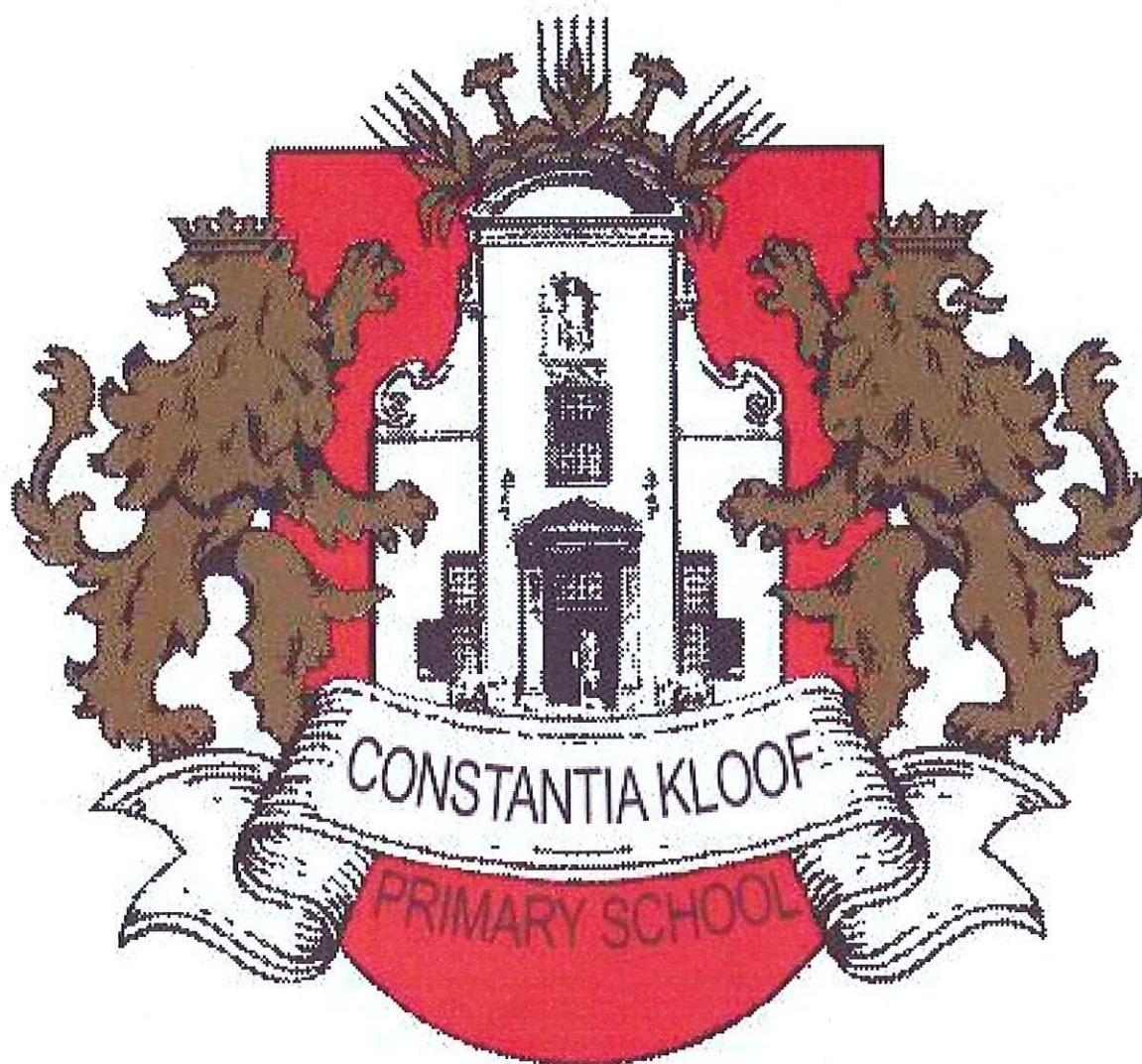




ADMISSIONS POLICY

Date approved:	15 August 2024	Date policy will take effect:	16 August 2024	Date of next review:	2025
Developed by:	SMT and School Governing Body (SGB)				
Approved by:	School Governing Body				
Responsible Body:	School Governing Body				
Supporting documents, procedures and forms for this policy:	1. Legislation (see below) 2. Map of approved School Feeder Zone 3. Application forms				
References and legislation:	Main Legislation: 1. The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended; 2. National Education Policy Act, 1996 (Act No. 27 of 1996), as amended; 3. South African Schools Act, 1996 (Act No. 84 of 1996), as amended 4. Admission Policy for Ordinary Public Schools, published by the Minister of Education in Government Gazette No. 44139 dated 10 February 2021; 5. Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended; 6. Refugees Act, 1998 (Act No. 130 of 1998), as amended; 7. Immigration Act, 2002 (Act No. 13 of 2002), as amended; 8. Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), as amended; 9. Gauteng Education Policy Act (Act No. 12 of 1998), as amended; 10. Regulations for the Exemption of Parents from Payment of School Fees, 2006 (General Notice R1052 in GG 29311 of 2006) (Exemption Regulations), as amended; 11. Regulations relating to Minimum Uniform Norms and Standards for Public School Infrastructure, 2013 (GN R920 in GG 37081 of 29 November 2013) (Infrastructure Norms); 12. Gauteng regulations on Admission of Learners to Public Schools, 2001 (General Notice 4138 in PG 129 of 13 July 2001) (Admission Regulations), as amended by No. 1160/2012; 13. National Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001).				
Scope:	Parents of learners, educators, support staff, the management of this school and applicant learners to the school.				
Expiry date of the policy:	This policy remains in force until replaced by a policy revised and approved by the SGB.				

1. PREAMBLE

- 1.1. Whereas Constantia Kloof Primary School (hereinafter "the School") is a public school, having juristic personality by virtue of the provisions of Section 15 of the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter "SASA"), the governance of which is entrusted to its School Governing Body (hereinafter "the SGB"), referred to in Section 16 of SASA.
- 1.2. 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.
- 1.3. 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 will be subjected to a fair and equitable admissions process that is aligned to all relevant National and Provincial legislation.

2. DEFINITIONS AND ACRONYMS

2.1. Definitions

TERM	DEFINITION
Admission period	Means the period between the commencement date and end date for admissions as determined by the Head of Department.
Application period	Means the period from the first day of a parent applying to a grade (Grade R and Grade 2 to 7 at school and Grade 1 online) to the last day when the on-line application system is available on the Department's website or applications are open at school.
District Director	Means the official of the department delegated by the Head of Department for the administration of admission of learners.
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 as approved by the Head of Department.
Focus school	Means a public school that provides education with a specialized focus on particular talents including, but not limited to, sport, performing arts or creative arts.
Head of Department	Means the Head of the Department of Education in Gauteng.
Learner	Means any person registered to receive education at the school.
Parent	Means - the biological or adoptive parent 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 in paragraphs (a) or (b) towards the learner's 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

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TERM	DEFINITION
Sibling	Means a learner who satisfies all of the following requirements - he or she is enrolled at the school in the year for which the applicant learner seeks admission he or she resides in the same household as the applicant learner; and he or she has at least one parent who is also the parent of the applicant learner
This school	Means Constantia Kloof Primary School.
Register of Applications for Admission	Means waiting list of names of learners who have applied for admission to the school: List 1: The applicant learner's place of residence is closest to the school within the feeder zone. List 2: The applicant learner has a sibling attending the school. List 3: The place of employment of at least one of the applicant learner's parents are within the feeder zone List 4: The applicant learner's place of residence is within a 30 kilometre radius of the school; or List 5: The applicant learner's place of residence is beyond a 30 kilometre radius of the school.
Register of Admissions	Means a register of all learners enrolled at the school

2.2. Acronyms

ACRONYMS	EXPLANATION
HOD	Head of Department of Gauteng
MEC	Member of the Executive Council
SASA	South African Schools Act
SGB	School Governing Body
SMS	Short Message Service

3. PURPOSE AND OBJECTIVES OF THE POLICY

3.1. 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).

3.2. OBJECTIVES

The objectives of this policy are to:

- provide for general principles under which no learner may be refused admission to this school;
- describing how admissions will be administered by this school;
- clearly identify the admission age for learners and compulsory school attendance in line with SASA;
- provide for the admission of learners to this schools who live within and outside the approved feeder zone of the school;
- 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;
- clearly identify documentation required for admissions;
- provide for the Register of Applications for Admission and the Register of Admissions;

- h) explain how the capacity of this school will be determined; and
- i) explain the role of this school's Governing Body in relation to Feeder Zones determined by the Department.

3.3. Constantia Kloof Primary School is a Fee-paying school. Parents who are unable to pay school fees may apply for exemption as per SASA 39(4);

4. ADMINISTRATION OF ADMISSIONS

- 4.1. The Head of Department is responsible for the administration of the admission of learners to an ordinary public school. The Head of Department may delegate the responsibility for the admission of learners to the district Director. The Principal of this school would administer admissions for returning and/or Grade R and Grade 2 to 7 learners, in collaboration with the School Admissions Committee.
- 4.2. The Head of Department must co-ordinate the provision of ordinary public schools and the administration of the admission of learners to ordinary public schools with governing bodies to ensure that all eligible learners are suitably accommodated in terms of the South African Schools Act, 1996. Subject to this policy, it is particularly important that all eligible learners of compulsory school going age are accommodated in ordinary public schools. Therefore, where space is limited and learners of pre-school going age have also applied for admission to an ordinary public school, preference must be given to learners of compulsory school going age.
- 4.3. The School and the SGB require the HOD/the HOD delegate(s)/the School Principal to ensure that applicants are informed of, and in writing acknowledge having read and understood:
 - a) the SGB Constitution;
 - b) the School's Language Policy;
 - c) the Code of Conduct for Learners; and
 - d) this Admission Policy.
- 4.4 The School and the SGB subscribe to the view that according to law, and in the absence of a Court Order directing otherwise, the legal guardian(s) of a minor learner has/have the exclusive right to decide upon the school where their child/ward is to be enrolled. Consequently, the School and SGB do not recognise an application as being valid, unless made by the guardian(s) or person(s) by order of Court entrusted with the custody of the minor learner, or a person or persons thereto authorised by them in writing. The School and the SGB also regard adherence to this approach as being essential in that it ensures that valid permission may be given for the treatment of the learner *in loco parentis*, for the learner to embark on excursions, and so forth. Consequently, the HOD/the HOD delegate(s)/the School Principal are required to ensure that this approach is strictly adhered to.
- 4.5 The admission policy of the school and the administration of admissions by a provincial education department must not unfairly discriminate in any way against an applicant for admission including but not limited to race, gender, sex, marital status, ethnicity or social origin, colour, sexual orientation, age, disability, HIV status, religion, conscience, belief, culture, language, birth, immigration status or nationality or any other arbitrary ground.
- 4.6 Furthermore, with regards to language-
 - a) no learner may be refused admission to the school based solely on a language policy of the school, and
 - b) the power to determine the language policy of the school must be exercised with due regard to the values and in particular as enshrined in section 6 and 29(2) of the Constitution of the Republic of South Africa, 1996, taking into consideration of what is fair, reasonably

practicable, equity and the need to redress the results of the past discriminatory laws and practices.

- 4.7 A learner must be 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 –
- a) is unable to pay or has not paid the required school fees;
 - b) does not subscribe to the mission statement and code of conduct of the school; or
 - c) 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.
- 4.8 The governing body of the school may not administer any test relating to the admission of a learner to the school, or direct or authorise the principal of the school or any person to administer such a test.
- 4.9 The name of a learner must be removed from the school's admission register when the learner-
- a) completed the highest grade offered at the school or is granted exemption from compulsory attendance according to section 4 of the South African Schools Act, 1996;
 - b) applies for a transfer to another school and the transfer is effected;
 - c) is expelled from school;
 - d) is registered for home education;
 - e) is continuously absent as contemplated in the Policy on Learner Attendance published in General Notice No. 361 in Government Gazette No.33150 of 4 May 2010;
 - f) does not return to the school and the parent has notified the school that the learner would not return to the school; or
 - g) is deceased.
- 4.10 If a learner of compulsory school going age is not enrolled or fails to attend school, the Head of Department may in terms of section 3(5) and (6) of the South African Schools Act, 1996, investigate the circumstances of the learner's absence from school and take appropriate measures to remedy the situation.
- 4.11 In the administration of admissions, the Principal deals with the following:
- a) informing all parents that the school is open for admissions, once the Head of Department publishes the admission and application period, and outlining the procedures to be followed for admissions;
 - b) assisting parents of Grade 1 applicants to make online applications on the Department's Online Admissions Application System, including accepting and processing online verification of documents submitted by parents;
 - c) re-registering learners currently at the school;
 - d) issuing and receiving of application forms for parents of Grade R and Grade 2 to 7 learners;
 - e) adjudication of the applications for admissions referred to in (d) above;
 - f) issuing of transfer cards;
 - g) issuing of notices confirming the status of the application;
 - h) informing unsuccessful applicants of their right to lodge an appeal;
 - i) after admission, informing successful applicants of processes relating to school fees, where applicable; and
 - j) maintaining both a register of applications for admission and a register of admissions.

5. THE SCHOOL'S CODE OF CONDUCT FOR LEARNERS (INCLUDING DRESS CODE)

- a) Whilst applicants' refusal to subscribe to the School's Code of Conduct for Learners (including dress code) cannot be an obstacle to the admission of the learner to the School, the Code is nevertheless binding on the learner. Section 8(4) of SASA provides as follows:

"Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner."

- b) Applicants are encouraged to support the School in familiarising themselves with the School's Code of Conduct for Learners and seeing to the observance thereof by the learner.

6. SCHOOL FEES

- a) The failure or refusal or inability of parents (as defined in Section 1 of SASA) to pay school fees cannot be an obstacle to the admission of the learner to the School.
- b) A learner is admitted to the full school programme and may not be suspended from attending class, refused entry to cultural, sports and social activities, refused a school report card or transfer certificate, or be victimised in any other way based on his/her parents' –
 - i. inability to pay school fees or failure to have done so at any stage;
 - ii. failure to support the mission statement and Code of Conduct of the School;
 - iii. refusal to enter into a contract in terms of which the parents waive their right to claim for any consequential damage relating to the learner's education.
- c) In terms of Sections 38-41 of SASA, a budget meeting of parents of learners enrolled at the School must be held on thirty (30) days' written notice to parents. At this meeting, the majority of parents present decide whether or not to accept the budget prepared by the SGB for the next financial year. At the same meeting, the majority of parents present, and voting may decide that the payment of school fees is to be compulsory, what the amount of school fees per learner per year will be, and what criteria will be used to grant total or partial exemption to parents who are unable to pay the compulsory fees or the full compulsory fees. Parents who are unable to pay any portion of the fees or the full amount of the fees are entitled to apply to the SGB on the prescribed forms for total or partial exemption from the payment of school fees. Such applications must be dealt with in confidence by the SGB, which must act fairly and apply the abovementioned criteria and the provisions of the ministerial policy and Regulations Relating to the Exemption of Parents from Payment of School Fees in Public Schools (Government Notice R1052), a copy of which will be furnished to parents on request. Parents applying for exemption may request an educator at the School or any other person to assist them with the application. A parent/parents who feels aggrieved at the decision of the SGB may appeal to the HOD, following the procedure set out in the said Regulations.
- d) It is important, however, for applicants for exemption to note that the combined annual income of parents is taken into account in the decision as to whether or not the parent(s) qualify for exemption. "Combined annual gross income of parents" is defined in Regulation 1 of the aforesaid Regulations as –
"the gross income of all the parents of a learner as defined in the Act, calculated together".
- e) The applicant's attention is drawn to the following provision of SASA –
(Section 41) – "The governing body of a public school may by process of law enforce the payment of school fees by parents who are liable to pay ..."
- f) Parents of learners are encouraged to support the high standard of education and the sound school facilities and environment by paying school fees and, where they are exempted totally or partially from the payment of compulsory school fees, to offer their services to the SGB for the benefit of the School.

7. THE ADMISSIONS PROCESS

7.1. Registration Period

- a) The registration process at this school commences on the first day and ends on the last day prescribed annually by the Head of Department. Information will be shared via newsletters, D6 Communicator, posters and Facebook.
- b) Therefore, parents who wish to enroll their children at the School for the first time must register the learner at the School in the year preceding the school year to which the learner's application for admission pertains.

- c) All applications for admission to the school on behalf of a learner occur as determined by the Head of Department.
- d) The learner's parents will receive written notice of the acceptance or refusal of their application, within a reasonable time or the period determined by the HOD. The school will make use of telephone confirmation, followed by email notifications. Parents that applied online will be notified via SMS notifications. Upon request, this school will distribute to parents any advocacy material made available by the Department.
- e) All unsuccessful applicants will then be waitlisted firstly in order of preference as determined in terms of this policy and secondly chronologically. All unsuccessful applicants will also be advised to apply at other schools apart from this school.
- f) The School will keep a proper register of all applications for admission.
- g) Admission to CKPS – Gr R, does not automatically guarantee acceptance to Gr 1 in Constantia Kloof Primary School. Parents must apply through the online Admissions System.

7.2. Admission Age of Learners and the age Compulsory School Attendance

- a) The admission age of a **Grade R learner to a public school is age four turning five by 30 June** in the year of admission.
- b) This school admits Grade 1 learners whose age is five (5) and turning six (6) by 30 June in the year of admission in line with section 5 (4)(a)(ii) of SASA.
- c) A parent who wishes to make an application for admission of an underage learner to Grade 1 at this school must submit an application and a school readiness report to the Head of Department. 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.
- d) Should the Head of Department find that it would not be in the child's best educational interest to be admitted to Grade 1 as an underage learner, the Head of Department provides the parent with reasons for this finding in writing and informs the parent in writing of the opportunity to appeal to the MEC.
- e) Where a learner's age is three years or more above the normal grade age norm, this school will engage the District Director regarding placement of the learner in a fast-tracking programme. The age norm is the grade plus 6 years.
- f) The age grade norm requirements for learners with special education needs applying for admission to this school will be administered to accordingly.
- g) This school shall advise parents of learners who are sixteen years of age or older and who have never attended school or did not make sufficient progress with their peer group to enrol at an Adult Education Training Centre (AET).

7.3. Application for Admissions

a) Grade R Applications:

- i. The admission age of a **Grade R learner to a public school is age four turning five by 30 June** in the year of admission. Parents applying for admission of Gr R learners to this 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 timeframes.
- ii. Parents will be required to submit the supporting documentation for admission to the school. **See 5.4 on page 10.**

b) Grade 1 Applications:

- i. The admission age of a **Grade 1 learner to a public school is age five turning six by 30 June** in the year of admission.
- ii. For Grade 1 learner applications for admission, this school will accept only applications made through the Online Application System available on the GDE website.
- iii. This school will not offer any hard copy application forms for admission to any parent applying for admission to Grade 1.

- i. Parents that received verification via an SMS notification of acceptance at the school, must contact the school to complete the enrolment documentation and finalise such application at school.

c) Grade 2 to Grade 7 Applications:

Parents applying for admission of Grade 2 to Grade 7 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. (Refer to Annexure A for Application form);
- ii. required to submit supporting documentation for admission to the school. **See 5.4 on page 10.**

d) Learners already enrolled at the school:

This school administers re-enrolment annually, during the re-enrolment period prescribed by the Department. Parents of 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 Department on a quarterly basis.

e) Applications for re-admission of learners from a Home Education programme into a Public School system:

A parent who wishes to admit his/her child from a home education programme into this school, is required to submit the following documents when applying to this school:

- i. A letter of withdrawal signed by the Head of Department.
- ii. The certificate of registration which reflects the GDE registration number of the learner.
- iii. The learner's portfolio of evidence for at least three (3) years.
- iv. Certified copies of the annual assessment reports of the relevant grade from when the learner was registered for home education to the last grade the learner completed, including external assessment reports (Grades 3 and 6) completed by competent assessors.

f) Admission of learners who are not South African citizens:

The South African Schools Act, 1996, and this policy apply equally to learners who are not citizens of the Republic of South Africa. In terms of the applicable legislation, non-South African citizens are categorised as either foreigners who are in possession of a temporary residence visa, permanent residence permit or any other special dispensation residence document issued by the Department of Home Affairs in terms of the Immigration Act, 2002 (Act No. 13 of 2002), or as foreigners who are in possession of an asylum seeker's visa or refugee's visa issued, respectively, in accordance with sections 22 and 24 of the Refugees Act, 1998 (Act No. 130 of 1998). These visas and permits are issued by the Department of Home Affairs.

- i. A foreign learner in possession of a **permanent residence permit** must submit:
 - (aa) a birth certificate issued by the relevant authority from his or her country of origin;
 - (bb) where the learner was born in the Republic, such a learner must submit a copy of a birth certificate issued by his or her country of origin or a handwritten birth certificate issued by the Department of Home Affairs in accordance with the Births and Deaths Registration Act, 1992;
 - (cc) a copy of his or her permanent residence certificate.
- ii. A foreign learner in possession of a **temporary residence visa** must submit:
 - (aa) a birth certificate issued by the relevant authority from his or her country of origin; or
 - (bb) where the learner was born in the Republic, such a learner must submit a copy of a birth certificate issued by his or her country of origin or a handwritten confirmation of birth issued by the Department of Home Affairs in accordance with the Births and Deaths Registration Act, 1992; or

(cc) a copy of his or her study visa;

- iii. A foreign learner in possession of an **asylum seeker visa or refugee visa** must, together with the documents required for admission of a learner to an ordinary public school policy, where such documents are available, submit:
- (aa) a copy of his or her birth certificate from his or her country of origin;
 - (bb) a copy of his or her asylum seeker visa issued in terms of section 22 of the Refugees Act, 1998;
 - (cc) a copy of his or her refugee permit issued to him or her in terms of section 24 of the Refugees Act, 1998.

g) Undocumented Learners:

- i. 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 admit the learner conditionally for a period of three months, allowing the parent to obtain a copy of the birth certificate from the Department of Home Affairs.
- ii. This school will refer cases of parents who failed to submit documents within the stipulated six-week period to the District Director, who may extend the period on good cause shown by the parent.
- iii. This school will report undocumented learners, annually, to the Department by:
 - (aa) submitting a list of undocumented learners through the office of the District Director to the Provincial Director responsible for admissions; and
 - (bb) maintaining a database of undocumented learners.

7.4. Documents required for admission of a learner:

Information that must accompany the application for admission in terms of regulation 6(2) of the Gauteng Regulations on Admission of Learners to Public Schools No. 1160/2012:

- a) A certified copy of the child's birth certificate.
- b) A copy of an identity or other document confirming, to the reasonable satisfaction of the SGB, the identity of each person falling under the definition of "Parent" in SASA.
- c) An affidavit, employer's certificate, electricity account or any other proof reasonably required by the SGB to verify the place of residence of a learner and his/her "parents", or the fact and place of employment of the "parents" of the learner.
- d) A certified copy of any Court Order or testamentary document confirming guardianship or legal custody or any similar right of the person ("Parent") claiming such right.
- e) Proof that the learner has been immunised against the following illnesses: polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B, in the event of admission to a primary school. If a parent is unable to show proof of immunisation, the principal must immediately advise the parent in writing to have the learner immunised as part of the free primary health care programme. If the parent refuses or fails, within seven days from the date of the written communication referred to above, to submit proof of immunisation, the principal must not admit the learner to the school and must refer the matter to the Head of Department for further direction.
- f) A transfer card if the learner is currently enrolled at another school.
- g) The latest school report card of the learner if he or she is currently enrolled at another school.
- h) Where a learner claims preferential placement on a waiting list in terms of regulation 7 based on the fact that the learner's siblings are already enrolled at the School, proof of such relationship must be furnished.
- i) In the event where the listed documents cannot immediately be provided by the parent, the learner may be provisionally admitted, provided that the parent furnishes proof within two weeks following the date of application that the outstanding documents have been requested. If the parent fails to furnish proof within the aforementioned period that the outstanding documents have been requested or fails to provide the outstanding documents within six weeks following the date of application, the application shall expire.

7.5. Learners who are repeating:

- a) In principle, learners should progress with their age cohort. The norm for retention is one year per school phase, where necessary. Multiple repetitions in one grade are not permissible.
- b) 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.
- c) A learner who has repeated one or more years at this 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 Principal will seek direction from the Head of Department whether the learner will be admitted to that grade.

7.6. Late Applications:

- a) Late applications for Grade 1 must be made on the Department's Online Admissions Application website. This school will accept and verify learner documents submitted by parents who applied late for admission of learners.
- b) The Principal of this school is responsible for receiving late applications of Grade R and Grade 2 to 7 learners. Late applications received after the 10th school day are acknowledged and recorded as 'late applications' in the registration lists. The Principal submits the lists on request to the District Director at the District Office whereupon applicant learners may be considered based on the availability of space.

7.7. Order Of Preference Regarding Applications For Admission:

- a) Unless and until the HOD, after consultation with the SGB, decides otherwise, the feeder area of the School is as indicated in the Feeder Zone documents approved by the HOD (see attachment).
- b) The School is currently an English-medium institution equipped with human resources to cater primarily for those learners whose mother tongue or chosen language of tuition is the medium of tuition at the School.
- c) Whilst the School and SGB know that they may not unfairly discriminate against a learner on whose behalf an application is made for admission, and therefore have no intention to discriminate, and whilst they are desirous of playing their part in the education of learners in partnership with the State, they appreciate that the School cannot accommodate all learners and that some process of (fair) discrimination regarding admission of learners is inevitable. Therefore, and in view of the foregoing, it is the School's policy that the following preference be afforded to applications –
 - i. First, applications on behalf of learners bona fide (genuinely) residing with their parents (as defined in SASA) within the feeder area of the School, and whose chosen preferred medium of tuition (the choice being exercised by the parent(s) in the application of admission) is the medium of tuition of the School.
 - ii. Second, the SGB reserves the right, in conjunction with the district director, to afford overriding preference to siblings of learners already enrolled at the School.
 - iii. Third, applications on behalf of learners whose parent or parents is/are genuinely employed at an address within the natural feeder area of the School, and whose chosen preferred medium of tuition (the choice being exercised by the parent(s) in the application for admission) is the medium of tuition of the School.
 - iv. Fourth, applications on behalf of learners residing outside the natural feeder area of the School, whose chosen preferred medium of tuition (the choice being exercised by the parent(s) in the application of admission) is the medium of tuition of the School, and who wish to study a subject, or subjects offered by the School and no other school closer to the learner's place of residence.

- v. Fifth, applications on behalf of learners whose parents are residing/employed outside the natural feeder area of the School, whose chosen medium of tuition (the choice being exercised by the parent(s) in the application) is the medium of tuition of the School, and who wish to study a subject or subjects offered by the School and no other school closer to the learner's place of residence.

7.8. Capacity of the School:

- a) The Principal of this school must, by 30 June of each year, provide the following information in writing to the Head of Department, to facilitate the Head of Department's determination regarding the minimum and maximum capacity of this school as contemplated in section 58C (6) of the South African Schools Act:
 - i. the size, number and condition of the classrooms, laboratories, and other rooms or spaces used for teaching in this school;
 - ii. the allocation of classrooms to grades;
 - iii. the curriculum programme of this school;
 - iv. the number of educators and their teaching specialisation and workload; and
 - v. any other information that the Head of Department requires.
- b) The Head of Department must inform the chairperson of the governing body and the principal of each school in writing of the determination referred to in provision (11.5)(a) by not later than 30 September of each year. This school shall implement the determination of the Head of Department.
- c) The SGB has determined the School's maximum capacity for learner admission as tabled below:

GRADES	CRITERIA	CALCULATION
GRADE R	Per class based on GDE (ECD) policy 1:27	27
GRADE 1 TO 7	Total number of learners in school	1120
	Per class based on the 1:40 norm	40
	Size of the classes	• FP Classes 59,6 m² • IP Classes 52,36 m²
	TOTAL LEARNERS PER GRADE (Gr. 1 – 7)	160

- d) The following factors were considered in determining the School's capacity:
 - i. That learners' best interests have preference
 - ii. The number of educators available
 - iii. The space available for administrative needs
 - iv. The number of appropriate classrooms available
 - v. Space needs for sports, cultural and recreational activities
 - vi. The available space in the computer centre and the school hall
 - vii. The sanitary facilities available
 - viii. Parking facilities
 - ix. Safety measures
 - x. The maximum number of learners permitted per class
 - xi. Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education

7.9. Determination of Feeder Zones:

- a) A Head of Department may, after consultation with the governing bodies, determine feeder zones for ordinary public schools, in order to control the learner numbers of schools and co-ordinate parental preferences. Such feeder zones need not be geographically adjacent to the school or each other.
- b) When considering the feeder zones, the Head of the Department must consider all the relevant information, including but not limited to:
 - i. the capacity of the school and schools in the area to accommodate learners;

- ii. the language and curricula offered at the school and the schools in the vicinity;
 - iii. information and projections regarding area population density, learner population density and learner enrolment; and
 - iv. the need for geographical and spatial transformation.
- c) If a feeder zone is created, the following principles must be applied:
- i. Preference must be given to a learner who lives in the feeder zone of a school or has a sibling in the school or whose parent's work address is in the feeder of the school;
 - ii. A learner who lives outside the feeder zone is not precluded from seeking admission at whichever school he or she chooses. However, access to a chosen school cannot be guaranteed;
 - iii. A learner who lives within the feeder zone of school A must be referred to the neighbouring school B if school A is oversubscribed. If school B is oversubscribed, an alternative school within a reasonable distance must be found by the Head of Department. If that is not possible, school A must admit the learner.
- d) Feeder zones can be reviewed from time to time as the circumstances dictate.
- e) See attached current Constantia Kloof Primary's Feeder Zone documentation.

8. SCHOOL PROPERTY

Applicants' attention is drawn to the following:

- a) Every learner of a public school shall take good care of the property of the School that is placed at his/her disposal and shall return it to the School on or before a date specified by any educator employed at the School.
- b) The parents of a learner at a public school shall be liable for any damage to or loss of School property, in respect of which the learner concerned is liable to the School.
- c) It is the duty of every parent to assist the State and the governing body of a school to promote a culture of respect for school property.

9. THE SGB AND THE LEARNERS OF THE SCHOOL

All learners will be required to observe their duties and are entitled to exercise their rights and require the observance of their rights.

- a) The SGB considers itself duty-bound to protect the educators, learners, parents and non-educators of the School from physical or mental violence to the full extent of its power to do so and further, to foster the physical, mental and moral welfare of learners. To this end, the SGB –
 - i. reserves the right to take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger the welfare, safety or life of learners or staff members in the school or the very interest the SGB considers itself to be in duty bound to protect;
 - ii. may enquire from and take issue with the HOD concerning the wisdom of admitting a learner to any grade at the School when the learner will be severely prejudiced by reason of the inability of the learner to communicate or be communicated with at the level required for proper tuition to take place in that grade;
 - iii. may take whatever steps reasonably practicable, given the resources and circumstances of the School, to assimilate a disabled prospective learner into the School; and
 - iv. requires members of staff, learners or any learners' parents to report to it any matter relating to the abuse of the rights or invasion of the interests which it seeks to protect.

10. THE PARENTS AND THE SCHOOL/SGB

- a) The parents of learners are requested to complete the prescribed consent form to enable the School staff to act in the best interest of the learner in cases of emergency or to relieve the learner's pain or discomfort until the parent(s) can intervene.
- b) Parents of learners at the School have, apart from their duties, several rights. *Inter alia*, they have the right to be consulted regarding the formulation of the School's language and religion policies and Code of Conduct, or any amendments thereto. They are also invited to submit

recommendations and proposals to the SGB regarding the supplementation or amendment of existing policies or the existing Code of Conduct for consideration by the SGB.

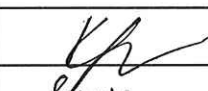
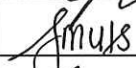
- c) Parents are encouraged to become involved in all the activities of the School, to offer to serve in the governance structures and support groups serving the interests of the School community, and to support the education process by interacting constructively with educators and ensuring that set work and homework is done by the learner conscientiously and punctually. Parents are also required to ensure that their children are properly equipped to participate fully in the tuition process and that they attend school punctually and regularly.

11. RISK OF DAMAGE OR LOSS

Applicants are notified that the School accepts no liability for the damage to, or destruction or loss of any property brought on the School premises by the learner or his/her parent(s), irrespective of who causes such damage, destruction or loss, how it is caused, whether it is caused by someone's act or failure to act, or whether it is caused by someone's intention or negligence. Learners are encouraged to safeguard property brought onto the School premises, and Applicants and parents of learners are encouraged to take out their own insurance against such damage, destruction or loss.

12. This Policy may be amended, supplemented, modified or altered from time to time by the SGB.

13. APPROVAL

APPROVED BY	NAME & SURNAME	SIGNATURE	DATE
SGB Chairperson:	Karen Gush		15/08/2024
SGB Secretary:	Joline Smuts		15/08/2024
Principal:	Karen Bergsma		15/08/2024

RATIFIED BY GDE	NAME & SURNAME	SIGNATURE	DATE
District Official:			

