



ADMISSIONS POLICY

Date approved:	April 2013	Date Policy Updated:	03/05/2021	Date of next review:	2024
Developed by:	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
Approved by:	School Governing Body				
Responsible body:	School Governing Body				
Supporting documents, procedures and forms for this policy:	Legislation (see below)				
References and legislation:	<ul style="list-style-type: none"> • The South African Schools Act (1996) as amended • The Constitution of the Republic of South Africa (1996) • National Education Policy Act (Act 27 of 1996) • School Governing Body Policies: Matthew Goniwe School of Leadership and Governance • Gauteng Provincial Government, Regulations of Admission of Learners to Public Schools, 2012 – General Notice 4138 of 2001(PG 129 of 13 July 2001) {As amended by General Notice 1160 of 2012 (PG 127 of 9 May 2012)} • Online policy and Act pertaining to it • National Employment of Educators Act, 1998 (Act No. 76 of 1998 as amended) • Refugees Act, 1998 (Act No 130 of 1998) as amended • Immigration Act, 2002 (Act No 13 of 2002) as amended • Gauteng Schools Education Act, 1995 (Act No 6 of 1995) as amended • Regulations for the Exemption of Parents from Payment of School Fees, 2006 (General Notice R1052 in GG 29311 of 2006) (Exemption Regulations) as amended 				
Scope:	SGB, School Management Team (SMT), Educator Staff, Learners, Administration Staff, Parents				
Expiry date of the policy:	2024, provided there are no updates or amendments				
Objectives of policy:	To provide clarity on the school’s admission policy regarding learners in accordance with national and GDE policies.				
Addendum:	Arbor Primary School - COVID-19 Policy				

ARBOR PRIMARY SCHOOL

ADMISSIONS POLICY

1. PURPOSE OF THE ADMISSION POLICY

This policy has been formulated by the School Governing Body and therefore details the Admissions Policy of Arbor Primary School as it pertains to the duties and responsibilities of the SGB.

The main purpose of the policy is to ensure that learner admission to Arbor Primary School takes place according to legislation and policies, both national and provincial. The policy will also ensure that:

- a) learners will not be unfairly discriminated against, in terms of race, culture, religious belief, gender, sexual orientation, disability, financial circumstances or language within the parameters that Arbor Primary School is a fee-paying school for boys and girls where the medium of instruction is English;
- b) parents, educators, learners and the community are fully aware of the procedures for admission to the school;
- c) administrative procedures for admission are clearly defined;
- d) Any learner admitted to the school is admitted to the total school programme.

2. DEFINITIONS

GDE	the Gauteng Department of Education
DBE	Department of Basic Education
HOD	Head of the Provincial Education Department
SGB	School Governing Body
SASA	South African Schools Act (Act 84 of 1996)
The School	Arbor Primary School; that is declared a public, fee paying school in terms of SASA and advocates English as its main medium of instruction with a Christian Based Ethos
Educator	any person who teaches, educates or trains learners at the school who has been appointed by the GDE or the SGB of the school.
Principal	person, usually an educator, appointed by the GDE to manage all educational and administrative functions of the school who is accountable to the GDE and SGB as determined by SASA and other legislation. The professional management of the school lies with the principal.
Learner	any person receiving education or obliged to receive education in terms of SASA
Parent	a) the biological parent or adoptive parent or legal guardian of a learner; or b) the person legally entitled to custody of a learner; or c) the person who undertakes to fulfil the obligations of a person referred to in (a) and (b) towards the learner's education at school.
Feeder zone	the school is the nearest in chosen language of instruction to the learner's place of residence or parent's work address, as determined by the feeder zone.

3. ROLES AND RESPONSIBILITIES OF THE SGB

The SGB is authorised to develop the Admissions Policy of the school in accordance with legislative processes. The SGB approves and adopts the policy and ensures the implementation of the policy in the school. Furthermore, the SGB must:

- a) encourage parents of learners to apply for admission for the following academic year before the end of the preceding year in accordance with the admission dates for that year as advised by the GDE;
- b) inform parents of learners of their rights and obligations in terms of SASA and any other applicable law. Parents must specifically be informed about their rights and obligations in respect of the governance and affairs of the school, including the process of deciding the school budget, any decision of a parent meeting relating to school fees and the Code of Conduct for learners;
- c) make a copy of the Admissions Policy available for ratification by the HOD.
- d) ensure that sufficient funds (school fees) are collected in a responsible and accountable manner to enable the school to provide quality education in a safe, caring and nurturing environment.

4. ROLE AND OBLIGATIONS OF THE PRINCIPAL

The principal of the school represents the HOD. The principal ensures that the administration of admissions is carried out and that time frames are adhered to.

The principal remains accountable for the administration of admissions and will not delegate this authority to a member of staff.

The principal must ensure that parents are advised of the annual school fees and all other inclusive costs such as stationery and refundable deposits. Furthermore, he must ensure that parents are advised that they may apply for an exemption from school fees if they fulfil the criteria in terms of SASA and other applicable legislation.

Other responsibilities include:

- Informing parents when admissions is open and explaining to parents about the process to be followed.
- Assist parents of learners in Grade 1 and 8 to make online applications.
- Reregistration of learners already in the school.
- Adjudication of in-grade applications and communicating successful and unsuccessful applications.
- Issuing of transfer cards.
- Maintaining relevant registers: applications for admission and admissions register.

5. ROLE OF THE HOD

The HOD and officials of the GDE delegated by the HOD are responsible for the admission of learners to the school. The HOD further delegates the administration of admissions to the principal of the school.

The HOD must determine the process of registration for admission to public schools to facilitate the process in a timely and efficient manner. The HOD takes responsibility for learners that are not placed in a school and also determines when a school may be declared full. The HOD is assisted by officials from the GDE that include the District Director and his personnel at the Ekurhuleni North office.

6. RIGHTS AND OBLIGATIONS OF PARENTS

- 6.1. All parents are expected to register children that are of compulsory school going age at a school. Failure to do so could result in prosecution.
- 6.2. Parents are expected to uphold the school's Code of Conduct and regulations as long as they do not conflict with SASA and any other legislation or policies at national or provincial level.
- 6.3. Parents must ensure that learners attend school regularly. The parent must advise the school if the learner cannot attend school for whatever reason.
- 6.4. Parents are responsible for the timeous payment of school fees as approved by the parent body at the Annual General Meeting of the SGB. Both parents are responsible for the payment of school fees and parents who do not pay will face legal action in terms of SASA. Parents who are unable to pay school fees must apply to the school for an exemption from school fees. The SGB reserves the right to review the terms of an exemption at any time. Furthermore, an exemption from school fees is granted for the current school year only. Parents, who feel that they qualify for an exemption, must apply for exemption every year that their child/ren are enrolled at the school.
- 6.5. Parents are encouraged to participate in their child's learning and to discuss the learner's progress with the educators and/or principal.

7. REGISTRATION PROCESS FOR THE ADMISSION OF GRADE 1 LEARNERS ONLY

As from 2016, the Gauteng Department of Education has introduced E-Admissions in the province of Gauteng. This is for entry level grades i.e. Grade 1 and Grade 8 only. The process and policy are administrated by the GDE. The school implements this policy as instructed. Furthermore, the school implements any amendments to the E-Admissions policy as instructed by the GDE. The GDE provides schools annually with a Management Plan for Admissions.

Late registrations are also done online. The GDE online system notifies parents of the status of their application and advises parents of successful enrolment at a school. Parents of unplaced learners must contact the district office of the GDE for assistance.

7.1 The current GDE criteria for admission to Grade 1 is as follows in order of relevance:

- 1st Criteria: Home address of the learner must be in the school's Feeder Zone, i.e. the nearest school.
- 2nd Criteria: Learner applying has a sibling registered at the school
- 3rd Criteria: Either parent's work address must be within the school's Feeder Zone.
- 4th Criteria: Home address to be within 30km of the school
- 5th Criteria: Home address to be beyond 30km of the school

8. REGISTRATION PROCESS FOR THE ADMISSION OF GRADE 2 – 7 LEARNERS

- 8.1. Each year, before the end of the first school term, the DBE must publish, (by any reasonably practicable means), the admission period for the forthcoming year.
- 8.2. From the commencement date of the admission period, the school must make Agreement of Tuition forms available to parents. The Agreement of Tuition document can be downloaded from the school's website: arbor-primary.co.za. Alternatively, the document can be collected from the school during school hours, subject to any school access control measures such as COVID-19 regulations (see Addendum).
- 8.3. Agreement of tuition forms may be returned to the school from the date specified by the DBE which is usually the 7th school day after the commencement date. No forms may be accepted by the school before the start of the admission period.
- 8.4. Agreement of tuition forms received after the end of the application period must be processed according to the GDE's instruction and criteria.
- 8.5. Learners who apply for admission within the admission period shall upon submission of a completed form and the necessary supporting documentation:
 - a) be placed on a List A or Waiting List B in accordance with applicable regulations; and
 - b) be informed in writing by the school of which waiting list they have been placed on and their position on that waiting list.
- 8.6 For the purposes of entry phase admissions to a primary school, the criteria for List A and Waiting List B are as follows:
 - a) List A:
 - ❖ Home address of the learner must be in the school's Feeder Zone, i.e. the nearest school.
 - ❖ Learner applying has a sibling registered at the school

- ❖ Either parent's work address must be within the school's Feeder Zone

b) Waiting List B:

- ❖ Learners who do not meet the criteria for List A.

- 8.7 Learners will be placed on List A or Waiting List B in the chronological order in which their applications were received by the school. Learners who do not apply within the admission period have no right to preferential placement. Where the HOD decides to place a learner that does not fulfil the criteria for List A at the school, the HOD must instruct the school in writing to accept the learner.
- 8.8 The school will maintain a separate register for List A and Waiting List B that will include, but is not limited to, learners' names and surnames, residential address, grade of learner, parents' work address, learners' waiting list number, and any other details required by the HOD.
- 8.9 Before the due date determined by the GDE, the school must:
- a) notify all applicants whether their applications have been successful or not;
 - b) inform successful applicants that they must confirm their acceptance of a place at the school within 7 days of being notified;
 - c) provide unsuccessful applicants with a waitlist number and inform them of their right to object and appeal in terms of regulations.
- 8.10 Notwithstanding the provisions of any school admission policy, the District Director may place an unplaced learner at the school if:
- a) the school has not been declared full; or
 - b) there are no remaining unplaced learners on a waiting list.

9. ADMISSION REQUIREMENTS

9.1. Age of learner:

- 9.1.1.A learner, who is 5 years old, turning 6 years, by 30 June in the Grade 1 year, can register at the school during the application period in the preceding year. Learners younger than this may not be admitted unless the application is accompanied by a school readiness report from a suitably qualified person. Final approval must be obtained from the District Director. However, all children turning 7 years in the Grade 1 year, must register at the school during the application period in the preceding year.
- 9.1.2. Where a learner is three years or more above the normal grade age, the District Official must co-ordinate the establishment of "fast-track" programmes or facilities for such a learner.

9.2 Supporting Documentation:

Fully completed and signed applications submitted by parents applying for the registration and admission of their children to the school must be supported by the following documents (where the required documents are not available, the learner's application must be accepted provisionally subject to the condition that the parent produces proof to the school within two weeks that he or she has applied for the necessary documentation):

9.2.1 Certified copies by a Commissioner of Oaths of:

- a) an official Birth Certificate of the child (learner).
- b) Immunisation Certificate of Child – proof that the learner has been immunised against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B;
- c) the Transfer Card of the learner, if currently enrolled at another school, from Grade 1 to Grade 7.
- d) the most recent school report if the learner is currently enrolled at another school
- e) proof of residence– only municipal utilities accounts, title deeds or a signed rental agreement will be accepted. The parent's name and address must appear on the documentation and no municipal account must be older than three months. No affidavits from landlords will be accepted in place of a proper rental agreement. If the rental agreement is not from a registered rental company, then proof of the lessor's (landlord's) address and a certified copy of the lessor's Identity Document are required;
- f) proof of employment if the parent is applying for a learner based on the parent's work address being in the feeder zone. A signed letter on the company letterhead is required. Parents working for private individuals must bring a letter from the employer with the employer's proof of address and a certified copy of the Identity Document;
- g) Identity Documents of both parents. If a parent is deceased, a death certificate must be provided;
- h) Divorce Agreements if applicable, particularly where a parent has sole custody.
- i) an affidavit from a parent if this parent does not know the whereabouts or cannot contact the other parent;
- j) where the parent is not the natural parent of the child, documentation supporting the parent's legal relationship with the learner;
- k) proof of registration of a sibling at the school where an applicant is applying on the basis of the sibling relationship. The proof of validity of the sibling relationship can also be requested by the school;
- l) a study permit and residence permit from the Department of Home affairs in the case of foreigners and immigrants who are not permanent residents. If a permit is not available, the school will provisionally accept the application on the condition that the parent proves within two weeks of submitting the application that the study and/or residence permit has been applied for. Extensions for obtaining this documentation will be assessed according to the individual case.

9.2.2 Both parents must sign the application form and provide the school with the required documentation. A death certificate must be provided if a parent is deceased.

9.2.3 Undocumented learners:

In the case where a parent is unable to submit a birth certificate of the learner or has only submitted a written affirmation or sworn written statement about the age of a learner, the 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.

The 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.

The school 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. The school will maintain a database of undocumented learners.

On submission of a completed application, the school will issue to parents an allocated waiting list number in writing from the relevant admissions register.

9.2.4 Admission of Non-Citizens:

Provisions governing the admission of South African citizen applicant learners to public schools apply equally to non-citizen applicant learners.

Parents of non-citizen learners must provide a study permit for proof of application for a study permit with the Department of Home Affairs.

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.

9.2.5 **Fraudulent Incomplete Documentation:**

Arbor Primary School reserves the right to investigate suspicious and incomplete applications. This may involve appointing forensic auditors, legal advisors, credit bureaus and any other specialists that the SGB deems competent to assist with investigations. Fraudulent applications will be declared null and void and the parents may face legal action and/or be asked to remove their child/ren from the school depending on the circumstances of each case.

10. RE –REGISTRATION OF LEARNERS

10.1 Learners at a school must confirm their continued enrolment at the school annually. The process of re-registration will take place during the admissions process as determined each year by the HOD and the Management Plan for Admissions.

10.2 Parents must complete a form issued by the school (which must comply with regulation) to indicate whether or not their children will attend the school the following year. This form must be returned to the school by the date specified by the school, in compliance with instructions from the HOD and GDE.

11. CAPACITY OF THE SCHOOL

The capacity of the school is determined to provide adequately for the educational needs of all learners in line with the norms and standards set by the Department of Basic Education.

11.1 Refer to the National regulation relating to minimum norms and standards for public school infrastructure, GGR920 in Government Gazette 37081 of 29 November 2013 (Annexure A). For COVID-19 regulations regarding amount of learners per venue, see Addendum.

11.2 The SGB employs additional staff not funded by the state. The main source of income is derived from the payment of school fees and the collection thereof, and through strict management of the school budget as determined and ratified by the parent body at the Annual General Meeting.

11.3 The SGB employs educators to maintain reasonable class sizes. Furthermore, additional support and administrative staff together with additional therapists, counsellors and teaching assistants are employed to provide high quality education for each, and every learner.

11.4 In the interests of providing a diverse educational environment, the school has also provided the following venues:

- a) Senior and Junior Media Centre
- b) Computer Centre
- c) Science and Biology Laboratory
- d) Art Centre
- e) Technology Centre
- f) Interactive Centre
- g) School Hall
- h) Tuck Shop
- i) Therapy / Counselling Centre
- j) Sports fields and facilities

11.5 Furthermore, the following areas are provided for the effective administration and maintenance of the school and its property:

- a) Staff room
 - b) Interview or Board Room
 - c) Offices and working space for Management, Administrative and Support Staff,
 - d) Reception Area
 - e) Workshop for Maintenance of Grounds, Buildings and Equipment
 - f) Storerooms
 - g) Staff and Learner Ablution and Toilet facilities that are compliant with regulations. For COVID-19 regulations regarding sanitising of venues, see Addendum.
 - h) Sick Room and Isolation Area. For COVID-19 regulations regarding these venues, see Addendum.
- The HOD may declare the school to be full once it has reached its entry level enrolment capacity. The Principal or SGB may not declare the school full without the written consent of the HOD.

12. APPEALS

All unsuccessful Grade 2 – 7 applicants will be notified in writing. Parents who are dissatisfied with the decision of the Principal not to admit a learner to the school will be given an Appeal Form and they must submit it to the District Office of the GDE for the attention the Minister of Education.

MR P.A. ARENTSEN
PRINCIPAL

Name: _____
SGB CHAIRPERSON

Name: _____
DISTRICT OFFICIAL