

# GAUTENG DEPARTMENT OF EDUCATION



**GAUTENG PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

## **SCHOOL ADMISSION POLICY EXEMPLAR FOR ADMISSION OF LEARNERS TO PUBLIC ORDINARY SCHOOLS**

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NAME OF SCHOOL	
NAME OF PRINCIPAL	
NAME OF SGB CHAIRPERSON	

1. **TITLE OF THE POLICY:** The Admission Policy
2. **EFFECTIVE DATE:** Date Approved by the Head of Department
3. **DATE OF NEXT REVIEW**

The Governing Body will review this policy every three years or sooner if there is a change in the relevant legislative framework; or for operational reasons whenever circumstances so require; or at the request of the Head of Department.

4. **REVISION HISTORY**

As amended on ..... (Specify dates)

5. **PREAMBLE**

5.1 The governing body of (Name of School) has determined this admissions policy in line with Section 5 (5) of the South African Schools Act, Act 84 of 1996 (SASA) and National and Provincial legislation and regulations as per the legislative framework in Section 8 below.

5.2 This admission policy articulates (Name of School's) commitment to ensuring that all learners have access to quality education without fear of discrimination on any grounds whatsoever. To this effect, any learner that applies for admission to any grade in this school will be subjected to a fair and equitable admissions process that is aligned to all relevant National and Provincial legislation.

6. **DEFINITIONS AND ACRONYMS**

6.1 Definitions

TERM	DEFINITION
Admission period	means the period between the commencement date and end date for admissions as determined by the Head of Department.
Application period	means the period from the first day of a parent applying on- line to the last day when the on-line application system available on the Department's website closes for parents.
Confidential report	means a report containing information about the financial status of a parent, whether the parent can afford school fees and employment details of a parent or information relating to the health, misconduct or behaviour of a learner that may be used to unfairly discriminate against a learner.
District Director	means the official of the department delegated by the Head of Department for the administration of admission of learners.

<b>TERM</b>	<b>DEFINITION</b>
Equitable	means to treat everyone the same way
Fair	means to treat people without favouritism or discrimination
Feeder zone	means the area from which a school accepts its core intake.
Focus school	means a public school that provides education with a specialized focus on particular talents including, but not limited to, sport, performing arts or creative arts.
Head of Department	means the Head of the Department of Education in Gauteng.
Learner	means any person registered to receive education at the school.
Parent	means— (a) the biological or adoptive parent or legal guardian of a learner; (b) person legally entitled to custody of a learner; or (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) or (b) towards the learners' education at the school
Principal	means an educator appointed or acting as the head of a school
School Governing Body	means the relevant body responsible for governance issues at the school
Sibling	means a learner who satisfies all of the following requirements— (a) he or she is enrolled at the school in the year for which the applicant learner seeks admission (b) he or she resides in the same household as the applicant learner; and (c) he or she has at least one parent who is also the parent of the applicant learner
This school	means (Name of school)
Register of Applications for Admission	means waiting list A and waiting list B of names of learners who have applied for admission to the school
Register of Admissions	means a register of all learners enrolled at the school

## 6.2 Acronyms

<b>ACRONYMS</b>	<b>EXPLANATION</b>
HoD	Head of Department
MEC	Member of the Executive Council
SASA	South African School's Act
SGB	School Governing Body
SMS	Short Message Service

## 7. APPLICATION AND SCOPE OF THE POLICY

7.1 This policy applies to learners, parents of learners, educators, support staff, the management of this school and applicant learners to the school.

## 8. LEGISLATIVE FRAMEWORK

- 8.1. The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended
- 8.2. National Education Policy Act, 1996 (Act No. 27 of 1996), as amended
- 8.3. South African Schools Act, 1996 (Act No. 84 of 1996), as amended
- 8.4. Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended

- 8.5. Refugees Act, 1998 (Act No. 130 of 1998), as amended
- 8.6. Immigration Act, 2002 (Act No. 13 of 2002), as amended
- 8.7. Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), as amended
- 8.8. Gauteng Education Policy Act (Act No. 12 of 1998), as amended
- 8.9. Regulations for the Exemption of Parents from Payment of School Fees, 2006 (General Notice R1052 in GG 29311 of 2006) (Exemption Regulations), as amended.
- 8.10. Regulations relating to Minimum Uniform Norms and Standards for Public School Infrastructure, 2013 (GN R920 in GG 37081 of 29 November 2013) (Infrastructure Norms)
- 8.11. Regulations on Admission of Learners to Public Schools, 2001 (General Notice 4138 in PG 129 of 13 July 2001) (Admission Regulations), as amended
- 8.12. National Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001)

## 9. PURPOSE AND OBJECTIVES OF THE POLICY

### 9.1. PURPOSE

The purpose of this admissions policy is to facilitate admission to this school in a fair and equitable manner. This means that this policy will be applicable in consideration of the nature of rights as enshrined in the Constitution of the Republic of South Africa (RSA).

### 9.2 OBJECTIVES

The objectives of this policy are to:

- a) provide for general principles under which no learner may be refused admission to this school;
- b) describing how admissions will be administered by this school;
- c) clearly identify the admission age for learners and compulsory school attendance in line with the SASA;
- d) provide for the admission of learners to this schools who live within and outside the approved feeder zone of the school;
- e) describe how this school will handle the registration of new learners and re-registration of learners already in this school, including repeat learners and late registrations;
- f) clearly identify documentation required for admissions;
- g) provide for the Register of Applications for Admission and the Register of Admissions;
- h) explain how the capacity of this school will be determined; and
- i) explain the role of this school's governing body in relation to Feeder Zones determined by the Department.

## 10. GENERAL PRINCIPLES REGARDING ADMISSION

This school shall administer admissions in compliance with the following principles:

- 10.1 A learner may not be refused admission to this school or any part of the total school programme on grounds that:
- (a) constitute unfair discrimination, including on the grounds of race, ethnic or social origin, colour, gender, sex, age, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV and AIDS status, or any other illness;
  - (b) his or her parent—
    - (i) is unable to pay or has not paid the school fees, registration fee or deposit determined by the governing body;
    - (ii) does not subscribe to the mission statement of this school and code of conduct of this school; or
    - (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;
  - (c) he or she is unable to provide the school with the documentation required in regulations 6(1) and 12; or
  - (d) the learner is not entering into boarding accommodation offered by the school (**Remove (d) if not boarding school**);
- 10.2 Neither the governing body of this school nor a person employed at this school may request the current and/or previous school of a learner or the learner's parent(s), to furnish this school with a confidential report in respect of that learner.
- 10.3 On receiving admission to this school, a learner may not be denied: access to class, cultural, social or sporting activities of this school, receipt of a school report or transfer certificate or otherwise victimised on the basis of 10.1 (a) – (c)/(d), as the learner must be admitted to the total school programme.
- 10.4 (Name of School) is a Fee-paying school. Parents who are unable to pay school fees may apply for exemption as per SASA 39 (4);
- OR
- (Name of School) is a No-Fee school
- NB! Delete What is not applicable to the school.**
- 10.5 The governing body of this school may not administer any test related to the admission of a learner to a school, or direct or authorise the principal of the school or any other person to administer such tests.
- 10.6 **This school is a Focus School:** Learners who apply to this school will be subjected to an admissions test. The Principal of this school may administer an admission test on the instruction or prior written approval of the Head of Department.  
**NB! Include for Focus Schools only**
- 10.7 **This school is a Girls/Boys School.** This school may refuse admission to a learner on the grounds of gender. This school admits Boys only / Girls only. **NB! Select and indicate applicable gender**

## 11. POLICY STATEMENTS

### 11.1 ADMINISTRATION OF ADMISSIONS

In terms of Regulation 2 read with Regulation 18 of the Gauteng Regulations, the Head of Department is responsible for the Administration of Admissions of a learner to a school and he or she may delegate any power or function conferred upon him or her, in writing, to any official of the Department. In the light of this, the Principal of this school would administer admissions for returning and/or in-grade (Grade 2-7 and Grade 9-12) learners, in collaboration with the School Admissions Committee.

In the administration of admissions, the Principal deals with the following:

- (a) informing all parents that the school is open for admissions, once the Head of Department publishes the admission and application period, and outlining the procedures to be followed for admissions;
- (b) assisting parents of Grade 1 and Grade 8 applicants to make online applications on the Department's Admissions Online Application System, including accepting and processing online verification of documents submitted by parents;
- (c) re-registering learners currently at the school;
- (d) issuing and receiving of application forms for parents of in-grade (Grade 2-7 and Grade 9 – 12) learners;
- (e) adjudication of the applications for admissions referred to in(d) above;
- (f) issuing of transfer cards;
- (g) issuing of notices confirming the status of the application;
- (h) informing unsuccessful applicants of their right to object;
- (i) after admission, informing successful applicants of processes relating to school fees, where applicable; and
- (j) maintaining both a register of applications for admission and a register of admissions.

### 11.2 THE ADMISSIONS PROCESS

#### 11.2.1 Admission Period

The admission process at this school commences on the first day and ends on the last day prescribed by the Department unless the school is declared full by the Head of Department or a person delegated by him or her to do so, before the end of the Admission Period.

#### 11.2.2 Informing Parents

- (a) After the Head of Department has pronounced the opening of the admission period, this school will communicate the commencement and end of the admission period

as well as the re-enrolment period for in-grade (Grade 2 – 7 and Grade 9-12) learners and the application period for entry grade learners, by using the following means of communication: parent meetings, letters to parents and the school website.

- (b) In addition to (a), this school will make use of SMS/email notifications, the local newspaper/newsletters or posters. **NB! School to select and/or indicate any other mode and means of communication**
- (c) Upon request, this school will distribute to parents any advocacy material made available by the Department.

### 11.2.3 Application for Admissions

#### (a) Grade 1 and / or Grade 8 Applications

- (i) For Grade 1 and/or Grade 8 learner applications for admission, this school will accept only applications made through the on-line application system available on the Department's website.
- (ii) This school will neither offer any hard copy application forms for admission to any parent applying for admission to Grade 1 or Grade 8, nor request parents to use the school's online admissions application system to apply for Grade 1 and Grade 8.

#### (b) Applications of in-grades (Grade 2 to 7) and (Grade 9 to 12)

Parents applying for admission of in-grades learners (Grade 2 to 7 and Grade 9 – 12) to this school for the first time will be:

- (i) issued with an application form which must be duly completed and returned to the school within the stipulated timeframes. (Refer to Annexure A for Application form);
- (ii) required to submit the following supporting documentation for admission to the school:
  - (aa) a certified copy of the learner's birth certificate;
  - (bb) certified copy of the parent's identity document, or a temporary ID Document in case the parent does not have an identity document;
  - (cc) proof that the child has been immunised at a public or registered private health establishment; **NB! in case of admission to a primary school ONLY**
  - (dd) proof of the parent's residential or work address;
  - (ee) in the event of a sibling at the school, proof of sibling relationship.

#### (c) Transfers

In cases where a learner transfers from another school to this school or applies for an entry grade other than Grade 1, in addition to (aa) to (ee) above, the parent must submit the following documents from the previous school:

- (i) a transfer card; and
- (ii) the learner's last report card.

#### (d) Applications for re-admission of learners from a home education programme into a public school system

A parent who wishes to admit his/her child from a home education programme into this school, is required to submit the following documents when applying to this school:

- (i) A **letter of withdrawal** signed by the Head of Department



- (ii) The **certificate of registration** which reflects the GDE registration number of the learner
- (iii) The learner's **portfolio of evidence** for at least three (3) years
- (iv) Certified copies of the **annual assessment reports of the relevant grade** from when the learner was registered for home education to the last grade the learner completed, including external assessment reports (Grades 3, 6 and 9) completed by competent assessors

#### **11.2.4 Undocumented Learners**

- (a) In a case where a parent is unable to submit the birth certificate of the learner or has only submitted a written affirmation or sworn written statement about the age of a learner, this 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.
- (b) This 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.
- (c) This school will report undocumented learners, annually, to the Department by—
  - (i) submitting a list of undocumented learners through the office of the District Director to the Provincial Director responsible for admissions; and
  - (ii) maintaining a database of undocumented learners.
- (d) On submission of a completed application, this school will issue to parents an allocated waiting list number in writing from the relevant admissions register.

#### **11.2.5 Adjudication of Applications**

##### **(a) Learners already enrolled at the school**

This school's administers re-enrolment annually, during the re-enrolment period prescribed by the Department. Learners who are already enrolled in the school must complete a prescribed application form for re-registration. This school submits the re-enrolment information to the Department on a quarterly basis.

##### **(b) Entry grade Admission**

This school administers admissions in compliance with the Admissions Regulations, in which eligibility for admission is prioritised as follows:

*An applicant for an entry grade admission to a school is eligible for admission if—*

- (i) the applicant learner's place of residence is closest to the school within the feeder zone;*
- (ii) the applicant learner has a sibling attending the school;*
- (iii) the place of employment of at least one of the applicant learner's parents is within the feeder zone of the school;*
- (iv) the applicant learner's place of residence is within a 30 kilometre radius of the school; or*
- (v) the applicant learner's place of residence is beyond a 30 kilometre radius of the school.*

*The ranking of the applications for admission shall be in the order of the categories referred to in paragraphs (i) to (v) of (11.2.4 (b)) and in the order in which the applications were received.*

#### **11.2.6 Notifying Parents of Outcome of Application**

Parents of all learner applicants for Grade 1 and Grade 8 entry grades, will receive a written notification from the Department regarding the status of the application by the end of the admission process. All other applicants will be notified by the School Principal.

#### **11.2.7 Admission of Non- Citizens**

- (a) Provisions governing the admission of South African citizen applicant learners to public schools apply equally to non-citizen applicant learners.
- (b) Parents of Non-citizen learners must provide either a study permit.
- (c) Parents of Non-citizen learners must provide this school with proof of application for a study permit with the Department of Home Affairs.
- (d) 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.

#### **11.2.8 Late Applications**

- (a) Late applications for Grade 1 and Grade 8 must be made on the Admissions Online Application on the Department's website. This school will accept and verify learner documents submitted by parents who applied late for admission of learners
- (b) The Principal of this school is responsible for receiving late applications of in-grade (Grade 2-7 and 9-12) learners. Late applications received after the 10<sup>th</sup> school day are acknowledged and recorded in the late registration waiting list A or B. The Principal submits the waiting lists to the District Director at the District Office whereupon applicant learners may be considered based on the availability of space.

### **11.3 AGE REQUIREMENTS FOR THE ADMISSION OF A LEARNER**

#### **11.3.1 Admission Age of Learners**

- (a) This school admits Grade 1 learners whose age is five (5) and turning six (6) by 30 June in the year of admission in line with section 5 (4)(a)(ii) of SASA.
- (b) A parent who wishes to make an application for admission of an underage learner to Grade 1 at this school must submit an application and a school readiness report to the Head of Department. A school readiness report could be a report from the educational psychologist or a similar professional or an acceptable progress report from a qualified educator.
- (c) Should the Head of Department find that it would not be in the child's best educational interest to be admitted to Grade 1 as an underage learner, the Head of Department provides the parent with reasons for this finding in writing and informs the parent in writing of the opportunity to appeal to the MEC.

- (d) Where a learner's age is three years or more above the normal grade age norm, this school will engage the District Director regarding placement of the learner in a /.<,fast-tracking programme.
- (e) The age grade norm requirements for learners with special education needs applying for admission to this school will be administered to accordingly.
- (f) This school shall advise parents of learners who are sixteen years of age or older and who have never attended school, or did not make sufficient progress with their peer group to enrol at an Adult Education Training Centre (AET).

#### 11.4 LEARNERS WHO ARE REPEATING

In principle, learners should progress with their age cohort. The norm for retention is one year per school phase. A learner who has repeated one or more years at this school in terms of this policy is exempt from the age grade norm. In cases where a learner is three years older than the norm age per grade, the Principal will seek direction from the Head of Department whether the learner will be admitted to that grade.

#### 11.5 CAPACITY OF THE SCHOOL

- a) The Principal of this school must, by 30 June of each year, provide the following information in writing to the Head of Department, to facilitate the Head of Department's determination regarding the minimum and maximum capacity of this school as contemplated in section 58C (6) of the South African Schools Act:
  - i. the size, number and condition of the classrooms, laboratories, and other rooms or spaces used for teaching in this school;
  - ii. the allocation of classrooms to grades;
  - iii. the curriculum programme of this school;
  - iv. the number of educators and their teaching specialisation and workload; and
  - v. any other information that the Head of Department requires.
- (b) The Head of Department must inform the chairperson of the governing body and the principal of each school in writing, of the determination referred to in provision (11.5)(a) by not later than 30 September of each year. This school shall implement the determination of the Head of Department.
- (c) Based on (a) and (b) above, the SGB has determined this School's maximum capacity for learner admission as follows:

**Total number of learners in School:**  
**Per class based on the 1:40 norm:**  
**Size of the classes:**  
**Per grade:**

- (d) The Principal of this school may not declare a school full.

- (e) If necessary, in the event that this school reaches its capacity before the end of the Admissions Period, the Principal will request the Head of Department or a person Delegated by him or her in writing, to declare this school full. This request shall be submitted with all the supporting documentation to declare the school full.
- (f) This school will only accept that it is declared full upon receiving written confirmation from the HOD.

**11.6 DETERMINATION OF FEEDER ZONES**

- (a) After receiving a proposal of this school’s feeder zone from the Head of Department, the Principal and governing body shall respond to the Head of Department, indicating whether they support the feeder zone determination or provide reasons why they do not support the determination and provide recommendations.
- (b) Once a final feeder zone determination has been made, the governing body of this school or a parent of a learner affected by a feeder zone determination may, within 30 days of the date of the determination, lodge an appeal to the MEC objecting to the determination.

**12. SHORT TITLE**

12.1 This policy shall be called The Admission Policy of Name of School

**13. APPROVAL:**

<b>Approved by School Governing Body</b>  (SGB Chairperson) (Print Name):.....		<b>Signature:</b>	
<b>Date:</b>			
<b>Ratified by GDE: (District Director) (Print Name)</b>		<b>Signature:</b>	
<b>Date of Ratification:</b>			
<b>Certified by: (Print Name)</b>		<b>Signature:</b>	
<b>Date</b>			

**14. ANNEXURE/S (IF APPLICABLE)**

