

***CONSTANTIA KLOOF PRIMARY SCHOOL –
GR R (CKPS – Gr R)***

(Cell: 078 457 7264; Email: grr@ckps.co.za)

ADMISSION POLICY FOR 2022

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NAME OF SCHOOL	Constantia Kloof Primary School – Gr R (CKPS – Gr R)
NAME OF PRINCIPAL	Mr. J P Fourie
NAME OF SGB CHAIRPERSON	Mr. J High

1. **TITLE OF THE POLICY:** Constantia Kloof Primary – Gr R School Admission Policy
2. **EFFECTIVE DATE:** Date Approved by the School Governing Body
3. **DATE OF NEXT REVIEW**

The Governing Body will review this policy every three years or sooner if there is a change in the relevant legislative framework; or for operational reasons whenever circumstances so require; or at the request of the Head of Department.

4. REVISION HISTORY

As adopted by the SGB in **15 October 2021**

5. PREAMBLE

- 5.1 The Governing Body of **Constantia Kloof Primary School** has determined this admissions policy in line with Section 5 (5) of the South African Schools Act, Act 84 of 1996 (SASA) and National and Provincial legislation and regulations as per the legislative framework in Section 8 (below).
- 5.2 This Admission Policy articulates **Constantia Kloof Primary School's** commitment to ensuring that all learners have access to quality education without fear of discrimination on any grounds whatsoever. To this effect, any learner that applies for admission to any grade in this school (Gr RR/Gr R) will be subjected to a fair and equitable admissions process that is aligned to all relevant National and Provincial legislation.

6. DEFINITIONS AND ACRONYMS

6.1 Definitions

TERM	DEFINITION
Admission period	means the period between the commencement date and end date for admissions as determined by the Constantia Kloof Primary School Governing Body.
Application period	means the period from the first day of a parent applying to the last day when the application period closes for parents.
Confidential report	means a report containing information about the financial status of a parent, whether the parent can afford school fees and employment details of a parent or information relating to the health, misconduct or behaviour of a learner that may be used to unfairly discriminate against a learner.
Equitable	means to treat everyone the same way.
Fair	means to treat people without favouritism or discrimination.
Feeder zone	means the area from which a school accepts its core intake.
Learner	means any person registered to receive education at the school.

TERM	DEFINITION
Parent	means— (a) the biological or: adoptive parent or legal guardian of a learner; (b) person legally entitled to custody of a learner; or (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) or (b) towards the learners' education at the school.
Principal	means an educator appointed, or acting, as the head of a school.
School Governing Body	means the relevant body responsible for governance issues at the school.
Sibling	means a learner who satisfies all of the following requirements— (a) he or she is enrolled at the school in the year for which the applicant learner seeks admission (i.e Gr RR going to Gr R) (b) he or she resides in the same household as the applicant learner; and (c) he or she has at least one parent who is also the parent of the applicant learner.
This school	means Constantia Kloof Primary School – Gr R (CKPS Gr R) .
Register of Applications for Admission	means waiting lists established according to the 5 criteria described in point 11.2.5. (b) of this policy.
Register of Admissions	means a register of all learners enrolled at the school.

6.2 Acronyms

ACRONYMS	EXPLANATION
SASA	South African School's Act
SGB	School Governing Body
SMS	Short Message Service

7. APPLICATION AND SCOPE OF THE POLICY

- 7.1 This policy applies to learners, parents of learners, educators, support staff, the management of this school and applicant learners to the school.

8. LEGISLATIVE FRAMEWORK

- 8.1. The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended
- 8.2. National Education Policy Act, 1996 (Act No. 27 of 1996), as amended
- 8.3. South African Schools Act, 1996 (Act No. 84 of 1996), as amended
- 8.4. Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended
- 8.5. Refugees Act, 1998 (Act No. 130 of 1998), as amended
- 8.6. Immigration Act, 2002 (Act No. 13 of 2002), as amended
- 8.7. Disaster Management Act, 2002 (Act No. 57 of 2002), as amended.

9. PURPOSE AND OBJECTIVES OF THE POLICY

9.1. PURPOSE

The purpose of this Admissions Policy is to facilitate admission to this school in a fair and equitable manner. This means that this policy will be applicable in consideration of the nature of rights as enshrined in the Constitution of the Republic of South Africa (RSA).

9.2 OBJECTIVES

The objectives of this policy are to:

- a) describe how admissions will be administered by this school;
- c) clearly identify the admission age for learners and compulsory school attendance;

- d) provide for the admission of learners to this school as per point 11.2.5. (b);
- e) describe how this school will handle the registration of new learners and re-registration of learners already in this school, including repeat learners and late registrations;
- f) clearly identify documentation required for admissions;
- g) provide for the Register of Applications for Admission and the Register of Admissions;
- h) explain how the capacity of this school will be determined.

10. GENERAL PRINCIPLES REGARDING ADMISSION

This school shall administer admissions in compliance with the following principles:

- 10.1 A learner may not be refused admission to this school or any part of the total school programme on grounds that constitute unfair discrimination, including on the grounds of race, ethnic or social origin, colour, gender, sex, age, disability, sexual orientation, religion, conscience, belief, culture, language, HIV and AIDS status.
- 10.2 The Governing Body of this school, or a person employed at this school, may request the current and/or previous school of a learner or the learner's parent(s), to furnish this school with a confidential report in respect of that learner.
- 10.3 On receiving admission to this school, a learner may not be denied: access to class, cultural, social or sporting activities of this school, receipt of a school report or transfer certificate or otherwise victimised on the basis of 10.1, as the learner must be admitted to the total school programme.
- 10.4 **Constantia Kloof Primary School – Gr R** is a **Private, Fee-paying** school. Parents who are unable to pay school fees in advance, **on the 3rd school day of every month**, may be requested to remove the learner from the school, unless an alternative agreement has been reached.
- 10.5 The Governing Body of this school may request any test related to the admission of a learner to the school, or direct or authorise the principal of the school or any other person to administer such tests.

11. POLICY STATEMENTS

11.1 ADMINISTRATION OF ADMISSIONS

The Constantia Kloof Primary School Governing Body is responsible for the Administration of Admissions of a learner to a school and may delegate any power or function, in writing, to the Principal of this school who would administer admissions in collaboration with the School Admissions Committee.

In the administration of admissions, the Principal deals with the following:

- (a) informing all parents that the school is open for admissions, once the School Governing Body determines the admission and application period, and outlining the procedures to be followed for admissions;
- (b) assisting parents of Grade R applicants to make applications;
- (c) re-registering learners currently at the school i.e. Gr RR going to Gr R;
- (d) adjudication of the applications for admissions referred to in (b) above;
- (e) issuing of transfer cards;
- (f) issuing of notices confirming the status of the application;
- (g) after admission, informing successful applicants of processes relating to school fees, where applicable; and
- (h) maintaining both a register of applications for admission and a register of admissions.

11.2 THE ADMISSIONS PROCESS

11.2.1 Admission Period

The admission process at this school commences on **25 October 2021** and ends on **30 November 2021** (see Admissions Management Plan), unless the school is declared full by the School Governing Body or a person delegated by them to do so, before the end of the Admission Period.

Admission to CKPS – Gr R, **does not** automatically guarantee acceptance to Gr 1 in Constantia Kloof Primary School.

11.2.2 Informing Parents

- (a) After the School Governing Body has pronounced the opening of the admission period, this school will communicate the commencement and end of the admission period as well as the application period, by using the following means of communication: parent meetings, newsletters, D6 Communicator and the school website.
- (b) In addition to (a), this school will make use of SMS/Whatsapp/email notifications, newsletters or posters.
- (c) Upon request, this school will distribute to parents any advocacy material available.

11.2.3 Application for Admissions

- (a) Grade R Applications

Parents applying for admission of Gr R learners to this school, for the first time, will be:

- (i) issued with an application form which must be duly completed and returned to the school within the stipulated timeframes.
- (ii) required to submit the following supporting documentation for admission to the school:
 - (aa) a certified copy of the learner's birth certificate;
 - (bb) a certified copy of the parent's identity document, or a temporary ID document in case the parent does not have an identity document;
 - (cc) proof that the child has been immunised at a public or registered private health establishment;
 - (dd) proof of the parent's residential (compulsory) or work (if applicable) address;
 - (ee) in the event of a sibling at the school, proof of sibling relationship.

11.2.4 Undocumented Learners

- (a) In a case where a parent is unable to submit the birth certificate of the learner or has only submitted a written affirmation or sworn written statement about the age of a learner, this school will not admit the learner until such time as the parent has obtained a copy of the birth certificate from the Department of Home Affairs.
- (b) On submission of a completed application, this school will issue to parents an allocated waiting list number in writing from the relevant admissions register.

11.2.5 Adjudication of Applications

(a) Learners already enrolled at the school

This school administers re-enrolment annually (i.e. Gr RR going to Gr R), during the re-enrolment period determined by the School Governing Body. Learners who are already enrolled in the school must complete a prescribed application form for re-registration. This school submits the re-enrolment information to the School Governing Body on a date determined by them.

(b) Gr R Admission

It must be noted that this school will give preference to learners 5 years old, turning 6 in the Gr R year. Thereafter learners 4 years old, turning 5 in the Gr R year, will be considered, provided that readiness for entry to Gr R is proven.

This school administers admissions as follows:

An applicant for admission to the school is eligible for admission if—

- (i) the applicant learner's place of residence is closest to the school within the feeder zone;*
- (ii) the applicant learner has a sibling attending the school;*
- (iii) the place of employment of at least one of the applicant learner's parents is within the feeder zone;*
- (iv) the applicant learner's place of residence is within a 30 kilometer radius of the school; or*
- (v) the applicant learner's place of residence is beyond a 30 kilometer radius of the school.*

The ranking of the applications for admission shall be in the order of the categories referred to in paragraphs (i) to (v) of (11.2.5 (b) and in the order in which the applications were received.

11.2.6 Notifying Parents of Outcome of Application

Parents of all learner applicants for Grade R, will receive a written notification from the School Governing Body regarding the status of the application by the end of the admission process. All other applicants will be notified by the School Admissions Officer.

11.2.7 Admission of Non - Citizens

- (a) Provisions governing the admission of South African citizen applicant learners to public schools apply equally to Non - Citizen applicant learners.
- (b) Parents of Non - Citizen learners must provide either a **study permit**.
- or**
- (c) **proof of application for a study permit** with the Department of Home Affairs.
- (d) Parents should obtain required documentation from the Department of Home Affairs. Should the documentation remain outstanding, the learner will not be admitted to the school.

11.2.8 Late Applications

- (a) Late applications for Grade R will be accepted by the school and learner documents, submitted by parents who applied late for admission of learners, will be verified, provided that space is still available in the school.

- (b) The Admissions Officer of this school is responsible for receiving late applications of learners. Late applications, received after the 10th school day, are acknowledged and recorded in the appropriate waiting lists. The Principal submits the waiting lists to the School Admissions Team whereupon applicant learners may be considered, based on the availability of space.

11.3 AGE REQUIREMENTS FOR THE ADMISSION OF A LEARNER

11.3.1 Admission Age of Learners

- (a) This school will **give preference** to Grade R learners whose age is five (5) and turning six (6) by 30 June in the year of admission and, **thereafter**, learners whose age is four (4) and turning five (5) by 30 June in the year of admission, will be considered upon submission of a school readiness report.
- (b) Should the School Governing Body find that it would not be in the child's best educational interest to be admitted to Grade R, the parent will be provided with reasons for this finding in writing and alternatives suggested.

11.4 LEARNERS WHO ARE REPEATING

In principle, learners should progress with their age cohort. The norm for retention is one year per school phase.

11.5 CAPACITY OF THE SCHOOL

- a) The SGB has determined this School's maximum capacity for learner admission as follows:
4 x Gr R classes @ 24 learners/class = 96
- (b) The Principal of this school may not declare the school full.
- (c) If necessary, in the event that this school reaches its capacity before the end of the Admissions Period, the Principal will request the School Governing Body to declare this school full. This request shall be submitted with all the supporting documentation to declare the school full.
- (d) This school will only accept that it is declared full upon receiving written confirmation from the School Governing Body.

11.6 DETERMINATION OF FEEDER ZONES

The feeder zone for the Constantia Kloof Primary School – Gr R, will always align to that of Constantia Kloof Primary School.

12. SHORT TITLE

12.1 This policy shall be called The Admission Policy of:

Constantia Kloof Primary School – Gr R (CKPS – Gr R).

Duly Approved by the School Governing Body on _____

J High
SGB Chairman

A Barnes
SGB Secretary

Date Stamp

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 @ 08:00 on Mon 25/10/2021 & closes @ 12:00 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	08:00 – 12:00 Every school day	L Roberts M Roberts
11/11/2021	School Admissions Team adjudicate waiting lists. Chairman & Principal signs off.	Boardroom	08:00 – 11:00	SGB Chairman Principal S Pillay
12/11/2021	Parents advised of successful/unsuccessful applications	Telephonically	08:00 – 12:00	L Roberts M Roberts
15/11 – 23/11/2021	Parents accept/decline offers of placement within 7 school days	Email Telephonically	08:00 – 12:00 Every school day	Parents
15/11 – 30/11/2021	Enrolment of learners who accepted offers of placement	Front Office	08:00 – 12:00 Every school day	Parents L Roberts M Roberts

PLEASE NOTE:

Admission to CKPS – Gr R, **does not** automatically guarantee acceptance to Gr 1 in Constantia Kloof Primary School.