

Glenstantia Primary School



Admission Policy – Grade 1 – 7

There is a separate Admission Policy for Grade R

Date approved	4 August 2021	Date Policy will take effect	5 August 2021	Date of next review	Annually
Developed by	Policy Development and review Committee (PDRC) of the School Governing Body (SGB)				
Approved by	School Governing Body				
Responsible Body	School Governing Body				
Scope	SGB, School Management Team (SMT), Staff, Learners				
Expiry date of policy	This policy remains in force until replaced by a policy revised and approved by the SGB.				

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1. PREAMBLE

- 1.1 The governing body of Glenstantia Primary 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.
- 1.2 This admission policy articulates Glenstantia Primary 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.

2. DEFINITIONS AND ACRONYMS

2.1 Definitions

TERM	DEFINITION
Admission period	means the period between the commencement date and end date for admissions as determined by the Head of Department.
<u>Application period</u> Grade 1 Grade 2 to 7	Means the commencement date of Grade 1 online registration to the closing date on the Departments online website. Means the period as determined by the HOD in terms of Admissions Regulations.
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.
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 a teacher appointed or acting as the head of a school
School Governing Body	means the relevant body responsible for governance issues at the school

TERM	DEFINITION
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 Glenstantia Primary School
Register of Applications for Admission	means waiting lists of names of learners who have applied for admission to the school in defined categories as determined by the GDE Admissions Regulations.
Register of Admissions	means a register of all learners enrolled at the school
Covid-10 Regulations	Means to comply with the State of Disaster Regulations.

2.2 Acronyms

ACRONYMS	EXPLANATION
HoD	Head of Department
MEC	Member of the Executive Council
SASA	South African School's Act
SGB	School Governing Body
SMS	Short Message Service
RSA	Republic of South Africa
GDE	Gauteng Department of Education

3. APPLICATION AND SCOPE OF THE POLICY

- 3.1 This policy applies to learners, parents of learners, teachers, support staff, the management of this school and applicant learners to the school.

4. LEGISLATIVE FRAMEWORK

- 4.1 The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended
- 4.2 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended
- 4.3 South African Schools Act, 1996 (Act No. 84 of 1996), as amended
- 4.4 Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended
- 4.5 Refugees Act, 1998 (Act No. 130 of 1998), as amended
- 4.6 Immigration Act, 2002 (Act No. 13 of 2002), as amended
- 4.7 Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), as amended
- 4.8 Gauteng Education Policy Act (Act No. 12 of 1998), as amended
- 4.9 Regulations for the Exemption of Parents from Payment of School Fees, 2006 (General Notice R1052 in GG 29311 of 2006) (Exemption Regulations), as amended.

- 4.10 Regulations relating to Minimum Uniform Norms and Standards for Public School Infrastructure, 2013 (GN R920 in GG 37081 of 29 November 2013) (Infrastructure Norms)
- 4.11 Regulations on Admission of Learners to Public Schools, 2001, (General Notice 4138 in PG 129 of 13 July 2001) (Admission Regulations), as amended
- 4.12 National Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001)

5. PURPOSE AND OBJECTIVES OF THE POLICY

5.1 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.

5.2 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 school 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-enrolment 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.

6. GENERAL PRINCIPLES REGARDING ADMISSION

Glenstantia Primary School shall administer admissions in compliance with the following principles:

- 6.1 A learner may not be refused admission to Glenstantia Primary 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, prepayment determined by the School 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.

- 6.2 Neither the School Governing Body of Glenstantia Primary School nor a person employed at Glenstantia Primary 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.
- 6.3 On receiving admission to Glenstantia Primary 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 Regulations unless suspended by the HoD, as the learner must be admitted to the total school programme.
- 6.4 Glenstantia Primary School is a Fee-paying school. Parents who are unable to pay school fees may apply for exemption as per SASA 39 (4);
- 6.5 The School Governing Body of Glenstantia Primary School may not administer any assessment related to the admission of a learner into Grade 1 – 7 to the school, or direct or authorise the principal of the school or any other person to administer such assessment prior to acceptance..

7. POLICY STATEMENTS

7.1 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 Glenstantia Primary School would administer admissions for returning and/or in-grade (Grade 2-7) 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 applicants to register online on the Department's Admissions Online Application System, including accepting and processing online verification of documents submitted by parents;
- (c) re-enrolling learners (Gr 1 – 6) currently at the school by issuing and receiving re-enrolment forms within the period determined by the HoD;

- (d) issuing and receiving of enrolment forms from parents of Grade 2-7 learners;
- (e) adjudication of the applications for admissions referred to in (d) above;
- (f) issuing of notices confirming the status of the application;
- (g) informing unsuccessful applicants of their right to object;
- (h) after admission, informing successful applicants of processes relating to school fees, where applicable; and
- (i) maintaining both a register of applications for admission and a register of admissions.
- (j) issuing of transfer cards of learners leaving the school;

7.2 The Admissions Process

7.2.1 Admission Period:

The admission process at Glenstantia Primary School commences on the first day and ends on the last day as 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.

7.2.2 Informing Parents:

- (a) After the Head of Department has pronounced the opening of the admission period, Glenstantia Primary School will communicate the commencement and end of the admission period as well as the re-enrolment period for in-grade (Grade 1 – 6) learners and the application period for entry grade learners, by using the following means of communication: parent meetings, letters, e-mails to parents, Face Book, d6 and the school website.
- (b) In addition to (a), Glenstantia Primary School will make use of SMS/e-mail notifications, newsletters, Face Book, d6, school website or posters.
- (c) Upon request, Glenstantia Primary School will distribute to parents any advocacy material made available by the Department.

7.2.3 Application for Admissions:

(a) Grade 1

- (i) For Grade 1 learner applications for admission, Glenstantia Primary School will accept only applications made through the online application system available on the Department's website.
- (ii) This school will neither offer any hard copy enrolment forms for admission to any parent applying for admission to Grade 1.
- (iii) Learner Information Pack to be completed after the online admissions application.

(b) Applications of in-grades (Grade 2 to 7)

Parents applying for admission of in-grades learners (Grade 2 to 7) to Glenstantia Primary School for the first time will be:

- (i) issued with an enrolment form which must be duly completed and returned to the school within the stipulated timeframes. (Refer to Annexure A for Enrolment 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;
 - (dd) proof of the parent's residential or work address;
 - (ee) in the event of a sibling at the school, proof of sibling relationship;
 - (ff) additional supporting documentation as per Enrolment Form.
- (iii) The School reserves the right to provide preference based on siblings at the school for placement. For the purpose of this policy siblings are defined as follows:
 - 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.

(c) Transfers

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

- (i) a transfer card;
- (ii) the learner's last report card; and
- (iii) Grade 1 report required if repeating the grade.

(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 schooling programme into Glenstantia Primary 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 and 6) completed by competent assessors

7.2.4 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 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.
- (c) On submission of a completed application, Glenstantia Primary School will issue to parents an allocated waiting list number in writing from the relevant admissions register.

7.2.5 Adjudication of Applications:

- (a) Learners already enrolled at the school

Glenstantia Primary School administers re-enrolment annually, during the re-enrolment period as prescribed by the Department. Learners who are already enrolled in the school must complete a prescribed form for re-enrolment. The school submits the re-enrolment information to the Department on a quarterly basis.

- (b) Entry Grade and In-grades Admission

Glenstantia Primary School administers admissions in compliance with the GDE Admissions Regulations, in which eligibility for admission is prioritised as follows:

An applicant for an entry grade and in-grades (Gr 2 – 7) 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 kilometer radius of the school; or*
- (v) the applicant learner's place of residence is beyond a 30 kilometer 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.

7.2.6 Notifying Parents of Outcome of Application:

Parents of all learner applicants for Grade 1 entry grade, will receive an SMS 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.

7.2.7 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) Non-citizen parents must have valid temporary or Permanent Residence Permits or provide proof of application from the Department of Home Affairs.
- (c) Parents of Non-citizen learners must provide either a study visa or a Permanent Residence Permit or Asylum Permit or Refugee Permit.
- (d) Parents of Non-citizen learners must provide this school with proof of application for a study visa with the Department of Home Affairs. If not in possession of a study visa/visa is for another school/visa has expired.

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**. 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.

- (e) In addition to the above, Parents of non-citizen learners must submit all the supporting documents required in 7.2.3 (b) (cc-ff) and (c) (i) – (iii).

7.2.8 Late Applications:

- (a) Late applications for Grade 1 must be made on the GDE Admissions Online Application System 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) learners. All late applications received are acknowledged and recorded in the late registration waiting lists.

7.3 Age Requirements for The Admission of a Learner

7.3.1 Admission Age of Learners:

- (a) Glenstantia Primary 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.

Glenstantia Primary school gives preference to learners who turn seven in their Grade 1 year in terms of the Constitution.

- (b) A parent who wishes to make an application for admission of an underage learner to Grade 1 at Glenstantia Primary 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 teacher.
- (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 Glenstantia Primary School will be administered to accordingly.
- (f) The 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).

7.4 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.

All learners repeating a grade are to be assessed by the School's Education Psychologist.

7.5 Capacity of the School

- (a) The Principal of Glenstantia Primary 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 School 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 School Governing Body has determined that Glenstantia Primary School's maximum capacity shall be limited to 1532, i.e. Grade R 144 learners, Grade 1 - 192 learners, 2 - 196 learners, 3 - 192 learners, Grade 4 - 196 learners, Grade 5, 6 and 7 - 204 learners per grade. In reaching a decision on this figure, the SGB has taken into account all relevant factors including, but not limited to:
- the number of teachers
 - the number of designated, suitably sized classrooms
 - the need for space for sport, learning support and cultural programs and activities to take place
 - provision for continued space for a media centre, drama and computer rooms, music room, a school hall
 - science laboratory currently in existence
 - that learners' best interests have preference
 - the sanitary facilities available
 - parking facilities
 - safety measures as per school's Safety and Security Policy
 - the need to provide workspace to support the educational process by providing designated and exclusive space for:
 - the management and administration of the school
 - a staffroom.

The education needs, safety and well-being of the learners are of paramount importance in determining the capacity of the school.

- (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.

7.6 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 School 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.
- (c) Final determination of Feeder Zone approved by the Head of Department and Gazetted in Provincial Notice 1232 of 2018.
- (d) **Feeder Zone:**

Constantia Park
De Beers
Erasmuskloof
Elardus Park
Faerie Glen (south of Atterbury Road)
Garsfontein
Grootfontein Smallholdings
Menlyn
Mooikloof
Moreleta Park
Newlands (east of N1 motorway)
Olympus
Plots and Smallholdings (east of the school)
Pretorius Park
Rietvallei Park
Rietvallei View
Rietvallei Rand
Rietvlei
The Hills
The Wilds
Tierpoort
Waterkloof Glen
Wingate Manor
Wingate Park
Woodhill
Woodlands

8. SHORT TITLE

- 8.1 This policy shall be called The Admission Policy of Glenstantia Primary School.

9. SIGNED BY:

Chairperson of the SGB: _____ Date: _____

The Principal: _____ Date: _____

IDSO _____ Date: _____