

HERITAGE  
KNOWLEDGE  
GROWTH



# CONSTANTIA KLOOF PRIMARY SCHOOL

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## 2021/22 GR R ADMISSIONS MANAGEMENT PLAN

Date	Activity	Venue	Time	Person/s Responsible
25/10 – 10/11/2021	“In – person” applications for 2022 admission & submission of supporting documents	Front Office	Opens @ <b>08:00</b> on Mon 25/10/2021 & closes @ <b>12:00</b> on Wed 10/11/2021	Parents M Roberts L Roberts
25/10 – 10/11/2021	School verifies documents submitted, provide parents with proof of receipt of documents	Front Office	<b>08:00 – 12:00</b> Every school day	L Roberts M Roberts
11/11/2021	School Admissions Team adjudicate waiting lists. Chairman & Principal signs off.	Boardroom	<b>08:00 – 11:00</b>	SGB Chairman Principal S Pillay
12/11/2021	Parents advised of successful/unsuccessful applications	Telephonically	<b>08:00 – 12:00</b>	L Roberts M Roberts
15/11 – 23/11/2021	Parents accept/decline offers of placement within 7 school days	Email Telephonically	<b>08:00 – 12:00</b> Every school day	Parents
15/11 – 30/11/2021	<b>Enrolment</b> of learners who accepted offers of placement	Front Office	<b>08:00 – 12:00</b> Every school day	Parents L Roberts M Roberts

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**J P Fourie**  
Principal

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**J High**  
SGB Chairman