



ISASA

Independent Schools Association of Southern Africa

Conditions for Membership

Revised June 2016



CONTENT

A. REQUIREMENTS

- A.1. *Vision, mission and objects of ISASA*
- A.2. *Conditions of category*
- A.3. *Annual subscriptions*
- A.4. *Annual census*
- A.5. *Quality and regular accreditation*
- A.6. *Democratic, just society*
- A.7. *Diversity and equity*
- A.8. *No corporal punishment*
- A.9. *Information to non-members*
- A.10. *Admission of learners*
- A.11. *Advertising*

2

2

2

2

2

2

2

2

2

2

2

3

B. PRINCIPLES OF GOOD PRACTICE

(Code of Ethical Practice)

- B.1. *General*
- B.2. *Admission of Learners*
- B.3. *Scholarships, Bursaries and Awards*
- B.4. *Staff*
- B.5. *Diversity*

3

3

4

4

4

C. CONFIRMATION OF ACCEPTANCE

5

HOW TO CONTACT ISASA

16 St David Road
2198 Houghton
Johannesburg

PO Box 87430
2041 Houghton
Johannesburg

Tel: +27 11 648 1331
Email: info@isasa.org
Web: www.isasa.org

INDEPENDENT SCHOOLS ASSOCIATION OF SOUTHERN AFRICA (ISASA)
(A Non Profit Company, Registration no. 9919655/08)

CONDITIONS FOR MEMBERSHIP

Membership of ISASA is available to a school and not an individual. While ISASA recognises the autonomy of each independent school, member schools that join the Association undertake to comply with the requirements below and endeavour to uphold the Principles of Good Practice.

Should a member school be found to have been in breach of the conditions for membership set out below, the school's membership shall come under review by the Executive Committee of ISASA and may be suspended or terminated according to the procedures detailed in Articles 31 through 36 of the Constitution of ISASA.

A. REQUIREMENTS

Every school that is approved for membership of ISASA must:

A.1. Vision, mission and objects of ISASA

Subscribe to the vision, mission and objects of ISASA as set out in its Constitution.

A.2. Conditions of category

Comply with conditions of the relevant category of membership of ISASA as laid down in the ISASA Constitution.

A.3. Annual subscriptions

Pay its annual subscriptions by March of each year.

A.4. Annual census

Complete the annual census by March of each year.

A.5. Quality and regular accreditation

Meet and maintain adequate quality criteria on entrance and as assessed through regular accreditation by ISASA or its agent.

A.6. Democratic, just society

Promote and nurture a commitment to a society based on democratic values, social justice and fundamental human rights.

A.7. Diversity and equity

Produce and publicly display a positive affirmation of its commitment to a non-discriminatory society and a diverse, just and equitable school community.

A.8. No corporal punishment

Prohibit the practice of corporal punishment in the school.

A.9. Information to non-members

Ensure that the services it receives from ISASA are not directly or indirectly disclosed to or shared with other non-member education institutions, even where those education institutions are part of its group as contemplated in Article 1.3.3(a) of the Constitution.

A.10. Admission of learners

Not initiate the transfer of a learner from another ISASA school.

A.11. Advertising

Ensure that all advertising, articles, speeches, notices or any other form of publication are governed by professional ethics and in no way reflect adversely on any other school.

B. PRINCIPLES OF GOOD PRACTICE

(Code of Ethical Practice)

B.1. General

The member school should:

- B.1.1. act honestly and fairly, with due respect for the rights of staff, learners, parents and members of the governing body;
- B.1.2. provide educational leadership and promote the professional development of the staff in order to improve the quality of learning and teaching;
- B.1.3. ensure that sound administrative, business and financial principles are applied in the running of the school;
- B.1.4. exhibit moral leadership, and as such, promote the adoption and practice of a sound value system in the school;
- B.1.5. encourage a learner-centred philosophy in order to develop:
 - each child to her/his full potential academically, emotionally, physically and spiritually,
 - a community of learners who are self-disciplined and have a sound work ethic, and
 - a code of conduct based on courtesy, mutual respect and acknowledgement of the rights of all groups in the school community;
- B.1.6. foster good relations amongst all its stakeholders and with neighbouring schools and the education authorities;
- B.1.7. ensure that it implements fair admissions and employment practices;
- B.1.8. promote good citizenship in the school and social responsibility programmes in the wider community;
- B.1.9. implement on-going quality assurance processes to maintain and improve the quality of education in the school.

B.2. Admission of Learners

In all matters of admission and transfer, the member school should act fairly and professionally towards other schools, and ensure good co-operation between schools.

- B.2.1. Member schools are encouraged to enter into local agreements with other member schools to govern the admission of learners and should honour such agreements, provided they are not in conflict with ISASA policy.

- B.2.2. Schools operating in the same region and/or drawing from the same feeder schools should discuss mutual problems rather than announce changes at a time and in a manner which leaves other schools compromised.
- B.2.3. Whenever a learner transfers from one independent school to another (including from a primary school to a high school), the receiving school should consult with the sending school to confirm that there are no fees, fees in lieu of notice or other financial liabilities outstanding, or that an agreement has been reached for the repayment of such fees.

B.3. Scholarships, Bursaries and Awards

A member school should ensure that relevant details regarding scholarships and other awards are available to the public, and should recognise the following:

- B.3.1. Scholarships are awarded on the basis of merit;
- B.3.2. Candidates do not need to have been registered for the school or schools at which they compete for a scholarship;
- B.3.3. Bursaries are awarded on the basis of financial need; and
- B.3.4. While sports and other awards may be made, ISASA strongly disapproves of the practice of “shopping” for and poaching learners from other member schools.

B.4. Staff

A member school should observe the following code of conduct with regard to staff appointments:

- B.4.1. In the interests of collegiality, it is not appropriate for a member school to make direct approaches to staff of other schools concerning vacant positions. Making a staff member aware of a public advertisement is not considered a direct approach
- B.4.2. Staff should be free to make inquiries about positions in other schools, without informing their own head, and without the need for consultation between the heads of the two schools.
- B.4.3. Staff may ask for a reference and seek a position elsewhere without prejudicing their present position.
- B.4.4. The member school should offer assistance to staff members for the education of their children at ISASA schools.

B.5. Diversity

- B.5.1. The school commits itself to compliance with the Employment Equity Act and endorses its principles in respect of academic and support staff, together with an appropriate allocation of resources for staff development.
- B.5.2. It uses inclusive, bias-free language in oral and written communication.
- B.5.3. It respects, affirms and defends the dignity and worth of each member of the school community and ensures that the school’s ethos is enriched by the cultural heritages of all.
- B.5.4. It develops an understanding of basic and universal human rights, linked indivisibly with civic responsibility and accountability at school and in the wider community.

- B.5.5. It values each child individually and teaches to varied learning styles, abilities and life experiences.
- B.5.6. It develops, publishes, implements and monitors policies promoting equity and justice in all aspects of school life.
- B.5.7. It supports the on-going education of the governing body, parents and all school personnel as essential to the creation and maintenance of a diverse, equitable and just community, with particular reference to teaching, assessment, curriculum, extra-curricular programmes and leadership opportunities.
- B.5.8. It develops in its learners a sense of responsibility for equity and justice in the wider community.
- B.5.9. The school strives to develop in all learners an awareness and acceptance of others, sensitivity to opinions and values different from their own, and broadminded thinking, which is free of bias, prejudice and uninformed judgements.

C. CONFIRMATION OF ACCEPTANCE

(To be signed by the current Head and Chair and then re-signed each time a new Head is appointed or a new Chair elected.)

School: _____

Head: _____

Chair: _____

Date: _____

Date: _____

Head: _____

Chair: _____

Date: _____

Date: _____

Head: _____

Chair: _____

Date: _____

Date: _____