

Policy Title	Admissions Policy
Reference Guide	South African Schools Act (Act No.84 of 1996, National Education Policy Act (Act No. 27 of 1996
Purpose	To provide a framework to KLOOFVIEW PRIMARY SCHOOL SGB and SMT regarding admission to the school. To regulate admission process and allocate resources accordingly. To ensure that admission at the school takes place timely and in an efficient manner
Application:	All learners seeking admission at KLOOFVIEW PRIMARY SCHOOL, SGB and Admissions Committee as appointed by the SGB.

INTERPRETATION

In this policy any expression to which a meaning has been assigned in the National Education Policy Act (Act No.27 of 1996) and the South African Schools Act (Act No.84 of 1996, has that meaning.

PREAMBLE

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This admission policy is determined by the SGB of KLOOFVIEW PRIMARY in terms of section 5(5) of the South African Schools Act, 996 (No. 84 of 1996).

The policy is consistent with the Constitution of the Republic of South Africa, 1996 (No. 108 of 1996), the South African Schools Act, 1996 and any applicable **North-West Department of Education** regulations regarding admissions of learners to a public school.

The Principal together with the School Governing Body of KLOOFVIEW PRIMARY SCHOOL should encourage parents to apply for admission of their children before the end of the preceding school year, in accordance with proclamation by the Member of Executive Council for Northwest Department of Education. They may advertise space and call for applications in the public spaces and other neighbouring schools which are feeder zones around KLOOFVIEW PRIMARY SCHOOL. The Marketing Committee may in consultation with the Principal organise an open day towards the end of the year to allow parents an opportunity into the school systems.

The admission committee in consultation with SMT organise an open day in Term 4 to allow parents an opportunity into the school systems.

Issue admission forms from the 1st June annually for Gr 0 & R learners.

ADMINISTRATION OF THIS POLICY

- + It is the duty of the SGB to make copy of this policy available to Head of Department.
- + Subject to this policy, it is particularly important that all eligible learners of compulsory school going age are accommodated in KLOOFVIEW PRIMARY SCHOOL.
- + This policy and the administration thereof shall not unfairly discriminate in any way against any applicant for admission.
- + A learner is admitted to the total school programme and may not be suspended from classes, denied access to cultural, sporting or social activities of the school, denied a school report or transfer certificates, or otherwise victimised on the grounds that his or her parent -
 - *is unable to pay or has not paid the required school fees determined by the SGB of KLOOFVIEW PRIMARY SCHOOL in terms of section 25 of South African Schools Act;*
 - *does not subscribe to the mission statement and code of conduct of the school; or*
 - *has refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of the learner.*
- + No test may be administered with the sole purpose of determining admission of a learner to KLOOFVIEW PRIMARY SCHOOL, but screening to determine the baseline assessment of English as HL or LOLT.

PERIOD FOR ADMISSION

Admission of Gr.RR and Gr.R learners starts on school day of Term 2 of each year preceding the next 1st of June and closes on the last academic year or as determined by the Provincial Department of Education.

EMERGENCY ADMISSION (if space allows it)

The following circumstances may be considered for emergency admission:

- + Death of the child's parent
- + Divorce that may force change in custody situation
- + Parents who moved to a new area

Proof is needed for all of the above.

RIGHTS OF LEARNERS TO ADMISSION

No learner may be denied admission on the basis of race, colour, creed, religious background or any form of discrimination.

DEREGISTRATION OR REMOVAL FROM ADMISSION REGISTER

- ✚ The name of a learner must be removed from a school's admission register when the learner-
 - leaves the school after completing the compulsory school attendance period, or is granted exemption from compulsory attendance according to section (4) of the South African Schools Act;
 - applies for a transfer to another school and the transfer is effected;
 - is expelled from school; or dies.

DOCUMENTS REQUIRED FOR ADMISSION OF A LEARNER

The following documents are required for admission to KLOOFVIEW PRIMARY SCHOOL:

- ✓ Birth Certificate
- ✓ Clinic/Immunisation Card
- ✓ 2 x Passport photos/ID Photos
- ✓ Transfer letter
- ✓ Resent School Report
- ✓ Learner Portfolio
- ✓ Proof of residence (water and electricity bill not older than 3 months)
- ✓ Valid Passport for a learner for non-citizen
- ✓ Valid Study permit for non-citizen
- ✓ I.D. document for both parents.

In addition to the above, the following rules shall apply:

- ✚ A parent must complete an *application form* for admission, which should be made available to him or her by the admission committee.
- ✚ The principal must oversee the whole process of admission.
- ✚ Parent applies for admission of a learner to Kloof View Primary School must make sure that he/she meet the requirements.
- ✚ Under no circumstances the child will be admitted not meeting the above requirements.
- ✚ The Principal must advise parents that it is an offence to bring the false documents while they are aware.
- ✚ On application for admission, an admission committee must verify that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

- ✚ If the transfer card is not available for the learner transferring to KLOOFVIEW PRIMARY SCHOOL, the Principal may admit the learner and place the learner in a grade on the basis of the following documentation:
 - *the last report card issued by the previous school;*
 - *other equivalent documentation from the previous school such as portfolio, etc.*
 - *a written affidavit of the parent stating the reason for not having the transfer card and the grade the learner attended at the previous school.*
 - Parents must be made aware that completed application forms will first be checked and if the child is admitted they will be notified.

ADMISSION OF NON-CITIZENS

- ✚ The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.
- ✚ A learner who entered the country on parents' study permit must present the study permit on admission to KLOOF VIEW PRIMARY SCHOOL .
- ✚ Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

AVAILABILITY OF SPACE/CAPACITY AT KLOOF VIEW PRIMARY SCHOOL

- ✚ The SGB may determine the capacity of each class to accommodate learners as per the school's norms and standards, or as may be determined the Head of Department.
- ✚ The Principal in consultation with the SGB shall take all reasonable steps to accommodate learners at the school taking into account the school classroom resources. The number of learners per class must not exceed 40, and should not be less than 33.
- ✚ Gr RR and Gr R learners must not exceed 30 learners in each class

LEARNERS WITH SPECIAL EDUCATION NEEDS

- ✚ The school shall try where this is reasonably practical to accommodate such special needs of such learners. Otherwise, they may be transferred to LSEN school, after intensive intervention and consultation with parents, and education authorities guided by applicable laws by The Department of Education.

AGE REQUIREMENTS FOR THE ADMISSION OF A LEARNER TO AN ORDINARY PUBLIC SCHOOL OR DIFFERENT GRADES OF A SCHOOL: Legislative Provisions

- ✚ Learners are to be admitted to public schools and placed in different grades in the school according to Government Notice No. of 1998. If a learner has been admitted to a public school at an age above the age norm for a grade, such learner must, as far as possible, be placed in a fast-track facility, or with his or her peer group, unless it is not in the educational interest of the learner.
- ✚ In the latter case the learner must be placed in a suitable lower grade, and an accelerated programme must be worked out for the learner to enable him or her to catch up with the peer group as soon as possible.
- ✚ To grade RR: Five during year of admission.
To grade R: Six during year of admission.
Grade 1: Seven during year of admission.
- ✚ A learner who is 16 years of age or older and who has never attended school and who is seeking admission for the first time or did not make sufficient progress with his or her peer group, must be advised to enrol at an Adult Education and Training (AET) centre.

REPETITION

- ✚ A learner who has repeated one or more years at school in terms of this policy is exempt from the age grade norm, except that, if a learner is three years older than the norm age per grade, the Principal must determine whether the learner will be admitted to that grade.
- ✚ In principle, learners should progress with their age cohort. Repetition of grades seldom results in significant increases in learning attainment and frequently has the opposite result. The norm for repetition is one year per school phase where necessary. Multiple repetitions in one grade are not permissible.

- ✚ The norm is not to be construed as promoting the practice of automatic promotion. A learner's needs must be attended to, through the efforts of the learner, and his or her teachers, with support from the learner's family and peers.

SCHOOL ZONING

- ✚ A Head of Department, after consultation with representatives of governing bodies, may determine feeder zones for ordinary public schools, in order to control the learner numbers of schools and coordinate parental preferences. Such feeder zones need not be geographically adjacent to the school or each other.

THE PREFERENCE ORDER OF ADMISSION IS: -

- ✓ *Based on the criterion set*

REGISTER OF ADMISSION

- ✚ A waiting list will be availed only for grades 1-7.
- ✚ The Principal shall keep a register of admission of the school (SA- SAMS). All admissions of learners to the school must be recorded in the register of admission.
- ✚ The register must contain the name, date of birth, age, identity number (if applicable), and address of the learner as well as the names of the learner's parents as defined in the South African Schools Act, 1996 and their addresses and telephone numbers, where applicable.
- ✚ Entries in the register of admission must be verified against the birth certificate or identity document of the learner concerned.
- ✚ Officials of the provincial education department must have access to the register of admission.
- ✚ A nominal fee for new learners to be paid.
- ✚ Re-registration for existing learners to be paid at the end of the year.

PAYMENT OF SCHOOL FEES

- ✚ Payment of school fees at KLOOFVIEW PRIMARY SCHOOL is compulsory, and forms part of contractual obligations of parents whose children are admitted at the school.
- ✚ The SGB shall determine the amount of school fees payable each year in consultation with parents, and shall develop a contract to be signed by each parent stating their commitment to paying school fees.
- ✚ The contract shall include the legal obligation placed upon SGB by the South African Schools Act to collect monies for the running of the school; it shall also include the legal duty of the SGB to institute legal action against any parent who fails to pay the required school fees.
- ✚ The contract shall also indicate that a learner may not be expelled/suspended

from the school due to failure by parents to pay school fees as stipulated in the South African Schools Act.

- ✚ Method of payment – EFT / Debit order : Admin numbers must be used as reference.
Card facility at school is also an option.
- ✚ The Principal and the SGB must inform parents about the process of application for exemption as stipulated in SASA.

Exemption of School fees

- ✚ Exemption forms will be issued to parents at a certain date annually.
- ✚ Employees' children at Kloof View Primary will be exempted from school fees if all necessary documentation is submitted for review

ADMINISTRATION OF THIS POLICY

- ✚ The Admissions Committee must comprise of a SGB member, Administrator, Educator(SBST member), and or three members as must be determined by the SGB.
- ✚ Members assigned to undertake the admissions at KLOOF VIEW PRIMARY SCHOOL shall ensure that admissions of learners are done properly, promptly, and without prejudice.in accordance with SASA 84 OF1996
- ✚ The Principal shall serve as the abitral person to monitor and take complaints or any appeals that might be lodged by stake holders.

This Policy is subject to amendments to suit COVID 19 Protocols

Mr. P.S. Mphahlele

Principal

Mr. T Masia

SGB Chairperson

Date

Date