSE and International AS / A-Level examinations. At Alexanders, we treasure both academic ability and non-academic talent. We place great importance on nurturing a positive attitude towards learning and a lifelong desire for knowledge and discovery.

1. Aim of the Admissions Policy

The aim of this Admissions Policy is to outline the procedures for applying to and joining Alexanders Private School. It is designed to ensure a transparent, fair, and considered process – one that helps us identify students who will thrive in our environment and helps families decide whether Alexanders is the right fit for them. We welcome enquiries from families of all backgrounds and encourage you to read this policy carefully before beginning your application.

2. Our Approach

Alexanders is a private combined school for boys and girls from Early Years through to A-Level (Year 13). We warmly welcome applications from students of all social, ethnic, and cultural backgrounds.

Places are offered to those students - and their parents or guardians - who we feel will:

- (a) benefit from the challenges of the British National Curriculum - an international curriculum;
- (b) will thrive in a smaller school community like Alexanders where every student is known and valued;
- (c) respect the school's core values, rules, procedures and policies;
- (d) actively support the school's ethos of diversity and tolerance; and
- (e) contribute fully, actively and positively to life at Alexanders - in the classroom and beyond.

We consider the partnership between school and family to be essential.

We ask that parents and guardians are equally committed to these values.

Your engagement and support are integral to your child's success with us.

3. Admissions Timetable

Applications are welcome anytime during the academic year but:

- (a) no later than the last Friday in November for a January entry;
- (b) no later than the 31 March for Term 2 entry; and
- (c) no later than 31 July for Term 3 entry.

Late applications received after these deadlines will be considered at the school's discretion and subject to availability. Please note that the Namibian academic year runs from January to December. Current term dates are available from the school office or on our website.

4. Admissions Process

The admissions process consists of three stages:

Stage 1 – Application

Complete and submit an Application Form to the school office, together with:

- a copy of the child's birth certificate;
- their most recent academic school report; and
- a copy of parent ID.

Application Forms can be downloaded from the school website or collected from the school office.

Applications may also be submitted by email to the school office. We will acknowledge receipt of your application within 3 school days and aim to advise you on next steps within 10 school days.

Stage 2 – Trial Day

Selected candidates will be invited to attend a trial day at Alexanders.

The trial day is a full school day during which your child will join regular timetabled lessons and may participate in informal assessments or mini-tests. This gives us the opportunity to assess your child in a natural setting, and gives your child the opportunity to experience life at Alexanders.

Parents and guardians are welcome to meet with a member of the senior leadership team on the day by prior arrangement. We will endeavour to inform you of the outcome within 5 school days of the trial date.

If your child is not offered a place at this stage, we are happy to provide brief feedback and advise on whether a future application would likely be successful

Stage 3 – Registration

Successful applicants will be formally invited to join Alexanders.

To confirm and finalise registration, the following must be submitted to the school office:

- (a) a completed Registration Form;
- (b) a signed copy of our Admissions Policy;
- (c) a signed copy of our Fee Policy;
- (d) a signed copy of our Core Values Statement;
- (e) a completed Financial Clearance Form (confirming no outstanding fees at your previous school); and
- (f) payment of the Registration Fee (once-off and non-refundable).

Please note that the Registration Fee is waived for third and subsequent children from the same family enrolling simultaneously. Please refer to the Fee Structure for full details.

Documents may be submitted in person at the school office or by email.

Registration is only considered complete once all documents and payment have been received.

REVISED: 10 JUNE 2026

Parent / Guardian Signature: Date: