



# CONSTANTIA KLOOF PRIMARY SCHOOL

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## Admission Policy

<b>Date approved:</b>	19 April 2017	<b>Date policy will take effect:</b>	May 2017	<b>Date of next review:</b>	March/April 2018
<b>Developed by:</b>	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
<b>Approved by:</b>	School Governing Body				
<b>Responsible Body:</b>	School Governing Body				
<b>Supporting documents, procedures and forms for this policy:</b>	Legislation (see below)				
<b>References and legislation:</b>	Main legislation: The Constitution of the Republic of South Africa (1996) The South African Schools Act (1996) as amended (Section 5) National Education Policy Act ( Act 27 of 1996) Gauteng Schools Education Act No.6 of 1995 Government Gazette 127 of 9 May 2012 Circulars 21/2010, 3/2016, 5/2016				
<b>Scope:</b>	SGB, School Management Team (SMT), Educator Staff, Learners				
<b>Expiry date of the policy:</b>	March 2018				

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## 1. Purpose of the Admission Policy

The main purpose of the policy is to ensure that learner admission to the public school takes place according to the legislation and State policy. The policy will also ensure that:

- 1.1. learners are not prevented from entering public schools for any reason that violates their constitutional rights;
- 1.2. parents, educators, learners and the community are fully aware of the procedures for admission to the school;
- 1.3. administrative procedures for admission are clearly defined;
- 1.4. A school makes the right decisions when it is processing admission of learners.

**Further, this policy:**

- 1.5. recognises our diversity, and therefore promotes respect for all who choose to apply for admission to the school;
- 1.6. Protects /enhances the dignity and status of all the learners.

## 2. Application and Scope of the Policy

This policy applies to the entire school management, educator and non-educator staff and the learners.

The SGB of **Constantia Kloof Primary School** will decide the Admission Policy of the school in terms of Section 5(5) of the SASA and in accordance with the guidelines stipulated in Section 5(1) of the Education Policy Act (Act 12 of 1998). The SGB of **Constantia Kloof Primary School** will make a copy of the Admission Policy available to the Head of Department for formal approval.

Learners will be admitted and will not be discriminated against on the basis of race, ethnic or social origin, colour, gender, sex, HIV/Aids status) disability, sexual orientation, religion, conscience, belief, culture or language.

The Head of Department shall not administer any test related to admission of a learner to school or allow the principal or any other person to administer such test. A test may be administered once a learner has been admitted to the school, to determine the placement of that learner in the appropriate programme or in a specific course and where it would be in the educational interest of the child.

Only the HoD may approve the application and the contents of these tests. The principal must obtain the prior written approval of the HoD authorising such test to be conducted. The HoD will determine procedures and guidelines which control the circumstances under which admission and placement tests may occur.

No learner may be refused admission to a school or discriminated against in any way on the grounds that his or her parent:

- \* is unable to pay or has not paid school fees, registration fee or deposit determined by the SGB; However, a pre-payment of the 1<sup>st</sup> month's school

- fees may be required.
- \* does not subscribe to (support) the mission statement of the school and code of conduct of the school, or
  - \* has refused to enter into a contract in terms of which the parent waives (give up) any claim for damages arising from education of the learner.

### **3. Registration and Admission of Learners**

**(Please note: Dates indicated may change depending on GDE Admissions planning)**

- 3.1. From the onset, it serves to be noted that the school accommodates **4** classes per grade. As per GDE directive this implies that a grade will be considered full at an enrolment of **160** learners and the school will be considered full at an enrolment of **1120** learners.
- 3.2. Application forms will not be issued, received or processed before **02 May 2017**. Any application form issued, received or processed before **02 May 2017** will not be considered.
- 3.3. The school will assist parents to complete the form, if such assistance is required.
- 3.4. A parent of a learner currently enrolled at the school shall confirm in writing by **02 May 2017** (as per school calendar), if she/he intends for the learner to remain at the school. The school will ensure that all current learners are re-registered by the end of **May 2017**. No learner will be coerced (forced) to deregister on the basis of age and/or performance.
- 3.5. The school will receive all completed admission application forms from parents and ensure that all relevant documents are completed and attached. The school will give, in writing, a waiting list number. The school must retain a copy, signed by the applicant acknowledging receipt of such letter.
- 3.6. The school will respond in writing to all successful and unsuccessful parents/applicants from **24 July to 28 July 2017**.
- 3.7. The school will keep both a written and computerised register of all admissions applications.
- 3.8. The school will maintain written and computerised copies of waiting lists "A" and "B".
- 3.9. All applications, together with supporting documents, will be made available for scrutiny (careful inspection) by the District Admissions Coordinators or any official of the GDE.
- 3.10. The Principal will submit all waiting lists of both successfully placed and unsuccessful learners to the District Director to facilitate the placement of such learners at centralised cluster meetings. This process is to be finalised by **24 July 2017**.  
Late registrations will be dealt with according to the prescripts of the GDE at the time.
- 3.11. The administrative staff at school will promote and adhere to the Batho Pele Principles.

#### **4. Duties and Responsibilities of School Governing Bodies and Principals on Admissions**

The Principal will notify a parent of the following:

- 4.1. The amount of the annual school fee, which is an all-inclusive fee, including registration/administration fee, or other fees namely: purchase of: textbooks and stationery, to be paid and procedures for applying for exemption (SASA Section 39 (5)).
- 4.2. The 'Resolution to charge school fees' (Section 39) adopted at the AGM as contemplated in Section 38 of the South African School Act, 84 of 1996, as amended.
- 4.3. The parent is liable for the payment of school fees unless he/she has been exempted from the payment thereof.
- 4.4. The checklist form must be completed by the parent, indicating that the parent has been informed about the provisions of paragraph (4.1) and (4.2).

#### **5. School Zoning**

The feeder zone for Constantia Kloof Primary School is **the surrounding area of the school which constitutes Constantia Kloof Primary School as being the nearest/closest to the parent's/applicant's' home/residential address, or work address for parents/applicants who live in the domicile of the employer.**

**The order of preference regarding applications for admission will be as follows:**

##### **Waiting List A**

- 5.1. Applications on behalf of learners, bona fide (genuinely) residing with their parents/legal guardians (as defined in SASA) within the feeder zone as described above, and whose preferred medium of tuition (as per choice exercised by parents/legal guardians in the application for admission) is the medium of tuition of the school (English).
- 5.2. Applications on behalf of learners, whose parents'/legal guardians' bona fide (genuine) work (and living) address is within the feeder zone as described above, and whose preferred medium of tuition (as per choice exercised by parents/legal guardians in the application for admission) is the medium of tuition of the school (English).

##### **Waiting List B**

- 5.3. Applications on behalf of learners whose parents/legal guardians reside, or work, outside the feeder zone as described above, and whose preferred medium of tuition (as per choice exercised by parents/legal guardians in the application for admission) is the medium of tuition of the school (English), on a **first come, first served** basis.

Notwithstanding the foregoing, **the SGB reserves the right**, in conjunction with the District Director, or his delegate, **to afford overriding preference to siblings of learners already enrolled at the school.**

## **6. Documents Required for Admission of a Learner**

### **Application form for admission:**

The parent must complete the school's application form for admission. This is available from the principal together with the admission policy and the code of conduct for learners of the school. Parents will be given whatever assistance they may require to complete the form.

### **Birth certificate:**

The parent must present an official birth certificate of the learner or a certified copy thereof to the principal. Please note that it is an offence to make a false statement about the age of your child.

### **Immunisation Card:**

A parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

### **The following documents are required:**

- Original Transfer Card
- Latest original Progress Report
- Proof of residence document
- Certified copy of parent/guardian's identity document
- Death certificate of parent (if applicable)
- Any other relevant documentation

## **7. Admission of Learners with Special Education Needs**

The rights and wishes of learners with special education needs are taken into account in the policy. This policy will adhere to the National Policy on inclusion but shall be guided by availability of resources and expertise.

## **8. Admission of Non-Citizens**

The South African Schools Act, 1996 applies equally to learners who are not citizens of the Republic of South Africa. The parent must produce a permit for temporary or permanent residence issued by the Department of Home Affairs.

A learner who entered the country on a study permit must present the study permit on admission to the 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).

## 9. Appeals

A parent, of a learner, who is dissatisfied with the decision of the school principal, and the HoD, not to admit the learner to the school, will be given reasons, in writing, and a copy of the District Appeal Form. S/he can lodge an objection according to the Appeals Process outlined in GDE Admission Circular 21/2010.

## 10. Roles and Responsibilities

### **The School Governing Body**

The SGB is authorised to develop the Admissions Policy of the school in accordance with legislative processes. The SGB approves and adopts the policy and ensures the implementation of the policy in school. The SGB also sees to it that it meets all its obligations regarding admissions as outlined in the SASA and provincial legislation.

### **School Management Team (SMT)**

The SMT sees to the actual implementation of the policy. The SMT will ensure that this policy is implemented in accordance with the SASA, provincial legislation and the SGB.

The SMT reports to the SGB regarding implementation and on any challenges and contingencies relating thereto.

### **The Principal**

The principal of the school represents the Head of Department, and acts on his behalf and with his approval. The principal ensures that the administration of admissions is carried out and that timeframes are adhered to.

The principal remains accountable for the administration of admissions and will not delegate this authority to a member of staff. School secretarial staff will not make a decision on whether to admit learners or not.

The principal will also process the registration of learners who were delayed for one reason or another, and these late registrations will be reported to the District. It is the discretion of the District Director to declare a school full.

### **Parents and Learners**

Parents and learners will abide by the policy and do their best to uphold it so that the admissions process continues without difficulty and delay. Parents and learners will celebrate diversity, promote tolerance and, thereby honour our school and the country's Constitution. In this way, they will not bring the school into disrepute and create unnecessary negative publicity.

No learner is refused admission to a school on the grounds that:

- His/her parent/guardian is required or expected to pay an "Admission/ Registration Fee" before admission to the school has been confirmed, because this is unlawful in terms of the South African Schools' Act as amended.
- School fees were not paid by his/her parent(s).
- The learner was involved in a previous case of misconduct.

If any person wishes to lodge an appeal against the school for the decision taken, this may be done with the District Director.

## 11. Conclusion

The school will at all times endeavour to ensure that the admission process is carried out according to this policy.

The school will at all times endeavour to ensure that the application for admission of every individual is treated with respect, confidentiality and in a professional manner.

Signed by

Chairperson of the SGB:



Date:

19/4/17

The Principal:



Date:

19/04/2017

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