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Non Profit Organisation No 001-427 NPO

NEW APPLICATIONS OR REFERRALS TO LSEN SCHOOLS

Documents required by the GDE:

- Birth Certificate
- Clinic Card
- School Report
- Psychologist Report
- Doctor's Report (Diagnosis)
- Parents ID's
- Proof of Residence
- Support needs assessment (SNA) Form (current school to complete).

PROCESSES TO APPLY FOR PLACEMENT IN LSEN SCHOOLS.

1. THE REFERRAL PROCESS

- The referring schools are requested to complete the SNA 1 & 2 (in the SIAS document) and to send it to their district offices.
- Sending the documents via email is preferred.
- Upon receipt of the SNA forms, our School Placement Coordinator contacts the learners' parents to schedule and evaluation date which the learners should attend along with the parents / caregivers, (please make sure we have the parents' contract details) at the DISTRICT.

2. THE EVALUATION PROCESS (AT THE SCHOOL)

- On the day of the evaluation, a maximum of 4 learners are evaluated. All learners and parents / caregivers are requested to arrive at the given times provided by the school.
- The learners are then assessed by a multidisciplinary team consisting of an Occupational Therapist, Teachers, and the Deputy Principal.
- The following aspects are assessed:
 - Cognitive potential
 - Scholastic abilities
 - Functional abilities
 - Basic socio-emotional screening
- The results of all the assessments are put together to be discussed in the next process.

3. THE RATIFICATION PROCESS

- The School Placement Coordinator will discuss the results with the principal who is the Head of the School Based Support Team (SBST), and recommendations are made.
- Thereafter, there is another discussion with District Based Support Team (DBST) which consists of an Educational Psychologist is held. A discussion is then made in the best interest of the learner.
- Learners are then either admitted, redirected, or placed on a waiting list should space not be available.
- The recommendations made by the DBST are then approved by the District Director and the Department of Education – Head office.
- Subsequently, the School Placement Coordinator at Alma School contact the parents to inform them of the results.

NOTES:

- You must contact the district office (DBE) in the area where you live.
- No LSEN school will place a learner that is not signed off by Head Office (DBE).

District offices in Tshwane:

Tshwane North District:

Wonderboom Junction Shopping Centre, (second level)
222 Lavender Road, Wonderboom
Contact details: 012 543 4300

Tshwane West District:

Old Hebron Collage
Klipgat Road, Mabopane
Contact details: 012 725 1393

Tshwane South District:

3319 Fedsure Forum Building
Corner of Lillian Nyoyi Road and Pretorius Rd, Pretoria
Contact details: 012 401 6300