

LAERSKOOL AKASIA



POLICY ADMISSION

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1. LEGISLATIVE FRAMEWORK

- A. In accordance with Article 5(4) in the South African Schools Act (Act 84 of 1996) the Governing Body of Laerskool Akasia approved the following policy with regard to the admission of learners:
- B. Admission of learners to Public Schools (General Notice 4138 of 2001).
- C. Age requirements for admission to an Ordinary School (General Notice 1356 of 2001).
- D. Education Law Amendment Act, 2002 (The Amendment of Section 5 of Act No. 84 of 1996)
- E. Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001)
- F. Education White Paper 5 as promulgated in 2004
- G. Gauteng School Education Act, 1995 (Act No. 6 of 1995)

2. DEFINITIONS

In this document, unless the context indicates otherwise, a word or expression to which a meaning has been assigned will have the same meaning as in the South African Schools Act (Act 84 of 1996).

- 1.1 “Governing Body” – the Governing Body of the school as provided in Act 16 of the South African Schools Act (Act 84 of 1996).
- 1.2 “Constitution” – the Constitution of the Republic of South Africa (Act 108 of 1996).
- 1.3 “Principal” – the Principal of the school as implied in the South African Schools Act, as well as an educator at the school who, with the approval of the Principal and Governing Body, act on behalf of the principal.
- 1.4 “Regulations” – the regulations for admission, announced by a member of the Executive Council in the province.
- 1.5 “School” – Laerskool Akasia.
- 1.6 “Admission Policy” – the admission policy as approved by the Governing Body of Laerskool Akasia.
- 1.7 “Fast track programmes” – mean programmes referred to in Regulation 10.
- 1.8 “Normal grade age” – means grade number plus 6.
- 1.9 “Parents” – includes
 - i) Parent or guardian of learner.
 - ii) Person legally entitled to custody of a learner or child.
 - iii) A person who undertakes to fulfil the obligations of a person referred to in (i) or (ii) towards the education of the learner.
- 1.10 “Register of admissions” – means a list of names of learners who will be admitted to a school in accordance with these regulations.
- 1.11 “South African Schools Act” – means the South African Schools Act (Act 84 of 1996) and Act 6 of 1995 and as amended with these regulations.
- 1.12 “Policy” – means a guideline for the decision maker. However, it is not a plan but a broad guideline for decision taking. A rule is prescriptive, while policy offers limits in which the decision maker can act.

3. THE PURPOSE OF THE DOCUMENT

- A. To align the school's admission process with the latest legislation, in order to ensure compliance around admissions into public schools such as Laerskool Akasia
- B. To advise on the administrative procedures for admissions.

4.1 The role of the Head of Department (HOD)

The Head of Department is responsible for the administration of the admission of learners to a public school. The HOD must ensure that the issue of access, equity, redress and compulsory attendance of learners at school is realized through monitoring of the admission process. A head office team has been established in the Directorate; General Education and Training to facilitate this process.

4.2 The Role of the Head of the District

The H. O. D delegates the responsibility for the administration of admissions to the Head of the District in the following areas:

- 4.2.1 Co-ordination of the registration procedures at a school level, district level and between districts.
- 4.2.2 Co-ordinate the establishment of "fast track" facilities for learners admitted to schools at an age above the age norm
- 4.2.3 Co-ordinate the late registration of learners to ensure that all learners are placed in schools as soon as possible.
- 4.2.4 Monitor the non-attendance at school of learners of compulsory school age.
- 4.2.5 Monitor the register for registration. This includes the waiting list register at schools.
- 4.2.6 Ratify and certify the school admissions policy submitted by the School Governing Body.
- 4.2. Make decisions as to whether a learner should take a suitable test to assist a placement decision as determined in the Regulations.

4.3 The Role of the Principal

- 4.3.1 Administration of admissions includes the issuing of transfer cards to learners moving to a new school, forwarding learner information to the new school in the form of documentation, keeping a register of admissions to the school in the required form, maintaining the waiting lists, liaising with the district admissions team and forward admission data to the district manager when required.

4.3.2. The HOD hereby delegates the responsibility for the administration of the admission of learners to a school to the Principal. The Principal is hereby entrusted to ensure that procedurally, and in line with this circular and related legislation, the administration of admissions is carried out.

NOTE: It is not the function/role of the principal to determine whether a learner is to be admitted to a school or not, other than if the school is deemed full. A school can only be declared full by the Head of the District.

4.4 The Role of the School Governing Body

4.4.1 The governing body of the school must determine the admission policy of a school in terms of section 5(5) of the South African Schools Act, the Admission of Learners to Public Schools (General Notice 4138 of 2001) and in accordance with the guidelines stipulated in section 5(1) of the Education Policy Act, 1998 (Act 12 of 1998).

4.4.2 Submit the school Admission Policy to the Head of the District by the end of April each year for ratification and certification.

4.4.3 Encourage parents to apply for admission of their children before the end of the preceding school year and specifically between August and the end of September.

4.4.4 Inform all parents of learners admitted to a school of their rights and obligations in terms of the South African Schools Act, 1996, and any applicable provincial law.

4.4.5. The governing body of a school must make a copy of the admission policy of the school for certification by the Head of the District who has a delegated authority by the Head of Department.

4.5 The Role of the School Management Team

The SMT sees to the actual implementation of the policy. The SMT will ensure that this policy is implemented in accordance with the SASA, provincial legislation and the SGB.

The SMT reports to the SGB regarding implementation and on any challenges and contingencies relating thereto.

4.6 The Role of the Parents and Learners.

Parents and learners will abide by the policy and do their best to uphold it so that the admission 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.

5. FUNDAMENTAL PRINCIPLES

The admission policy will be implemented in accordance with the South African Schools Act. The policy has the following aims:

- A. To ensure that there is no unfair discrimination with regards to race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture or language, in the admission of learners.
- B. To ensure that no learner is unlawfully refused admission.
- C. To ensure that the administrative procedures for admission are clearly defined.
- D. To ensure that all processes are transparent to all stakeholders involved but also to protect the learner regarding confidential matters such as pregnancy, HIV/AIDS or any other illness.

6. RIGHTS OF LEARNERS TO ADMISSION

- A. No learner may be denied admission on the basis of his or her race, colour, creed, religious background or any other form of discrimination.
- B. A Learner may not be suspended or expelled from any school activity or denied his/her results or certificate or otherwise victimised on the grounds that the parent:
 - i. is unable to pay the required school fund.
 - ii. does not subscribe to the mission statement and/or code of conduct of the school.
 - iii. has refused to enter into contract in terms of which the parent waives any claims for damages arising out of the education of the learner.
- C. In a case where the parents can not pay the required school funds, they are expected to either make written applications or meet the principal in person.
- D. No intelligence or any other tests will be administered to determine the admission of learners. Such tests may only be administered at the discretion of the Head of Department of Education.

7. COMPULSORY ATTENDANCE

- (1) According to South African School's Act 84 Of 1996, Section 3 and any applicable provincial law, every parent must cause every learner for whom he or she is responsible to attend a school from the first school day of the year in which such learner reaches the age of seven years until the last school day of the year in which such learner reaches the age of fifteen years or the ninth grade, whichever occurs first.
- (2) The Minister must, by notice in the *Government Gazette*, determine the ages of compulsory attendance at school, for learners with special education needs.
- (3) Every Member of the Executive Council must ensure that there are enough school places so that every child who lives in his or her province can attend school as required in subsections (1) and (2).
- (4) If a Member of the Executive Council cannot comply with subsection (3) because of a lack of capacity existing at the date of commencement of this Act, he or she must take steps to remedy any such lack of capacity as soon as possible and must make an annual report to the Minister on the progress achieved in doing so.
- (5) If a learner who is subject to compulsory attendance in terms of subsection (1) is not enrolled at, or fails to attend a school, the Head of Department may –
 - (a) investigate the circumstances of the learner's absence from school;
 - (b) take appropriate measures to remedy the situation; and
 - (c) failing such a remedy, issue a written notice to the parent of the learner requiring compliance with subsection (1).
- (6) Subject to this Act and any other applicable law –

- (a) any parent who, without just cause and after a written notice from the Head of Department, fails to comply with subsection (1), is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding six months; or
- (b) any other person who, without just cause, prevents a learner who is subject to compulsory attendance from attending a school, is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding six months.

8. EXEMPTION FROM COMPULSORY ATTENDANCE

According to South African School's Act 84 of 1996, section 4;

- (1) A Head of Department may exempt a learner entirely, partially or conditionally from compulsory school attendance, if it is in the best interest of the learner.
- (2) Every Head of Department must maintain a register of all learners exempted from compulsory school attendance.

9. ADMISSIONS TO LAERSKOOL AKASIA

9.1 The admission policy will be implemented in accordance with the South African Schools Act.

9.2 The policy will not discriminate unfairly against any learner and in particular on the grounds of race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV/AIDS status or any other illness.

9.3 No test related to the admission of a learner will be administered.

9.4 No learner will be refused admission on the grounds where his / her parent:

- i. is unable to pay school fees
- ii. does not subscribe to the mission statement of the school and code of conduct of the school
- 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.

9.5 The only legal reason why learners will not be admitted to the school will be when the school is full.

9.6 The principal will ensure that admissions take place according to the South African Schools Act and he is directly responsible to the Gauteng Department of Education.

9.7 Registration and Admission of learners

- b) All learners on the waiting list not placed, to be forwarded to District Admission Team.
- c) Any parent who wishes to make application for admission of an under-age learner to grade one, to make an application to the Principal. Such an application must be accompanied by a school readiness report from a psychologist.

9.8 Preference order of admission

- a) Learners whose parents live in the feeder zones, in their own domicile of their employers.
- b) Learners whose parents work address is within the feeder zone of the school.
- c) Other learners: first come first served.

9.9 Refusal of Admission

If the Principal refuses to admit a learner he must provide reasons in writing for his decision to the HOD and the parent – the HOD will either confirm or set aside the decision of the principal.

9.10 Appeals

- a) If a parent is dissatisfied with the decision, he/she may appeal in writing (Appeal Form: GDE Admission .04- Annexure B) to the MEC within 15 days after refusal.
- b) The applicant must furnish the MEC with all relevant information pertaining to the appeal.
- c) The MEC must consider the appeal and must confirm or set aside the relevant decision within 15 days.

10. RESPONSIBILITY FOR ADMINISTRATION OF ADMISSIONS

- a) The principal of the school will keep a register of admissions to the school.
- b) Entries into the register must be verified against a birth certificate or identity document.
- c) Officials of the Gauteng Department of Education will have access to the register.

11. WHO MUST REGISTER?

- 11.1 Application for admission must be done by the parent or guardian on behalf of the following learners:
 - a) Any learner who wants to attend Laerskool Akasia for the first time at the beginning of any given year, must register between July and the end of September of the preceding year in which the learner seeks admission.
 - b) Any learner who wants to enrol at the school from another school during a specific year.
 - c) A learner aged five who will be turning six on or before the end of June in the grade one year, must be admitted.
- 11.2 Special considerations
 - a) Late admissions will only be allowed in special circumstances but not later than the 10th school day of the given school year.
- 11.3 Procedure to be followed for admissions
 - All applications for admission will be handled by an appointed officer.
 - Form 2 must be completed in full accompanied by the following documentation:
 - i. Certified copy of the official birth certificate of the child;
 - ii. A certified copy of or proof that the child has been immunized against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B as required by the Department of Health;
 - iii. The transfer card of the child if currently enrolled at another school;
 - iv. Most recent school report of the child if currently enrolled at another school;
 - v. I.D. / passport size photograph of the child;
 - vi. Proof of residence and work of parents / guardian.
 - When the admission form is returned, a waiting list number will be allocated and be given to the parent / guardian in writing on the covering letter or Form Two.

- By the end of October all applicants will be informed in writing if successful or not. Reasons will be given and names of alternate schools will be suggested where possible.
- All documentation must be submitted within three (3) months.

11.4 Continued Attendance

- The Governing Body will encourage all parents to confirm continued attendance before the end of September of any given year.
- Every learner who is enrolled at the school at present must complete Form One to confirm continued attendance for the following year before the end of October.
- If a learner is not returning in the following year, the parents must request a transfer card in writing.

12. INFORMATION OF LEARNERS BETWEEN SCHOOLS (profiles and transfer cards)

Profiles will be requested from the school where learner attended previous to Laerskool Akasia where applicable. This will be done by an appointed officer on an official letterhead. Profiles will be handled with confidentiality as it may contain information regarded as sensitive. Learner's who leave Laerskool Akasia, will be issued with a transfer card. Profiles will be sent to the next school on request.

13. REMOVAL OF LEARNERS FROM THE ADMISSIONS REGISTER

The name of the learner must be removed from the School's admission register when the learner:

- a. Leaves the school after completing the highest grade at the school.
- b. Has completed compulsory school attendance period or exempted from compulsory attendance, and leaves the school.
- c. Applies for a transfer to another school and the transfer is effected.
- d. Is expelled in terms of the procedures outlined in SASA.
- e. Dies.

14. REPETITION OF LEARNERS

- a. A learner who has repeated one or more times at the school will be exempted from the age norm.
- b. But if such a learner is three years older than the norm grade, the HoD will determine whether that learner will be admitted to that grade.
- c. Learners will only repeat one year per phase, unless otherwise advised by the HoD.

15. DOCUMENTS REQUIRED FOR ADMISSION

1. Certified copy of the official birth certificate of the child;
2. A certified copy of or proof that the child has been immunized against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B as required by the Department of Health;
3. The transfer card of the child if currently enrolled at another school;
4. Most recent school report of the child if currently enrolled at another school;

5. I.D. / passport size photograph of the child;
6. Proof of residence and work of parents / guardian.

Admission of Foreigners

Foreigners who apply for admission must:

1. furnish evidence of their application for legal residence in the Republic of South Africa, at the Department of Home Affairs.
2. must submit a legal study permit.

16. LEARNER'S AGE OF ADMISSIONS IN TERMS OF SASA

GRADE R:

The admission age of a learner to a public school to grade R, is age four turning five by 30 June in the year of admission;

GRADE 1

Act 50 of 2002, set the age of admission to grade 1 as the year in which the child turns 7. However a constitutional Court Challenge to the Bill in 2003 resulted in the school-going age of Grade 1 being changed to age 5 **IF** children turn six on or before 30 June in their grade 1 year. This was implemented with effect from the 2004 school year.

A learner will not be admitted to Laerskool Akasia unless

he/she reaches the age of six before 30 June in the year of admission.

Should the school have reason to believe that a learner is younger than school-going age, but no documentary proof to the contrary can be submitted, the school principal, in consultation with the District Office, may refuse the learner admission to Laerskool Akasia, while ensuring that the family is informed about the official channels through which proper documents may be obtained. No learners who are five years old will be admitted to Laerskool Akasia. Under no circumstances, except those described above, will the admission of learners under school-going age be permitted.

GRADE 2-7

A. In the case of a learner being admitted to grade two to seven the following documents will be required.

- i. The Learners' last report card.
- ii. Application form duly signed by the parent

B. Learners who have taken transfers from other institutions will be required to avail the following documents:

- i. Report Form of previous Grade
- ii. Transfer card from previous school
- iii. Application form filled and signed by parent.
- iv. If neither of the above is available, a written affidavit of the parent stating why the learner does not have the transfer letter and, the grade the learner attended at the previous school.

C. The age norm for admission to grade 2-7 shall be consistent with Provincial norms.

16.1 LEARNERS WHO ARE TOO OLD

In the event of a learner who applies for admission to Laerskool Akasia being three years (or more) older than the average age for the

particular grade group, the Principal, Governing Body and District Director will decide whether the learner may be allowed into that grade group, while taking into account that there are sound educational considerations why a learner's age should fall within the limits of a particular grade.

Learners of school-going age who have not attended school for a period, or who haven't attended a school at all, or who is above the age required for a particular grade, as referred to in the previous paragraph, should be brought to the attention of the District Director. It is the school's responsibility to inform the District Office so that learners will not be refused from one school to another.

16.2 LEARNERS WHO ARE ABOVE SCHOOL-GOING AGE AND WHO HAVE NEVER ATTENDED A SCHOOL

A learner sixteen years and older who has never attended school or did not make the required progress will be advised to enrol at an ABET centre.

17. LEARNERS WITH SPECIAL EDUCATION NEEDS

Learners with special educational needs (LSEN) will be admitted to the LSEN classes only after an educational help centre has recommended that they attend such a class and only after thorough and legitimate evaluation.

As Laerskool Akasia does not have this facility available, the school will refer the learner to schools with the necessary facilities.

18. TIME FOR REGISTRATION

Registration process begins in July and ends at the end of September.

19. COMPLIANCE OF FEEDER ZONE:

- Waiting list A and B

19.1 School Zoning

- a) The temporary feeder zone for the current year, is the nearest school to the parents home address or place of work (**Waiting list A**).
- b) A learner who lives outside the feeder area/zone may apply but access cannot be guaranteed (**Waiting list B**).

19.2 Supply areas

Learners who reside in the natural supply area of Laerskool Akasia, must receive preference. This means that the school which is geographically (by the shortest route) the nearest to the learner's place of residence must give preference to the learner regarding admission.

Residing in a natural supply area merely means that preference will be given when an application is filed. This does not mean that learners who reside outside a natural supply area may not apply for admission to Laerskool Akasia. It must be noted, however, that although the Constitution guarantees access to a school, it does not guarantee access to a particular school. It may be required from District Directors, with the cooperation of District Coordinators, to identify supply "zones" to facilitate the implementation of admission programmes in their districts, and to communicate this to the affected schools and parent communities.

Learners who do not live in the feeder area/zone of the school will be placed on a numbered waiting list and will be notified in writing by the end of October in the same year the application was submitted. Admission will be refused only when the school is full.

If the school is full and the learner involved qualifies for admission, the name of the learner will be placed on a waiting list for the year in which the application had been received or until space becomes available that specific year. Where possible, names of alternate schools will be suggested. Parents' business addresses, which fall within the natural supply areas of Laerskool Akasia and which are regarded as the permanent residential address, will be considered only if the school can accommodate the learner.

➤ **School capacity**

The current school capacity for Laerskool Akasia, is 1400 learners.

20. SCHOOLS WITH TOO MANY APPLICATIONS

In the event of a learner residing in the natural supply area of Laerskool Akasia and that school's capacity is already being exceeded, such learner should be admitted to the next school closest to him/her, namely schools in the Pretoria North area, only if all accommodation is not fully utilised and the learner is willing to be admitted to school B. If school B is already being fully utilised despite the implementation of all the above measures, the learner may be refused admission to school B, in which case an alternative school must be found for the learner, or school A must admit the learner.

21. WHEN IS LAERSKOOL AKASIA FULL?

Maximum utilisation of classroom accommodation is a key objective of the admission policy. The following aspects should be taken into consideration:

- 21.1 A genuine effort must be made to accommodate all learners in the natural supply area of Laerskool Akasia. The physical capacity of the classrooms must be taken into account in this regard. The number of learners per class should not exceed 40.
- 21.2 The capacity of the school will be calculated as follows:
Capacity: number of the school being unable to accommodate some learners despite all efforts to do so, the Principal must send the necessary application forms to the District Office. Accommodation for such learners will be coordinated within each district.
- 21.3 If the school is filled up to its full capacity, the Principal must apply to the Head of Department in order to have the school declared full.

22. SCHOOL FEES

SCHOOL FEES ARE COMPULSORY

It must be noted that the old Model C schools may impose school fees in terms of legislation. This is because at these schools the State pays only the facilitators' salaries, while the parents pay for all the other operational costs. Parents, who therefore enrol their children at Laerskool Akasia, are legally liable for the fees imposed by the school. No learner may, however, be refused admission to Laerskool Akasia or be discriminated against in any way if the family is unable to pay the school fees laid down by the Governing Body and parents.

23. RECRUITMENT

The school will take the following action in order to recruit learners from the community:

- a. Advertisements in news papers
- b. Invitations to local pre-primary schools
- c. Handing out of flyers

24. CONCLUSION

The principal may enrol a learner if he/she is convinced that all the requirements have been met and that space, facilities and resources are available to accommodate the learner at the school.

However, if the Principal is of the opinion that the school cannot accommodate a learner in any specific grade in the school, based on facts at his disposal he may turn down an application, conforming to the regulations laid down by the Department of Education.

Learners from outside the feeder area/zone will only be permitted after all In Zone learners have been accommodated. No under-aged learners will be enrolled. A child will be admitted conditionally. It is important to repeat that the purpose of this policy is to facilitate the admission of learners at Laerskool Akasia. None of the proposed procedures may be used to obstruct admission.

NAME	DESIGNATION	DATE	SIGNATURE
N V ERASMUS	PRINCIPAL		
AC TSHIVHASE	CHAIR PERSON SGB		
T MMUTLANA	IDSO		
R MEKWA	DISTRICT TSHWANE WEST: DIRECTOR		