

# SPRINGVALE PRIMARY SCHOOL

Established 1981



**PERSEVERE**

## **ADMISSIONS POLICY**

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Revision: 3.0

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## 1. TITLE OF THE POLICY

### SPRINGVALE PRIMARY ADMISSIONS POLICY

## 2. EFFECTIVE DATE

2 APRIL 2024

## 3. REVISION HISTORY

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. PREAMBLE

- 1.1 The South African Schools Act mandates the School Governing Body (SGB) to determine the admission policy of a school. The said admissions policy must be aligned to the admission policy published in terms of the National Education Policy Act, 1996.
- 1.2 This admissions policy articulates the school's commitment to ensuring that all learners have access to quality education without any fear of discrimination on any grounds whatsoever. To this effect any learner that applies for admission to this school will be subjected to a fair and equitable admissions process that is aligned to all relevant National and Provincial legislation.
- 1.3 **No learner may be refused admissions** to the school on the following grounds (p8, SASA):
  - a. The parent has not paid the school fees as determined by the SGB.
  - b. The parents do not subscribe to the vision and mission statement or the aim and objectives of the school.
  - c. The parents have refused to enter into a contract with the school which exclude the liability of the school to the parent out of circumstances relating to the education of the learner.
  - d. Based on unfair discrimination based on race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV/AIDS status, or any other illness.
- 1.4 This policy is in line with the:
  - a. S.A. Schools Act (Act No. 84 of 1996).
  - b. Education Policy Act (Act 27 of 1996).
  - c. Gauteng Schools Education Act, 1995 (Act 6 of 1995) as amended
  - d. Relevant GDE Circular: Admission Policy for Ordinary Public Schools.

Provincial Gazette Extraordinary GN 1160 of 201 9 May 20

## 5. PURPOSE OF THE POLICY

### PURPOSE OF THE POLICY

- The purpose of the admissions policy is to facilitate admissions to the school by setting out the following crucial information:
- Aspects under which no learner may be refused admission to the school.
- The admission age for learners at the school, including age grade norms.
- Admission of learners to public schools who live within and outside the residential area or feeder zone of the school as determined by the MEC.
- Re-registration for learners already in the school, including repeat learners.
- Registration of new learners.
- Late registrations.
- Documentation or proof required for admission.
- Register of admissions.
- Capacity of the school.

## 6. DEFINITIONS

Term	Definition
Learner	Any person registered to receive education at the school
District Director	Means the officer of the department responsible for the administration of education
Feeder zone	Means the nearest school within a 5km radius of the parents' home address or work address or as determined by the GDE admissions policy. Means the geographical area that will be served by the school as determined by the Head of Department.
Head of Department	Means the head of an education department
Parent	'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 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
Sibling	means someone who satisfies both of the following requirements:

	(i) he or she has a parent who is also the parent of that child, and who is enrolled at the school to which the application is made. (ii) he or she resides in the same household as that child;
"The School"	Refers to (Springvale Primary school)
Register of admission	Means waiting list A and list B of names of learners who have applied for admission to the school

## 6.2 Acronyms

Acronyms	Explanation
SGB	School Governing Body
HoD	Head of Department
MEC	Member of the Executive Council

## 7. APPLICATION AND SCOPE OF THE POLICY

7.1 This policy applies to the learners, educators, support staff, the school management, parents of learners at the school and applicants.

## 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 The South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- 8.4 Employment of Educators Act, 1998 (Act No. 76 of 1998).
- 8.5 Education Policy Act, 1998 (Act No. 1210.1 of 1998).
- 8.6 Gauteng Schools Education Act, 1995 (Act No. 6 of 1995).
- 8.7 Refugees Act, 1998 (Act No. 130 of 1998).
- 8.8 Aliens Control Act, 1991 (Act No. 96 of 1991).
- 8.9 Admission of Learners to Public Schools (General Notice 4138 of 2001).
- 8.10 Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001).
- 8.11 Education White Paper 5, 2004.

## 9. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

- 9.1 Circular 5 of 2011

## 10. POLICY CONTENT

### 10.1 ADMINISTRATION OF ADMISSIONS

The administration of admissions deals with:

- a. Informing of all parents that the school is open for admissions and outlining the procedures to be followed for admissions.

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- b. Re-registering of learners currently at the school.
- c. Issuing and receiving of completed application forms, Management and administration of online admissions system.
- d. Adjudication of applications for admissions.
- e. The issuing of transfer cards.
- f. Issuing of notices confirming the status of the application.
- g. Informing unsuccessful applicants of appeal procedures to be followed.
- h. Informing successful applicants of fee status and related processes.
- i. Maintenance of a register of admissions.

The school will not administer any test related to the admission of a learner.

#### **10.2 Admissions Period**

The principal should ensure that the admission process commences on the first day up until the last day prescribed by the provincial education department unless the school is declared full by the District Director before the end of the admissions process.

#### **10.3 Informing Parents**

The school will communicate the commencement of the admissions process through the newsletters/DOJO/ website/letter to grade R /grade 7 parents or posters, school website, other communication platforms used by the school once it has been decided upon by the Department.

#### **10.4 Application for Admissions**

Parents applying for admission to the school for the first time will:

- a. Be issued with an application form which must be duly completed and returned to the school within the stipulated timeframes.
- b. Submit the following supporting documentation for admission to the school:
  - i. A certified copy of the birth certificate,
  - ii. A certified copy of the parents' identity documents
  - iii. A certified copy of proof of immunisation against polio, measles, tuberculosis, diphtheria, tetanus, and Hepatitis
  - iv. Proof of residence/work address or currently dated lease agreement e.g. water and lights account (not older than 3 months)
  - v. Proof of sibling relationship
- c. In cases where a learner transfers from one public school to another, in addition to (i) and (ii) above the parent must submit the following from the previous school:
- d. A transfer card

- e. The last report
- f. In a case where a parent is unable to submit the birth certificate of the learner to the principal, the learner will be admitted conditionally, failing which the matter will be referred to the District Director
- g. On submission of a completed application form, parents will receive an allocated waiting list number in writing from the relevant admissions register

#### **10.5 Waiting Lists**

Learners will be placed onto the waiting List according to the following criteria

- a) Home address closest to the school within the feeder zone.
- b) Sibling at the school
- c) Work address closest to the school within the feeder Zone.
- d) Home address within 30km .

#### **10.6 Adjudication of Applications**

##### **a. Learners already enrolled at the school**

Learners already enrolled at the school must complete a prescribed application form and online process for registration at the school on an annual basis and return it by the prescribed date.

##### **b. Preference Order of Admissions**

- i. In the adjudication of applications, the school admissions committee shall give first preference to learners who live within the natural feeder zone or residential area of a school.

Once applicants from Criteria A' have been placed and there is still place available, applicants on Waiting List B will be placed from the other categories according to the distance of the address from school.

#### **10.6 Notifying Parents of Outcome of Application**

##### **a. Communication of Outcome of Application**

- i. Once the school has captured the online applications it is sent to the District Director. The applicants are notified via the online application system.
- ii. Once the school has received the signed off Waiting List A from the District Director, the Principal will communicate with each applicant and inform them of whether their application has been successful or not.
- iii. Parents must receive a written response regarding the status of the application by the end of the admission process.

#### **b. Successful Applicants**

- i. On informing successful applicants, the school will communicate information with regard to its fee-paying status.
- ii. In the case of a 'fee paying school', parents will be informed of the amount of school fees that is charged by the school and the procedures to be followed when a parent requires exemption from school fees and how it works.
- iii. Parents must then be requested to complete Annexure E from the exemption from school fees policy.
- iv. On receiving admissions to the school, a learner may not be suspended from classes, denied access to cultural, social, or sporting activities of the school, receipt of a school report or transfer certificate or otherwise victimised on the basis of 10.1 a – d (name of doc) as he/she would be admitted to the total school programme.

#### **c. Unsuccessful Applicants**

- i. The principal will inform in writing, all unsuccessful applicants of the reason/s for declining the application. (Refer to 10.2.5.(a) (iii)) (name of doc)
- ii. A parent of a learner whose application for admission (grade R to grade 7) to the school is unsuccessful may lodge an objection with the Head of Department against the decision of the principal, within 7 days of being informed. Grade 1 appeals and objections must be made online.

#### **10.7 Admission of Non-Citizens**

- a. Provisions governing the admission of South African citizen learners to public schools apply equally to non-citizen learners.
- b. Non-citizen learners must provide either proof of temporary or permanent residence permit in South Africa or a study permit.
- c. Non-South African citizens must provide proof of application for temporary or permanent residence or a study permit with the Department of Home Affairs.
- d. The principal will advise parents as to where the required documentation can be obtained. Should the documentation remain outstanding, the learner will be conditionally admitted to the school and the matter will be referred to the District Director.

#### **10.8 Late Registration**

The principal will be responsible for receiving late registration applications. Late applications received after the 10th school day must be acknowledged and recorded in the late registration waiting list A or B. The principal must submit the waiting lists to the District Director at the District Office whereupon they may be considered based on the availability of space.

### 10.9 Admission Age and Age Grade Norms

- a. It is compulsory for a learner to enter Grade 1 in the year he or she turns seven (7). Learners aged five (5) turning six (6) by 30 June in the year of admission may also be considered. A grade R learner should turn six (6) in the year in which they enter the grade. Preference will be given to the admission of these learners. For the placement of learners into different grades, the age grade norm, namely, grade number plus six years, will be applied for admissions purposes.
- b. Should the principal decide that it would not be in the child's best educational interest to be admitted to Grade R or Grade 1 as an underage learner, then the principal must furnish the parent with reasons for this decision in writing and given the opportunity in writing to appeal to the MEC.
- c. Where a learner is 3 years or more above the normal grade age norm the school will engage the District Director to place the learner in a fast-tracking programme.
- d. The age grade norm requirements for learners with special education needs applying for admission at an ordinary public school are the same as learners in ordinary public schools.

### 10.11 Compulsory School Attendance

- a. Compulsory school attendance is from when the learner enters grade 1 until the last school day in which the learner reaches the age of fifteen years or the ninth grade, whichever comes first.
- b. A learner who is 16 years or older and who has never had the opportunity to attend school should be advised and assisted in registering at the nearest Public Adult Learning Centre.

### 10.12 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 the 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 school will seek direction from the Head of Department whether the learner will be admitted to that grade.

### 10.13 Capacity of the School

- a. The learner enrolment capacity of a school is determined by the Head of Department. The principal of the school may not declare a school full.
- b. The principal will request the District Director in writing to declare a school full, if necessary. This request must be submitted with all the supporting **documentation to declare the school full.**
- c. The Head of Department or an official delegated by him will declare the school as full. A school that is declared full by the District Director will be informed in writing.

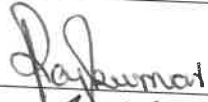

### 10.14 Objections and appeals

- a. All learners who have not been accepted will be informed in writing. A parent of such a learner may object to the Head of Department within seven school days after being informed of the decision.
- b. The Head of Department will communicate his decision on the objection to the parent within 7 days of receiving the objection.
- c. A parent that is dissatisfied with the decision of the HoD may appeal in writing against the decision to the Member of the Executive Council (MEC) within 7 days after notification of the refusal for admission.

### 11. SHORT TITLE

### ADMISSIONS POLICY

### 12. APPROVAL

Designation	Reviewer: Name & Surname	Signature	Date noted
School Principal	J. RAJKUMAR		5/08/2024
SGB Chairperson	D. MATHEBULA		5/08/2024
ISSP: Policy & Planning			
Circuit Manager			
Cluster Manager			
District Director			