



# LAERSKOOL WIERDAPARK

## POLICY & PROCEDURE

### SCHOOL ADMISSION POLICY

Laerskool Wierdapark

LSWP - B - L - 004(E)

#### Dokumentontwikkeling en Goedkeuring

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Goedgekeur:	Hoof en Beheerliggaamslid	P.L. Dehler		16/9/2019.
Goedgekeur:	Adjunkhoof en Beheerliggaamslid	L.F.J. BOSMAN		16/9/2019
Goedgekeur:	Beheerliggaamslid	M. LINGERER		16/9/2019
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***POLICY & PROCEDURE***  
**SCHOOL ADMISSION POLICY**

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#### 1. TITLE OF THE POLICY

The Admission Policy of Laerskool Wierdapark.

#### 2. EFFECTIVE DATE

Date of adoption by SGB.

#### 3. DATE OF NEXT REVIEW

- 3.1 This policy is subject to review every three years.
- 3.2 When there is a change in the relevant legislative framework.
- 3.3 Whenever circumstances so require.
- 3.4 At the request of the Head of Department.

#### 4. REVISION HISTORY

As amended on 5 August 2019.

#### 5. PREAMBLE

- 5.1 Section 5 (5) of the South African Schools Act, Act 84 of 1996 (SASA) mandates the school governing body (SGB) to determine the admission policy of a school. The admission policy of Laerskool Wierdapark, hereafter this admission policy, is aligned to the admission policy published in terms of the National Education Policy Act, 1996 and other relevant policies as per the policy framework.
- 5.2 This admission policy articulates the 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.

#### 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 Head of Department.
Application period	means the period from the first day of a parent applying on- line to the last day when the on-line application system available on the Department's website 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.
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

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TERM	DEFINITION
Fair	means to treat people without favouritism or discrimination
Feeder zone	means the area from which a school accepts its core intake.
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— (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 (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	Refers to Laerskool Wierdapark
Register of Applications for Admission	means waiting list A and waiting list B of names of learners who have applied for admission to the school
Register of Admissions	means a register of all learners enrolled at the school

#### 6.2 ACRONYMS

ACRONYMS	EXPLANATION
HOD	Head of Department
MEC	Member of the Executive Council
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

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- 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 Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), as amended
- 8.8 Gauteng Education Policy Act (Act No. 12 of 1998), as amended
- 8.9 Regulations for the Exemption of Parents from Payment of School Fees, 2006 (General Notice R1052 in GG 29311 of 2006) (Exemption Regulations), as amended.
- 8.10 Regulations relating to Minimum Uniform Norms and Standards for Public School Infrastructure, 2013 (GN R920 in GG 37081 of 29 November 2013) (Infrastructure Norms)
- 8.11 Regulations on Admission of Learners to Public Schools, 2001 (General Notice 4138 in PG 129 of 13 July 2001) (Admission Regulations), as amended
- 8.12 National Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001)

#### **9. PURPOSE AND OBJECTIVES OF THE POLICY**

- 9.1 The purpose of the admissions policy is to facilitate admission to the school by setting out the following crucial information:
  - 9.1.1 Aspects under which no learner may be refused admission to the school
  - 9.1.2 The admission age for learners at the school and compulsory school attendance
  - 9.1.3 Admission of learners to public schools who live within and outside the feeder zone of the school as determined by the MEC.
  - 9.1.4 Re-registration for learners already in this school, including repeat learners.
  - 9.1.5 Registration of new learners
  - 9.1.6 Late registrations
  - 9.1.7 Proof of documentation required for admission
  - 9.1.8 Register of applications for Admission
  - 9.1.9 Register of Admissions
  - 9.1.10 Capacity of the school

#### **10. GENERAL PRINCIPLES REGARDING ADMISSION**

- 10.1 A learner may not be refused admission to this school:
  - (a) on grounds that constitute unfair discrimination, including on the grounds of race, ethnic or social origin, color, gender, sex, age, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV and AIDS status, or any other illness;
  - (b) because his or her parent—
    - (i) is unable to pay or has not paid the school fees, registration fee or deposit determined by the governing body;
    - (ii) does not subscribe to the mission statement of this school and code of conduct of this school; or
    - (iii) 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;
  - (c) or any part of the total school program;
  - (d) on the grounds that the learner is not entering into boarding accommodation

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- offered by the school (This section is only applicable to schools with boarding facilities); or
- (e) because he or she is unable to provide the school with the documentation required in regulations 6(1) and 12.
  - (f) The school is an Afrikaans medium school with human resources to cater for learners whose mother tongue is Afrikaans or who chose Afrikaans as the language of tuition.
- 10.2 Neither the governing body of this school nor 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 a – e, as the learner must be admitted to the total school programme.
- 10.4 This school is a fee-paying school. Parents who are unable to pay school fees may apply for exemption as per SASA 39 (4).
- 10.5 The governing body of this school may not administer any test related to the admission of a learner to or direct or authorize the principal of the school or any other person to administer such tests.

## **11. POLICY STATEMENTS**

### **11.1 Administration of Admissions**

The principal of the school has been delegated with the powers and the responsibility for the administration of admission of learners by the Head of Department. It remains the prerogative of the Head of Department to withdraw the delegated powers of the principal if he/she deems it necessary to withdraw such powers. In administering admissions for returning and or in-grade (Grade 2-7 and Grade 9-12) learners, the principal shall work through the School Admissions Committee.

The administration of admissions deals with the following:

- (a) Informing all parents that the school is open for admissions and outlining the procedures to be followed for admissions;
- (b) Assisting parents of Grade 1 and Grade 8 applicants to make online applications on the department's Admissions Online 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 to parents of in-grade (Grade 2-7 and Grade 9 – 12) learners;
- (e) adjudication of applications for admissions;
- (f) issuing of transfer cards;
- (g) issuing of notices confirming the status of the application;
- (h) informing unsuccessful applicants of objection and appeal procedures;
- (i) after admission, informing successful applicants of fee status and related processes; and
- (j) maintaining both a register of applications for admission and a register of admissions.

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#### 11.2 THE ADMISSIONS PROCESS

##### 11.2.1 Admission Period

The Principal should ensure that the admission process commences on the first day and ends on the last day prescribed by the Department unless the school is declared full by the District Director before the end of the admission period.

##### 11.2.2 Informing Parents

- (a) After the Head of Department has pronounced the opening of the admission period, the school will communicate the commencement and end of the admission period as well as the re-enrolment period for in-grade (Grade 2 – 7) learners and the application period for entry grade learners, by using the following means of communication: parents' meetings, letters to parents, the school website and social media.
- (b) In addition to (a), the school will make use of sms notifications, the local newspaper / newsletters and the D6 Communicator.
- (c) Upon request, the school will distribute to parents any advocacy material made available by the Department.

##### 11.2.3 Application for Admissions

- (a) Application for admission of a learner to Grade 1 may only be done through the on-line application system available on the Department's website.
- (b) This school will neither offer any hard copy application forms for admission to any parent applying for admission to Grade 1, nor request parents to use the school's online admissions application system to apply for Grade 1.
- (c) Applicants must submit the following supporting documentation for admission to the school within 7 days of application:
  - i. A certified copy of the learner's birth certificate
  - ii. A certified copy of the parent's identity document, or sworn affidavit in a case where the parent does not have an identity document;
  - iii. Proof that the child has been immunised at a public or registered private health establishment;
  - iv. Proof of the parent's residential or work address;
  - v. In the event of a sibling at the school, proof of sibling relationship.
- (d) Parents applying for admission of in-grades (Grade 2 to 7) 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. (Refer to Annexure A for Application form).
- (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





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- (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, 6 and 9) completed by competent assessors.
- (f) **Transfers**  
In cases where a learner transfers from one public school to another or applies for an entry grade other than Grade 1, in addition to (i) to (v) above, the parent must submit the following from the previous school:
- i. A transfer card; and
  - ii. The learner's last report card.
- (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, the learner will be admitted conditionally for a period of six weeks, allowing the parent to obtain a copy of the birth certificate from the Department of Home Affairs.
  - (ii) The school principal will refer cases of parents who fail 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) The principal will report undocumented learners, annually, to the Department by—
    - submitting a list of undocumented learners through the office of the District Director to the Provincial Director responsible for admissions; and
    - maintaining a database of undocumented learners.
  - (iv) On submission of a completed application, parents will receive an allocated waiting list number in writing from the relevant admissions register.

#### 11.2.4 Adjudication of Applications

(a) **Learners already enrolled at the school**

Annually, during the re-enrolment period prescribed by the Department, learners already enrolled at the school must complete a prescribed application form for re-registration at the school. The school submit the re-enrolment information to the Department on a quarterly basis.

(b) **Entry grade Admission**

An applicant for an entry grade admission to a 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 of the school;

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- (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 (11.2.4 (b)) and in the order in which the applications were received and in accordance with the school's language policy.

#### 11.2.5 **Notifying Parents of Outcome of Application**

Parents of all learner applicants for Grade 1, will receive a written response regarding the status of the application by the end of the admission process.

#### 11.2.6 **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) Parents of Non-citizen learners must provide this school with 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 be conditionally admitted to the school for three months and the matter will be referred to the District Director.

#### 11.2.7 **Late Applications**

- (a) Late applications for Grade 1 must be made on the Admissions Online Application on the Department's 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 in-grade (Grade 2-7) learners. Late applications received after the 10<sup>th</sup> school day are acknowledged and recorded in the late registration waiting list A or B. The Principal submits the waiting lists to the District Director at the District Office 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 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.
- (b) 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.

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- (c) 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.
- (d) 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.
- (e) The age grade norm requirements for learners with special education needs
  - i. applying for admission at a public, ordinary school are the same as learners in
  - ii. special schools.

#### 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. 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.

#### 11.5 CAPACITY OF THE SCHOOL

- (a) To facilitate the Head of Department's determination regarding the minimum and maximum capacity of a school as contemplated in section 58C (6) of the South African Schools Act, the principal must, by not later than 30 June of each year, provide the Head of Department in writing with the following information—
  - i. the size, number and condition of the classrooms, laboratories, and other rooms or spaces used for teaching in the school;
  - ii. the allocation of classrooms to grades;
  - iii. the curriculum program of the 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 SGB has determined the School's maximum capacity for learner admission as follows:

**Total number of learners in School:**

**Per class based on the 1:40 norm:**

**Size of the classes:**

**Per grade:**

The following factors were considered in determining the School's capacity:

- That learners' best interests have preference
- The number of GDE educators available
- The space available for administrative needs

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- The number of appropriate classrooms available, excluding specialist classrooms
  - Space needs for sports, cultural and recreational activities
  - The available space in the current media and computer centres, science and technology laboratories and the school hall
  - The sanitary facilities available
  - Parking facilities
  - Safety measures
  - The maximum number of learners permitted per class
- (c) The principal will request the Head of Department (District Director) or a person delegated by him in writing to declare a school full, if necessary. This request must be submitted with all the supporting documentation to declare the school full.
- (d) 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.

#### 11.6 DETERMINATION OF FEEDER ZONES

(a) After receiving a proposal of this school's feeder zone from the Head of Department, the Principal and governing body shall respond to the Head of Department, indicating whether they support the feeder zone determination or provide reasons why they do not support the determination and provide recommendations.

(b) Once a final feeder zone determination has been made, the governing body of this school or a parent of a learner affected by a feeder zone determination may, within 30 days of the date of the determination, lodge an appeal to the MEC objecting to the determination.

#### 12. SHORT TITLE

12.1 This policy shall be called The Admission Policy of Laerskool Wierdapark

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13. **APPROVAL**

<b>Approved by School Governing Body</b>  (SGB Chairperson) (Print Name): <i>JC de Buijn</i> .....			<b>Signature:</b> 
<b>Date:</b> <i>16/09/2019</i>			
<b>Ratified by GDE: (District Director) (Print Name)</b>		<b>Signature:</b>	
<b>Date of Ratification:</b>			
<b>Certified by: (Print Name)</b>		<b>Signature:</b>	
<b>Date</b>			

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# Laerskool Wierdapark

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0149

#### ANNEXURE/S

Ons bou

#### ANNEXURE D: COVERING LETTER TO HEAD OF DEPARTMENT – SCHOOL ADMISSION POLICY

Mr. Edward Mosuwe

Head of Department: Gauteng

Date:

Dear Mr. Mosuwe

#### APPROVAL OF ADMISSION POLICY OF LAERSKOOL WIERDAPARK

In terms of **sub-regulation 2B** of the Regulations \_\_\_\_\_ please find attached the Admission Policy of the school.

Please note that the SGB, after consultation with the parents have decided: (Tick A, B or C)

Option	Description	Tick
A.	to <b>adopt</b> the Proforma Exemplar School Admission Policy as is	
B.	to <b>amend</b> , by additions to the Proforma Exemplar School Admission Policy (See additions listed per section below and the reasons for the additions/deletions with clear motivations)	
	Section: _____ Reason _____	
	Section: _____ Reason _____	
	Section: _____ Reason _____	
C.	<b>not to use</b> the Proforma Exemplar School Admission Policy for the reasons provided below with clear motivation.	
	Reasons for not using the Proforma Exemplar School Admission Policy: _____ _____	

Yours faithfully

\_\_\_\_\_

Mr/Ms/Mrs \_\_\_\_\_

Chairperson of the Governing Body of Laerskool Wierdapark

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*Final*

2019-08-05

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