

Admissions Policy

How applications are made, assessed and confirmed.

Version 1.1 · Effective 15 October 2026

Admission is confirmed only by a written offer and acceptance. Bateleur provides education services but does not, by its enrolment alone, register a learner at a provincial education institution or an external examination centre.

Applies to: Applicants and responsible parents/guardians seeking Bateleur live, recorded or AI-assisted tuition programmes.

Document reference BE-ADMIT-004 · Reviewed annually and whenever the law or our practice materially changes.

Institutional status and scope of service

Bateleur Education (Pty) Ltd offers online teaching and curriculum-support services, including British-curriculum pathways such as Primary Stage 1-6, Foundation levels, International GCSE, AS Level and A Level, subject to the current programme catalogue. Services may include live online lessons, recorded resources, Moodle learning activities, learner reports and appropriate learning support.

Important status disclosure: Bateleur must not be described as an independently accredited examination-board institution, a registered South African independent institution, an authorised examination centre or an awarding body unless such approval is separately held and verifiable. A learner's enrolment with Bateleur is not, by itself, registration for compulsory education attendance, home education or external qualifications. Parents must ensure the learner's legally required educational registration and attendance arrangements are satisfied.

Where examinations are pursued as private candidates, acceptance, subject availability, eligibility, entry deadlines, fees and final results are controlled by the relevant authorised examination centre or awarding organisation, not by Bateleur.

Equality and fair selection

Bateleur considers applicants fairly and consistently, without unjustified discrimination based on protected characteristics. Decisions may take account of age, appropriate prior learning, language of instruction, capacity, learner needs, safeguarding, resource suitability and whether Bateleur can reasonably deliver the specific programme.

Where a learner requires disability-related reasonable accommodation, Bateleur engages with the family to identify a proportionate support arrangement. Refusal based solely on disability is prohibited; any inability to accommodate must be individually assessed, evidenced and communicated.

Applications and documentation

- A parent/guardian (or adult applicant) submits the current application form with accurate identification, contact and programme details. For minors, a competent person must lawfully authorise enrolment and necessary data processing.
- Provide academic reports, suitable placement information and any limited learning-support information genuinely needed. Do not transmit unnecessary health documents through public chat, social media or unsecured forms.
- Applicants must identify relevant court orders or guardianship restrictions where legally material. Bateleur may request proportionate proof of authority before releasing child records.
- An assessment or placement conversation may be offered to establish a suitable programme; any charges must be disclosed before acceptance. Assessments are not represented as state-institution admissions tests.

Offer, acceptance and start of service

A written offer must identify the learner, programme, mode of delivery (live, recorded or AI-assisted), start date, ordinary contact hours or access period, material equipment requirements, fees, cancellation provisions, recording arrangements and applicable policies. No place is guaranteed until a written acceptance is issued and stated conditions are met.

The person legally liable for fees must accept the enrolment agreement and the current fee schedule. Acceptance of policies does not waive rights conferred by statute. Bateleur may request reasonable clarification, and may decline an application with a concise

explanation where appropriate and lawful.

Online attendance and technology

Families provide reliable internet access, a suitable device, appropriate supervision for younger learners and a reasonably quiet learning environment. Bateleur sets acceptable online behaviour requirements and gives advance notice of significant scheduled changes. Reasonable disruptions are managed through recordings, rescheduled instruction or fair alternative arrangements under the enrolled package.

Individual account credentials must not be shared. Learners must not record, repost or commercially distribute tuition or other learners' information without permission.

Learning support, assessment and external exams

Internal lessons, assignments and reports are educational progress indicators. They are not official externally awarded examination results or guarantees of admission to another institution. The parent/guardian is responsible for communicating external entry deadlines and examination accommodation needs, with Bateleur providing reasonably available supporting information.

External examination fees, centre registration, travel, invigilation, practical work and qualification award charges are paid by the family directly to the centre or provider. Bateleur does not collect these fees or register learners for external examinations.

Waiting lists, deferral and transfer

Where a programme is full, Bateleur may maintain a waiting list and communicate any priority criteria fairly. A deferred start or programme transfer requires written agreement on fees, availability and the revised service period. Admissions documents shall be processed and retained in accordance with the Privacy Policy.

Refusal, appeal and withdrawal

An applicant may request written review of an admissions refusal within ten business days using the Complaints Procedure. Review must be by someone not solely responsible for the original decision where feasible. Enrolled families may withdraw subject to the signed agreement, the Fees & Payment Policy and non-excludable consumer rights.

Policy control

Bateleur may adjust future programme offerings, not retrospectively withdraw agreed services without a lawful basis. Any admissions decision involving a child must foreground welfare, proportionality and clear communication.

Legal and operational references

- [Act 84 of 1996, as amended \(the national act governing independent education and home education\)](#)
- [Basic Education Laws Amendment Act 32 of 2024](#)