

ADMISSION POLICY

ADMISSION OF LEARNERS.

- ✓ Subject to the South African School's Act of 1996. The admission policy of this school is determined by the SGB, hence the process of registration as determined by the provincial Head of Department will be so as to ensure that the admission of learners takes place in a timely and efficient manner.
- ✓ The school Government Body shall encourage parents to apply for the admission of their children before the end of the preceding school year.

APPLICATION FORMS FOR ADMISSION

- ❖ Commencement Date: 1st March each year.
- ❖ Closing Date: 30th November each year.

AREA OFFICE ADMISSION

- ◆ To be conducted simultaneously between the period 19-20 September each year.

ADMISSION AGE

- ◇ GRADE R : Four years turning five on 30 June of that year.
- ◇ GRADE 01 : Five years turning six on 30 June of that year.

TERMS AN CONDITION

- ◆ First preference be given to learners residing within a particular temporary feeder-zone, taken on first come, first served basis.
- ◆ Second in take will comprise all other learners outside feeder zone, also first come, first served basis.
- ◆ No up-front fees will be charged by schools as a condition for admission.
- ◆ All forms of discriminatory practices are prohibited.
- ◆ Newly-admitted over –age learners should be subjected to a fast – tract programme. Etc.

A. DOCUMENTS REQUIRED

In order to register your child you must take the following documents with you:

- ◆ Birth certificate or acceptable proof of birth date (do not take a baptismal certificate as proof)
- ◆ Immunization card
- ◆ Transfer card and / or
- ◆ Last report card

If you are not a South African citizen, you must also take the following documents:

- ◆ Study/ work permit
- ◆ Temporary or permanent Residence Permit from the South African Department of Home Affairs
- ◆ Evidence that you have applied for permission to stay in South Africa.

If you do not have all the above documents, you may still register your child at the school and the principal of the school must advise you where to get the required documents. Should you succeed to obtain the necessary documents your child's registration will be confirmed.

WAITING REGISTER

If you want your child to go to a school away from where you live, you may register your child at the school of your choice BUT the school must put your child's name on a waiting list. The school must give you a letter to say that you are on the waiting list, and what your position on the waiting list is. The school must inform you by the end of October whether your child is accepted at the school or not. If you decide to decline the place offered at the school, you must inform the school as soon as possible. This will allow the school to give the place to another child.

RECOURSE IF NOT ADMITTED.

If the school refuses or is unable to accept your child, you must be given a letter to tell you why she/ he has not been accepted at the school, as well as the address of the MEC so that you can appeal if you want to.

While preparing your appeal, it is advisable to continue your search for admission at other school in the area.

The Department of Education has an obligation to accommodate all children of a school going age. Should your child not be accommodated at the schools in your area, contact the Department at (015) 290 9420/9375 so that we can arrange to place your child at a school as near as possible to your home.