



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Admission

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016 (40046 Government Gazette 3 June 2016)
11 October 2016 (South African Schools Act, 1996 (Act No. 84 of 1996))

Preamble

The South African Schools Act mandates the School Governing Body (SGB) to determine the admission policy of the school.

The said admission policy must be aligned to the admission policy published in terms of the National Education Policy Act, 1996.

The admission policy articulates the school's commitment to ensuring that all learners have access to quality education without any fear of discrimination of any grounds whatsoever, to this effect, any learner that applies for admission to this school will be subjected to a fair and equitable admission process that is aligned to all the relevant National and Provincial Legislation.

No learner may be refused admission to the school on the following grounds:

the parent/s has not paid the school fees as determined by the SGB;

the parent/s do not subscribe to the vision and mission statement or the aim and objectives of the school;

the parent/s refuses to enter into contract with the school, which excludes the liability of the school to the parent, out of circumstances relating to the education of the learner;

on the basis of unfair discrimination based on race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, belief, colour and culture, language, pregnancy, HIV/AIDS status or any illness.

Purpose

To promote the Admission of learners from any race to the school which reflects the democratic principles of the National Education Department to comply with it's constitutional responsibility to ensure learners access to quality education.

To facilitate admission to the school by setting out the following:

The admission age for learners at the school, including age grade norms;

Admission of learners to public schools who live within and outside the residential area or feeder zone of the school as determined by the MEC;

Re-registration for learners already in the school, including repeat learners;

Registration of new learners;

Late registrations;

Documentation or proof required for admission;

Register of admissions;

Capacity of the school

Definitions and Acronyms

Definition

<u>Term</u>	<u>Definition</u>
Learner	any person registered to receive education at the school
District Director	means the officer of the department responsible for the administration of education
Feeder Zone	means the nearest school to the parent/s home address or work address for parent/s who live in the domicile of the employer
Head of Department	means the head of an education department
Parent/s	"parent/s" means-
	<ul style="list-style-type: none">- the biological or adoptive parent/s or legal guardian of a learner;- person legally entitled to custody of a learner or

	- the person who undertakes to fulfil the obligations of a person referred to above towards the learners education at school;
Principal	means an educator appointed or acting as the head of a school
<u>Term</u>	<u>Definition</u>
School Governing Body	means the relevant body responsible for Governance issues
Sibling	means someone who satisfies both of the following
	- he or she has a parent/s who is also the parent/s of that child; and
	- he or she resides in the same household as that child
"The School"	Refers to _____
Register of Admission	means waiting List A and List B of names or learners who have applied for admission to the school

Acronyms

<u>Acronyms</u>	<u>Explanation</u>
SGB	School Governing Body
HOD	Head of Department
MEC	Member of the Executive Council

Application and scope of the policy

This policy applies to the learners, educators, support staff, the school management, parents of learners at the school and applicants.

Legislative Framework

The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) as amended;

National Education Policy Act, 1996 (Act No. 27 of 1996) as amended;

The South African Schools Act, 1996 (Act No. 84 of 1996) as amended;

Employment of Educators Act, 1998 (Act No. 76 of 1998);

Refugees Act, 1998 (Act No. 130 of 1998);

Aliens Control Act, 1991 (Act No. 96 of 1991);

Policy Statements

Administration of Admissions

The administration of admissions deals with:

the informing of all parent/s that the school is open for admissions and outlining the procedures to be followed for admissions;

the re-registering of learners currently at the school;

the issuing and receiving of completed application forms;

the adjudication of applications for admissions;

the issuing of transfer cards;

informing unsuccessful applicants of appeal procedures to be followed;

informing successful applicants of fee status and related processes;

the maintenance of the register of admissions.

The school will not administer any test related to the admission of a learner. In cases where the Principal/SGB feels that a test is necessary, approval to conduct the test will be sought from the Head of Department.

The Admission process

Admission to Public School

A public school should admit learners and serve their educational needs without any unfair discrimination.

A public school may not apply any test that relates to the admission of a learner to a public school, or instruct or authorize the principal or any other person to apply such test.

No learner may be refused admission to a public school on grounds of his or her parent:

- not being able or failing to pay school fees as determined by the governing body according to section 39;
- refusing to enter into a contract in terms of which the parent relinquishes any claim for damages that may result from the education of the learner;
- not subscribing to the mission of the school.

The Minister can, in consultation with the Council of Education Ministers, by means of notice in the Government Gazette, determine age requirements for the admission of learners to a school or to different grades in a school.

According to this Act and any applicable act, this admission policy of a learner with special educational needs, the head of department and the principal should take into consideration the rights and wishes of the parents of such learner.

An application for admission of a learner to a public school should be addressed to the Education Department in a way determined by the head of the department.

If any application is refused according to any sub-section, the head of the department should notify the parents in writing of such refusal and the reason for it.

Any learner or parent, who has been refused access to a public school, can lodge an appeal against the decision to the Executive Council.

Admission Period

The Principal should ensure that the admission process commences on the 1st day up until the last day prescribed by the Provincial Education Department, unless the school is declared full by the District Director before the end of the admission process.

Informing Parents

The school will communicate the commencement of the admission process through the local newspaper/newsletters or posters, once it has been decided upon by the Department.

How to register a learner

Learners who are currently registered at a school and will stay at that school, need to register annually. Parents should ensure that learners who wish to attend a specific school for the first time, should register on-line and apply directly to the relevant school before the end of the relevant year for the beginning of the following year. Registrations should be completed by the tenth school day of the following year.

Learners should register when:

- they turn seven in the relevant year.
- they be of school age (between 7 and 15 years old) and have not registered yet.
- they want admission to the following phase, e.g. from a primary to a secondary school, etc.
- they wish to be admitted to another school for other reasons, e.g. transfer of parents.

Application for Admission

Parents applying for admission to the school for the first time will:

be issued with an application form which must be duly completed and returned to the school within the stipulated time frames.

submit the following supporting documentation for admission to the school:

- a certified copy of the birth certificate;

- a certified copy of the parent/s identity document;
- proof of immunisation against polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B (for a primary school);
- proof of residence/work example water and lights account;
- proof of sibling relationship;
- in cases where a learner transfers from one public school to another, in addition to the above required documents, the parent must submit the following from the previous school:
 - o a transfer card as well as the last report card;
- in a case where a parent is unable to submit the birth certificate of the learner to the Principal, the learner will be admitted conditionally, failing which the matter will be referred to the District Director;
- on submission of a completed application form, parents will receive an allocated waiting list number in writing from the relevant admissions register.

Administration of Admissions

Principals, in the first instance, and their deputy principals and staff members to whom authority has been delegated, should be responsible for the administration of admission to a school. District directors should inform principals and/or other educational structures regarding the admission policy and the procedures that should be followed. District coordinators should render continuous support to schools. Principals, or groups of schools, may in cooperation with the district director organize themselves into Registration and Admission Committees in order to facilitate and organize the admission programme in their areas. This should enable them to manage the admission of learners to their schools more effectively, as well as to monitor and verify the movement of learners between schools.

Waiting Lists

Learners will be placed on a Waiting list A or B, as follows:

Waiting List A

The following learners will be placed on Waiting List A, in a numerical ranking order of names of all learners seeking admission to specific grades in the school:

Learners whose parents home or work address is the closest address to the school.

Learners with siblings who are already attending the school.

Waiting List B

Learners whose parents neither reside close to the school nor have a parent working in the area will be placed on waiting List B, in a numerical ranking order of names of all feeder zone learners seeking admission to specific grades in the school.

These learners living outside the natural feeder zone or geographical area of the school will be encouraged to apply for admission to other schools of their choice as well.

Movement of Learners Between Schools

Principals and central registration offices should ensure that preference is given to learners from the school's feeding area. Transfer of learners from other schools should only be done if valid reasons are supplied for such transfers.

Adjudication of Applications

Learners already enrolled at the school

Learners already enrolled at the school must complete a prescribed application form for registration at the school on an annual basis and return it by _____

Preference Order of Admissions

In the adjudication of applications, the school admissions committee shall give first preference to learners who live within the natural feeder zone or residential area of a school i.e. learners on Waiting List A, in a chronological order.

Once applicants from Waiting List A have been placed and there is still place available, applicants on Waiting List B will be placed in a chronological order.

Notifying Parents of Outcome of Application

Communication of Outcome of Application

Once the school has processed all applications, Waiting List A will be sent to the District Director for approval.

Once the school has received the signed off Waiting List A from the District Director, the Principal will communicate with each applicant and inform them of whether their application has been successful or not.

Parents must collect a written response regarding the status of the application by the end of the admission process.

Successful Applicants

On informing successful applicants, the school will communicate information with regard to its fee paying status.

In the case of a “fee paying school”, parents will be informed of the amount of school fees that is charged by the school and the procedures to be followed when a parent requires exemption from school fees and how it works.

Parents must then be requested to complete an exemption from school fees form.

On receiving admissions to the school a learner may not be suspended from classes, denied access to cultural, social or sporting activities of the school, receipt of a school report or transfer certificate or otherwise victimised on the basis of the policy statements of this policy, he/she would be admitted to the total school programme.

Unsuccessful Applicants

The principal will inform in writing, all unsuccessful applicants of the reason/s for declining the application.

A parent of a learner whose application for admission to the school is unsuccessful, may lodge an objection with the Head of Department against the decision of the principal, within 7 days of being informed.

The Head of Department will communicate his decision on the objection to the parent within 7 days of receiving the objection.

A parent that is dissatisfied with the decision of the HOD, may appeal in writing against the decision the Member of the Executive Council (MEC) within 7 days after notification of the refusal for admission.

Admission of Non-Citizens

Provisions governing the admission of South African citizen learners to public schools apply equally to non-citizen learners.

Non-citizen learners must provide either proof of temporary or permanent residence permit in South Africa or a study permit.

Illegal aliens must provide proof of application for temporary or permanent residence or a study permit with the Department of Home Affairs.

The principal will advise parents as to where the required documentation can be obtained. Should the documentation remain outstanding, the learner will be conditionally admitted to the school and the matter will be referred to the District Director.

Learners with Special Educational Needs

After being evaluated, learners with special educational needs (LSEN) should be admitted to the LSEN class only when they have been recommended for such class by an educational resource centre.

Late Registration

The principal will be responsible for receiving late registration applications. Late applications received after the 10th school day, must be acknowledged and recorded in the late registration waiting List A or B. The principal must submit the waiting lists to the District Director at the District Office whereupon they may be considered based on the availability of space.

Admission Age and Age Grade Norms

Admission Age of Learners

The admission age of a learner to Grade 1 in a public school is age 5 (five) turning 6 (six) by 30 June in the year of admission. The admission age of a learner to Grade R is age 4 (four) turning 5 (five) by 30 June 2016 in the year of admission. For the placement of learners into different grades, the age grade norm, namely, grade number plus six years, will be applied for admission purposes.

A parent who wishes to make an application for admitting an underage learner to Grade R or Grade 1 at the school, must submit an application and a school readiness report to the

principal. A school readiness report could be a report from the educational psychologist or a similar professional or an acceptable progress report from a qualified educator.

Should the principal decide that it would not be in the child's best educational interest to be admitted to Grade R or Grade 1 as an underage learner, then the principal must furnish the parent with reasons for this decision in writing and given the opportunity in writing to appeal to the MEC.

Where a learner is 3 (three) years or more above the normal grade age norm the school will engage the District Director to place the learner in the fast-tracking programme.

The age grade norm requirements for learners with special education needs applying for admission at an ordinary public school are the same as learners in ordinary public schools.

Compulsory School Attendance

Compulsory attendance is from when the learner enters Grade 1 until the last school day in which the learner reaches the age of 15 (fifteen) years or the 9th grade, whichever comes first.

According to this Act and any applicable act, every guardian or parent should, let all learners that they are responsible for, attend a school from the first school day of the year such learner reaches the age of seven years, until the last school day of the year in which such a learner reaches the age of fifteen or the ninth grade, whichever occurs first.

The Minister of Education determines through notice in the Government Gazette the ages of compulsory school attendance for learners with special educational needs.

Each member of the Executive Council cannot comply with the sub-sections, due to a lack of space at the date of the implementation of this Act, he or she should take steps to correct any such lack of space as soon as possible, and he or she should report to the Minister annually regarding the progress with this action.

If a learner who is subject to compulsory school attendance, according to the sub-sections, is not enrolled at a school or fails to attend one, the head of the department can:

- investigate the circumstances regarding the learner's absence from school.
- take applicable steps to correct the matter.
- if failing to effect such correction, issue a written notice to the parent of the learner demanding compliance to the sub-sections.

A learner who is 16 years old or older and who has never had the opportunity to attend school should be advised and assisted in registering at the nearest Public Adult Learning Centre.

Exemption of Compulsory Attendance

A head of department can exempt a learner fully, partially or conditionally from compulsory school attendance if it is in the best interest of the learner.

Each head of department should keep a register of the learners who are exempt from compulsory school attendance.

Grade 12 National Senior Certificate Examination

Learners who have been progressed to Grade 12 in terms of Regulation 6(4)(cÁ) of the Regulations pertaining to the National Curriculum Statement Grades R -12, published as Government Notice 9914 in Government Gazette No. 36041 of 28 December 2012 must, however, comply with the promotion and certification requirements as contemplated in Regulations 6(4) and 20 of the said Regulations, in order to obtain a National Senior Certificate qualification.

Learners that are progressed into Grade 12, should be allowed to follow the multiple examination option, which implies that the learner writes a limited number of subjects in the first sitting of the National Senior Certificate examination and will be allowed to write the remaining subjects in a subsequent examination in order to allow them to satisfy their outstanding requirements.

The performance of progressed learners must in the Grade 12 year, and based on a consultative process with the parent, the learners will:

be advised to write the examination in a limited number of subjects in the first sitting of the end -of -year examination;

be allowed to sit for a limited number of subjects in the examination based strictly on the performance of the learners examination in all six subjects, provided they have demonstrated in the said examination and preceding tests in the Grade 12 year;

be allowed to write the acceptable achievement levels in all six subjects, and

be allowed to write in June the remaining limited number of subjects of the 2015 examination, subject to the following:

only a limited number of subjects will be examined and progressed candidates may only enrol for those subjects indicated on the list of selected subjects for examination;

should a learner be unsuccessful in meeting the outstanding requirements in the June 2016 examination, he or she will be regarded as a part -time repeater candidate as contemplated in sub –regulation (insertion of Regulation 41A of the Regulations)

The National and Provincial pass rates will be presented as follows:

pass percentage of all learners, including progressed learners;

pass percentage of progressed learners;

pass percentage of learners, excluding progressed learners ". "

Learners who are repeating

In principle, learners should progress with their age co-hort. The norm for retention is one year per school phase. A learner who has repeated one or more years at the school in terms of this policy is exempt from the age grade norm. In cases where a learner is three years older than the norm age per grade, the school will seek direction from the Head of Department whether the learner will be admitted to that grade.

Capacity of the School

The learner enrolment capacity of a school is determined by the Head of Department. The principal of the school may not declare a school full.

The principal will request the District Director in writing to declare a school full, if necessary. This request must be submitted with all the supporting documentation to declare the school full.

The Head of Department or an official delegated by him will declare a school full. The school that is declared full by the District Director will be informed in writing.

SCHOOL POLICY
Admission

This Policy Has Been Accepted and Adopted

	Print Name	Signature
Educators:		
Principal:		
SGB Chairperson:		
Place:		

Date: _____