



QURTUBA

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SCHOOL POLICY

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Admission Policy

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Purpose of the Admission Policy

The main purpose of the Policy is to ensure that learner admission to the school takes place according to Legislation and State Policy. The Policy will also ensure that:

- Learners are not prevented from entering the school for any reason that violates their constitutional rights;
- Parents, educators, learners and the community are fully aware of the procedures of admission to the school;
- Administrative procedures for admission are clearly defined;

- A school makes the right decisions when it is processing admission of learners.

Further, this Policy:

- Recognises our diversity, and therefore, promotes respect for all who choose to apply for admission to the school;
- Protects/enhances the dignity and status of all the learners.

1. Application and Scope of the Policy

This Policy applies to the entire school management, educator and non-educator staff and the learners.

The School Board will decide the Admission Policy of the school in terms of Section 5(5) of the SASA and in accordance with the guidelines stipulated in Section 5(1) of the Education Policy Act (Act 12 of 1998). The School Board will make a copy of the Admission Policy available to the Head of Department for formal approval.

Learners will be admitted and will not be discriminated against on the basis of race, ethnic or social origin, colour, gender, sex, HIV/AIDS status, disability, religion, conscience, belief, culture or language.

A test may be administered before a learner has been admitted to the school, to determine the placement of that learner in the appropriate programme or in a specific course and where it would be in the educational interest of the child.

Only the Principal may approve the application and the contents of these tests. The Principal must obtain the prior written approval authorising such test to be conducted. The Principal will determine procedures and guidelines which control the circumstances under which admission and placement tests may occur.

No learner may be refused admission to a school or discriminated against in any way on the grounds that his or her parent:

- Is unable to pay or has not paid school fees, registration fee or deposit determined by The Board;
- Does not subscribe to support the mission statement of the school and code of conduct of the school; or
- Has refused to enter into a contract in terms of which the parent waives (give up) any claim for damages arising from education of the learner.

2. Registration and Admission of Learners

Application forms will not be issued, received or processed before 30th July.

- 2.1 The school will assist parents to complete the form, if such assistance is required.

- 2.2 A parent of a learner currently enrolled at the school shall confirm in writing before the end of September of the current year, if she/he intends for the learner to remain at the school. The school will ensure that all current learners are reregistered by the end of October. No learner will be coerced (forced) to deregister on the basis of age and/or performance.
- 2.3 The school will receive all completed admission application forms from parents and ensure that all relevant documents are completed and attached. The school will give, in writing, a waiting list number. The school must retain a copy, signed by the applicant acknowledging receipt of such letter.
- 2.4 The school will respond in writing to all successful and unsuccessful parents/applicants. 2.5 The school will keep both a written and computerised register of all admission applications.
- 2.6 The school will maintain written and computerised copies of waiting lists “A” and “B”.
- 2.7 The administrative staff at school will promote and adhere to the Batho Pele Principles.

3. Duties and Responsibilities of School Board and Principal on Admissions:

The Principal will notify a parent of the following:

- 3.1 The amount of the annual school fee, which is an all-inclusive fee, including registration/administration fee, and/or other fee namely purchase of: textbooks and stationery, uniform, payment of educational excursions, educational tours and sports tours organised by the school, to be paid and procedures for applying for exemption (SASA Section 39(5)).
- 3.2 The ‘Resolution to Charge School Fees’ (Section 39) adopted at the AGM as contemplated in the Section 38 of the South African School Act, 84 of 1996, as amended.
- 3.3 The parent is liable for the payment of school fees unless he/she has been exempted from the payment thereof.
- 3.4 The checklist form must be completed by the parent, indicating that the parent has been informed about the provisions of paragraph (4.1) and (4.2).

4. Documents Required for Admission of a Learner

- **Application Form for Admission:** The parent must complete the school's application form for admission. This is available from the Principal together with the Admission Policy and the Code of Conduct for learners of the school. Parents will be given whatever assistance they may require to complete the form.
- **Birth certificate:** The parent must present an official, unabridged birth certificate of the learner or a certified copy thereof to the principal. Please note that it is an offence to make a false statement about the age of your child.
- **Immunisation Card:** A parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

4.1. The Following Documents are required:

- Copy of Official unabridged birth certificate.
- Copy of Official Immunisation card.
- Latest Original Progress Report.
- Certified copy of parent/guardian's identity document.
- Death certificate of parent (if applicable).
- Proof of residential address, in parent's name, such as statement of rates, water and lights, etc.
- Original Transfer Card.

4.2 Foreign Nationals must submit the Following Additional Documents:

1. Study permit in respect of learner.
2. Temporary or permanent residence permit from the South African Department of Home Affairs or evidence of application for such documentation.

5. Admission of Learners with Special Education Needs

- The rights and wishes of learners with special education needs are taken into account in the Policy. This Policy will adhere to the National Policy on inclusion but shall be guided by availability of resources and expertise.

6. Admission of Non-Citizens

- The South African School Act, 1996 applies equally to learners who are not citizens of the Republic of South Africa. The parent must produce a permit for temporary residence issued by the Department of Home Affairs.
- A learner who entered the country on a study permit must present the study permit on admission to the school.
- Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991)

7. Appeals

- A parent, of a learner, who is dissatisfied with the decision of the school principal, and the HoD, not to admit the learner to the school, will be given reasons, in writing, and a copy of the District Appeal Form. S/he can lodge an objection to the Appeals Process outlined

in GDE Admission Circular. **8. Roles and Responsibilities of the SGB**

8.1 The Governing Board

- The GB is authorized to develop the Admission Policy of the School in accordance with legislative processes. The GB approves and adopts the policy and ensures the implementation of the policy in school. The GB also sees to it that it meets all its obligations regarding admissions as outlined in the SASA and provincial legislation.

8.2 The Principal

- The Principal of the school represents the Head of Department. The Principal ensures that the administration is carried out and that timeframes are adhered to.
- The Principal remains accountable for the administration of admissions and will not delegate this authority to a member of staff. School secretarial staff will not make a decision on whether to admit learners or not.
- The Principal will also process the registration of learners who were delayed for one reason or another.

8.3 Parents and Learners

- Parents and learners will abide by the policy and do their best to uphold it so that the admissions process continues without difficulty and delay. Parents and learners will celebrate diversity, promote tolerance and, thereby honour our school and the country's Constitution. In this way, they will not bring the school into disrepute and create unnecessary negative publicity. **9. No learner is Refused Admission to a School on the Grounds that:**
- His/her parent/guardian is required or expected to pay an "Admission/Registration Fee" before admission to the school has been confirmed, because this is unlawful in terms of the South African Schools' Act as amended.
- School fees were not paid by his/her parents(s).
- The learner was involved in a previous case of misconducts.

10. Conclusion

- The School will at times endeavor to ensure the admissions is carried out according to Policy.
- The School will at all times endeavor to ensure that the application for admission of every individual is treated with respect, confidential and in a professional manner.

This policy was drafted by the School Principal on _____ [date].

Signed: _____
(Principal)

Date: _____

Date of next review: _____