

Searidge Park Primary Admissions Policy

1. INTRODUCTION/PREAMBLE

1.1 Searidge Park Primary School, hereafter referred to as "the School", is a public school for boys and girls having juristic personality; the governance of said school is entrusted to the SGB (School's Governing Body).

1.2 The SGB is empowered to determine the admission policy of the School subject to the applicable statutory provisions.

1.3 The syllabus, as described by the Department, will be used.

1.4 The school is committed to providing quality teaching and education and strives for excellence in the fields of academics, culture, and sport.

1.5 The best interest of each learner is paramount, and this aspect will be taken into account whenever admission is considered.

1.6 It is the aim of the School to create a school environment where the race, gender, culture, religion, sexual orientation, sexuality, marital status, ethnicity, social origin, colour, disability(ies), HIV status, conscience, language, immigration status, nationality and economic status or any other arbitrary position of the learner will in no manner be an impediment to a learner's access to the School.

1.7 Therefore, the SGB has constituted the following policy as the admission policy of the School ("the admission policy") in the belief that its provisions are consistent with the legislative framework below.

2. GENERAL PROVISIONS

2.1 The SGB acknowledges that:

2.1.1 it stands in a position of trust towards the School .

1 Section 15 of SASA; Section 15 of WCPSEA

2 Section 16 of SASA; Section 13 of WCPSEA

3 Section 5 of SASA; paragraph 7 of the National policy; Section 41 of WCPSEA; Pages 3 and 4 of the WCED policy.

4 Section 6 of SASA; Section 13 of WCPSEA

2.1.2 it has been entrusted with a public resource that must be managed in the interest of learners, parents and the broader community in which the School is located; and

2.1.3 the admission policy must adhere to and be consistent with the relevant legal provisions and enactments to the extent that they are valid and binding upon them and take precedence over the right of the SGB to determine the admission policy to the School.

2.2 The SGB strives to:

2.2.1 ensure the lawful administration of learner admission and registration in the School;

2.2.2 ensure the School's development by providing quality education and promoting the best interest of the learners attending the School; and

2.2.3 to promote the best interest of each and every learner in the School, with reference to Section 28(2) of the Constitution.

2.3 A learner will be admitted to the total program and will not be suspended from classes, denied access to cultural, sporting or social activities of the school, denied a school report or transfer certificates or otherwise victimised on the grounds that his/her parent (s) is unable:

2.3.1 To pay or has not paid the required school fees; (Searidge Park Primary is a No-Fee School)

2.3.2 Does not subscribe to the mission statement;

2.3.3 Does not subscribe to the code of conduct of the school;

2.3.4 Refuses to enter into a contract into which the parent(s) waive(s) any claim or damages arising out of the education of the learner;

2.4 Admission means to be admitted to the school from outside

2.5 Placement means the learner is already admitted to the school and is now placed in a class.

3. LEGISLATIVE FRAMEWORK

3.1 The admission of learners to the School is subject to the following statutory provisions:

3.1.1 The Constitution of the Republic of South Africa, No. 108 Of 1996 ("the Constitution") and any amendments there to;

3.1.2 The South African Schools Act, No. 84 of 1996 ("the SASA") and any amendments thereto;

Any reference to parents includes the singular as well as the legal guardian or guardians of a learner.

Section 7 of the National Policy

Section 20 of SASA

3.1.3 The National Education Policy Act, No. 27 of 1996 and any amendments thereto;

3.1.4 The Admissions Policy for Ordinary Public Schools, Government Gazette Volume 400 Notice number 19377 of 19 October 1998, Notice No. 2432 of 1998 ("the National Policy");

3.1.5 The Western Cape Provincial School Education Act, No. 12 of 1997 as amended ("the WCPSEA");

3.1.6 The WCED Policy for the Management of Admission and Registration of Learners of Ordinary Public schools ("the Western Cape Policy");

3.1.7 Circulars 53/2021, 59/2021 and 63/2021;

3.1.8 The Promotion of Administrative Justice Act, No. 3 of 2000;

3.1.9 The Refugees Act, No. 130 of 1998 and any adjustments thereto;

3.1.10 The Immigration Act, No. 13 of 2002 and any adjustments thereto;

3.1.11 Any other Legislative and Policy Act which regulates and governs the education, learning, teaching and religious instruction within South African Public Schools with accompanying amendments;

3.1.12 Any legal framework with reference to admission, teaching and learning in South Africa.

4. LEGAL RESPONSIBILITY FOR THE PROCESS REQUIRED TO CO-ORDINATE AND ADMIT LEARNERS TO ORDINARY PUBLIC SCHOOLS

4.1 The Constitution stipulates that a child's best interest is of paramount importance in every matter concerning the child. The School and SGB require strict observance by the Head of Department ("the HOD")/the HOD delegate(s)/the Principal so for the aforesaid provision, as a prerequisite to any decision to be taken regarding the admission of a learner to the School.

4.2 The SGB determines the admission policy of the School.

4.3 The HOD is responsible for the administration of the admission of learners to a public school. The HOD may delegate the responsibility to admit learners to a departmental official.

While the SGB determines the School's admission policy, the Head of Department retains final authority over the admission of learners, as per the Basic Education Laws Amendment Act (2024). The HOD may delegate certain administrative responsibilities, but retains the power to review and overturn

decisions if deemed necessary in the best interest of the learner or to ensure compliance with applicable laws.

4.4 The HOD must co-ordinate the provision of schools and the administration of admissions of learners to ordinary public schools with governing bodies to ensure that all eligible learners are suitably accommodated in terms of the SASA13.

8 Section 28(2) of the Constitution

Any reference to the Principal in the Admission policy is a reference to the Head of the school.

Section 5 of SASA; Par. 7 of the National policy; Section 41 of WCPSEA; Page 3 and 4 of the WCED policy.

Section 5 of SASA; Paragraph 6 of the National policy; Page 4 of the WCED policy.

Section 62 of SASA; Par. 6 of the National Policy; Page 4 of the WCED policy.

Par. 8 of the National Policy.

4.5 The HOD must determine a process of registration to public schools 14. The Western Cape Education Department (WCED) has developed the CEMIS (The Central Education Management Information System) registration system for the registration of learners in accordance with the provisions of the National Policy.

This system is aimed at enabling the admission of learners in a timely and efficient way, as well as the tracking of all learners who enter the school system 15.

4.6 According to the National Policy, the SGB requires and expects that the Deputy Head and/or a representative and/or the Principal co-ordinate all supportive structures in determining the placement of each suitable learner applying for appropriate admission.

4.7 The HOD/the delegate HOD/the Principal must consider the admission policy fairly and in accordance with the law at all times whilst engaged in the process of deciding upon application for admissions.

The SGB stipulates and requires the HOD/the HOD delegate/the Headmaster/-mistress to allow the SGB full access to any registration files (and copies of) kept as part of the admission process.

4.8 The member of the Executive Council for Education, known as the Provincial Minister of Education in the Western Cape ("the Minister") considers appeals from a parent or a learner who has been refused admission to a public school.

5. LEGAL PRINCIPLES

5.1 The admission policy of the School must be in accordance with the Constitution, the National Policy, the SASA, the WCPSEA and the WCED policy.

5.2 To reach aforementioned goal the following points have to be considered:

5.2.1 The School will not unfairly discriminate against a learner who applies for admission to the School. No learner will be refused admission on grounds of race, gender, sex, marital status, ethnicity or social origin, colour, sexual orientation, age, disability, HIV status, religion, conscience, belief, culture, language, birth, immigration status or nationality or any other arbitrary grounds.

5.2.2 The School will not administer any test relating to the admission of a learner to the School, or direct or authorise the Headmaster/-mistress or any other person to administer such a test.

5.2.3 The School acknowledges the fact that the WCED has not determined any feeder zones for public schools in the Western Cape.

5.2.4 The SGB determines the language policy and religious policy of the School, subject to the Constitution, the SASA and any other applicable law in this regard.

Par. 5 of the National policy.

Pages 4,8,9 as well as 16-19 of the WCED policy.

Section 5 of SASA; Par. 43 of the National Policy; Parts 4 and 13 of the WCED policy.

Par. 3 of the National Policy; Part 5 of WCED Policy.

Section 5 of SASA; Par. 9 of National Policy; Part 5 of National Policy.

Section 5 of SASA; Part 5 of WCED Policy. Paragraph 11 of National Policy.

Section 6 of SASA; Part 5 of WCED Policy. Article 44 of WCPSEA

5.2.5 The School will, subject to the provisions set out below, not refuse continued education at the School to learners who are in the school system, but who have become over-age owing to repeating grades. An over-age learner is one who is more than two years older than the age group norm (the Grade plus six years).

5.2.6 The provision mentioned above in 5.2.5 is subject to the following conditions:

5.2.6.1 When an over-age learner is transferred from one public school to the next, they may only be admitted with the permission of the circuit team manager.

5.2.6.2 A learner who has repeated one or more years at school is exempt from the age grade norm, except when a learner is three years older than the norm age per grade, in which case the HOD must determine whether the learner will be admitted to that grade.

5.2.6.3 Multiple repetitions in one grade are not permissible.

In cases where over-age learners are admitted, appropriate academic support and psycho-social interventions will be considered to assist learner integration.

5.2.7 Where insufficient vacancies exist in the school, learners of the compulsory school-going age shall have preference of admission over deregistered learners who are no longer of the compulsory school-going age and/or are over-age or underage learners.

5.2.8 Parental responsibility: Every parent must ensure that a child, for whom the parent is responsible (this includes adoptive and foster parents), attends school from the first school day of the year in which the child turns SEVEN, until the last school day in which the learner reaches the age of 15 years.

6. ADMISSION PRINCIPLES

Admission to Grade R shall be open to children who are 4 years old and will turn 5 on or before June 30 of the admission year, and to Grade 1 for children who are 5 years old and will turn 6 by June 30, in accordance with Section 3 of SASA, as amended by the Bella Bill.

6.1 The school maintains a parallel medium language policy (mother tongue instruction) for grades R-7.

6.2 The School's human and physical facilities are geared towards servicing the needs of learners whose home language or chosen language of tuition is the medium of instruction at the School.

The School's language policy may not be used to exclude learners unfairly. Where it is found that the language policy prevents access to education, the HOD may intervene, as provided for in the Bella Bill (2024).

6.3 The school will, where it is reasonably practicable and where the school has the relevant educational support, admit learners with special educational needs. These applications must be accompanied by motivational letters and reports as proof that the learner will be able to handle the same pressure and unique demand of Searidge Park Primary School on an academic and emotional level.

6.4 Application for admission to Grade R to 7 is open to anyone from any area. The School and the SGB support the attitude of the WCED that no feeder-zones exist when applying to attend this School. The so-called "closest school policy" similarly does not exist. However, the School and the SGB are aware of parental

and learner expectations that learners will automatically be admitted to the School if their permanent residence or employment is in close proximity to the School. The School and the SGB acknowledge permanent residence or the fact that employment within reasonable proximity will be taken into account when admission is.

Part 1 of WCED Policy; WCED Circular minute 240/2003

Part 5 of WCED Policy; WCED Circular Minute 240/2003

Par. 30 of the National Policy

Par. 31 of the National Policy

Section 3 of SASA; Part 5 of WCED Policy

Section 12(4) of SASA; Part 5 of WCED Policy

considered. The fact that the school is the closest school in the vicinity of the parent's employment does not guarantee a learner's admission to the School.

Proximity to the school, either residential or workplace-related, may be considered as one of several criteria for admission, but shall not confer automatic preference or guarantee placement.

6.5 Where it is necessary to consider learners because the numbers of applicants exceed the number of available places in the school, grade or class applied for, admission will be considered in accordance with the principles below.

6.6 Applicants must note that the absence or presence of one or more of these principles or stipulations does not mean that a learner will necessarily be refused or that admission to the School is guaranteed.

6.7 The consideration of a learner will be based on the following principles, which are not listed in any specific order:

6.7.1 The timely submission of a duly completed WCED application form;

6.7.2 The successful completion of or promotion from the grade immediately preceding the grade to which admission is sought;

6.7.3 The learner's proficiency in English and Afrikaans, which are the languages of instruction, learning, teaching and communication at the School as explained fully in the School's language policy;

6.7.4 The learner's choice and preference to attend the School and become part of the scholastic atmosphere;

6.7.5 The willingness of the learner to participate in the unique school experience offered by the School; the preparedness to add value to his/her own experience and the experience of other learners;

6.7.6 Participation and achievements in cultural and other extramural and community activities;

6.7.7 Disciplinary and behavioural record, diligence and social skills;

6.7.8 The available number of places in the School, determined by the capacity of the School and the School's commitment to providing quality education to all who attend;

6.8 The precise application of the admissions principles and the consideration of each application shall remain within the discretion of the SGB.

6.9 The admission policy as contained in this document is the all-encompassing policy with relation to the admission of learners to the School and no exception or deviation from set policy will be accepted unless it is put in writing and examined by the SGB during a proper scheduled meeting with this matter on the agenda.

6.10 The SGB reserves the right to review and amend the admissions policy on an annual basis.

7. THE CAPACITY OF THE SCHOOL

7.1 With regard to the School's vision, the School's budget and compliance with the prescribed norms and standards, the SGB has determined that the capacity of the School shall be limited to 1170 learners.

7.2 The total number of learners per class will be determined by the maximum capacity of the school. According to X-Factor Consulting, the maximum capacity of the school is 1170 learners. The SGB has determined the school's maximum capacity for learner admission considering the following factors:

7.2.1 That learners' best interest has preference

7.2.2 The number of educators available

7.2.3 The space available for administrative needs

7.2.4 The number of appropriate classrooms available

7.2.5 Space needed for sport, culture, and recreational activities

7.2.6 The available space in the current media and computer centres and the school hall

7.2.7 The sanitary facilities available

7.2.8 Parking facilities

7.2.9 Safety measures – considering emergency procedures during possible fires and overcrowding during an emergency evacuation

7.2.10 The maximum number of learners permitted per class as per the space available to ensure optimal teaching space

7.2.11 Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education

7.3 The final number of learners accepted into the School at any one time shall not exceed the capacity as mentioned in 7.1 above without the motivation of the Principal and ratifications by the chairperson of the SGB.

8. THE ENROLLMENT OF LEARNERS AT THE SCHOOL

8.1 It is compulsory for parents to apply for admission of a learner for Grade R and Grade 1 to the School via the WCED Online Admissions Process.

8.2 The WCED application must be strictly adhered to with reference to WCED criteria, instructions, and due dates for the online applications of that particular year.

8.3 Parents must familiarise themselves with the application procedure in order to prevent incomplete or unsuccessful applications. The School and the SGB cannot be held accountable for the negligence of parents regarding applications especially not stating that they have siblings at the school.

8.4 The enrolment of a learner at the School involves two phases. Phase 1 is the application for admission and Phase 2 is the registration for entries. Both of these phases are outlined below.

8.5 Phase 1: Application for admission. The first phase involves the following:

8.5.1 An applicant must apply electronically on the WCED's Admission Website. The applicant must complete and present the application form and the required documents.

8.5.2 WCED, in turn, has to notify the parent or learner in writing that the application for admission has been successful or unsuccessful. If successful, the parent or learner must either accept or reject the place at the School within the time framework provided by the WCED.

Parts 7, 8, 10 and 11 of WCED policy

8.5.3 If unsuccessful, the letter shall provide the reason for the learner's non-acceptance.

8.5.4 The school will exclusively communicate via e-mail in this regard.

8.5.5 If successful, the parent or learner must either accept or reject the place at the School in writing within the time framework provided by the WCED. If this confirmation does not reach the School by the specified date, the learner will forfeit his/her place at the School.

8.5.6 Parents must therefore apply to multiple schools to ensure the admission of the learner to a school in the following year.

8.6 Phase 2: Registration of applications. The second phase commences after acceptance of a learner with the compulsory registration of the learner on the Central Education Management Information System (CEMIS) as part of the School enrolment.

8.7 No religious discrimination will be taken into account upon applying for admission.

9. DOCUMENTATION REQUIRED FOR ADMISSION AFTER ENROLMENT AND ACCEPTANCE AT THE SCHOOL

9.1 Various documents are necessary for admission to and enrolment in the school. A list of required documents is provided below.

9.2 Admission documents:

9.2.1 The WCED's CEMIS learner registration document is used by the school.

9.2.2 The following documents must accompany the duly completed and signed form. Signed by the parent or in the case of a single parent by such parent. The information document must be submitted after acceptance. THE GOVERNING BODY RESERVES THE RIGHT TO REJECT APPLICATIONS IF PARENTS SUBMIT FALSE OR FRAUDULENT DOCUMENTS.

9.2.2.1 An official birth certificate or, in the absence of such a document, official proof that application has been made to the Department of Home Affairs to procure a birth certificate or identification document;

9.2.2.2 An academic report issued by the school last attended by the learner as indicated on the application form with the exception of Grade 1 applications;

Section 5 of SASA

Parts 7, 8, 12 & 13 of WCED Policy

Paragraphs 14-17 of the National Policy; Parts 8 and 11 of the WCED policy

9.2.2.3 A certified copy of a municipality account not older than three months, or lease agreement in the case of a residence rented by the parents, as proof of address;

9.2.2.4 A certified copy of each parent's identification document or passport;

9.2.2.5 If the parent does not reside in the vicinity of the school, but instead works in the area of the school, a certified letter from the employer of the parent is required – including all relevant documents – which indicates that the parent is employed by the stated company and that the offices of the company are in proximity of the school;

9.2.2.6 Written proof (certified copy of the learner's clinic card/Road to Health chart) of immunisation against the following contagious diseases, issued by Health Services or a doctor, must accompany the application: polio; measles and tuberculosis. If the learner has not been immunised, the parents need to apply to the Head of Education (HoD), who shall make a decision in this regard. Pending a decision from the HoD, the learner concerned may not, in the health interests of the other learners, be admitted to the school. The HOD will consider the application for exemption from furnishing proof of immunisation and will inform the parent(s) of the outcome.

In the event that the HOD grants the parents exemption from furnishing proof of immunisation when applying to various public schools for admission of their child, a copy of the letter of exemption should accompany such admission applications;

9.2.2.7 From time to time, additional documents can be added to the list as required by the school.

9.2.3 To align the admission process with the WCED CEMIS, an original school transfer letter is required from the school where the learner is enrolled, in cases where a learner wishes to transfer to the School from another WCED school.

9.2.4 Learners transferred to the school from an Independent School also require all afore-mentioned documents.

9.2.5 Learners transferred to the school from Home Schooling also require all afore-mentioned documents, except the transfer letter or certificate when applying for admission. Learners from Home Schooling will be subjected to a WCED scholastic test to determine the grade in which the learner need to be placed.

9.3 The WCED policy applies equally to learners who are not citizens of South Africa and whose parents are in possession of temporary or permanent permits for residents issued by the Department of Home Affairs.

9.4 In addition to the aforesaid compulsory documents, non-South African citizens must also note the circulars/principles from the WCED regarding their children's admission.

9.5 Registration documents:

9.5.1 All learners in the WCED school system must be registered with the WCED's CEMIS system.

Paragraphs 20-21 of the National Policy; Part 8 of the WCED policy

Part 8 of the WCED policy

9.5.2 A learner registration form is used to register learners who enter the WCED school system for the first time and must accompany the application when the learner registers at the School from another province or country.

9.5.3 The CEMIS transfer certificate is required when the learner leaves the School for another WCED school.

This certificate is used to remove the learner from one school and register the learner at the next school.

9.5.4 The CEMIS de-registration certificate is used to de-register learners who leave the school system permanently. It is also required when learners of compulsory school age previously left the WCED school system and wish to return and enrol at a WCED public school once more.

9.5.5 The WCED online CEMIS replaces any previous admission processes as required by National Policy.

Transfers out:

Acceptance letter from receiving school to be provided upon requesting a transfer out of the school

10. ANNUAL ADMISSION TIME FRAMES

10.1 Application for the admission of learners who apply for the first time at the school for the following year starts as indicated by the National Department of Education in the National School Calendar and closes on a date as prescribed by the WCED. It is the applicant's responsibility to make sure of the closing date for each year.

10.2 Parents who wish to enrol their children at the school for the first time are advised to apply for admission and register the learner at the School in the year preceding the school year in which the learner intends enrolling at the School.

10.3 All applications for admission must be made on the WCED online system for consideration of the Principal.

10.4 The learner's parents will be notified in writing whether the learner's application was successful or unsuccessful by no later than the date determined each year by the WCED.

10.5 Late applications will only be considered after the timeous applications have been handled. If there are still places available, the late application will be considered for such a place.

11. SCHOOL FEES

11.1 The School is a no fee-paying primary school.

11.2 The SGB accepts the responsibility of raising the funds required to manage and operate the School.

11.3 The SGB will take all reasonable measures within its means to supplement the resources supplied by the State to improve and ensure the quality of education for all learners at the School.

12 LEAVE TO APPEAL

Any learner or parent of the learner who has been refused admission by the school at the end of the application process may appeal in writing against the decision of the School to the Member of the Executive Council (MEC) also known in the

Western Cape as the Minister of the WCED

Par. 39 of the National Policy.

Section 39 of SASA; Section 49 of WCPSEA.

Section 40 of SASA; Section 49 of WCPSEA; Part 5 of WCED Policy.

THIS POLICY HAS BEEN ADOPTED:

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Date

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Mr G.S Conradie

Principal

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Place

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Mr A.Moses

SGB Chairperson

Policy review date:

This policy must be reviewed annually, incorporating the most recent amendments to the SASA, WCED circulars, and national legislative reforms, including the Bella Bill.