

Admission Policy

Admission requirements for learners

These requirements are in correspondence with the following policy:

- Amending act on Education (Section 5 of act 84 of 1996)
- South African Schools Act (Act nr 84 of 1996)
- Admission of learners to public schools (General notice 4138 of 2001)

(1) Liable to the subject of this regulation, is the Head of the Department, responsible for the administration of admission of learners at a school.

(2) The Governing Body of the school must determine the admission policy of a school in consequence of article 5 (5) of the South African Schools Act and according to the guidelines as set out in article 5(1) of the Act on Education Policy, 1998 (Act nr 12 of 1998)

(3) The amending act on Education acts, 2002 (Act 50 of 2002) amend Article 5 of the SA Schools Act sub article (4) by replacing it with the following:

I Learners of parents who reside and/or work in the natural geographic feeding area of the school, enjoy preference by admission (Waiting list A) provided the parents comply with the mission of the school.

II Other learners (Waiting list B) who come first, is placed first, provided that these parents comply with the mission of the school.

(a) The admission age of a learner at a public school in –

- (I) Grade R is four years if the learner turns five by 30 June in the year of admission
- (II) Grade 1 is five years if the learner turns six by 30 June in the year of admission
 - A learner who is sixteen years or older, and has never attended a school, or did not show the necessary progress, must be advised to enrol at an Adult Basic Education and Training Centre

- Under the age mentioned in paragraph (a) if sufficient reasons can be provided; and
 - Comply with the criteria prescribed by the Minister by regulations for admission at an age even lower as the above mentioned admission age.
- (4) It is important to note that that this subject does not replace the prescription with regards to the compulsory school attendance of learners.

Article 3(1) of the SA Schools Act is still valid, namely that a parent is compelled to send his child to school as from the first school day of the school year in the year that the child turns seven.

- (5) Learners whose parents are not citizens of the Republic of South Africa must possess an accommodation permit, either temporary or permanent, issued by the Department of Home Affairs.

REGISTRATION AND ADMISSION OF LEARNERS:

- (1) A parent of a learner who is currently enrolled at a school, must confirm in writing, before the end of September of the current year, that the learner intend to remain at the same school.
- (2) The parent of a learner who intends to enrol a learner for the first time at a school in any given school year, must register the learner at that school between August and end of September of the preceding year in which the learner seeks admission. Late registration will be allowed under defined circumstances and must not close, later than the tenth school day of the given school year, provided that a permission letter is obtained from the Head of the Department.

DOCUMENTS NEEDED FOR ADMISSION:

A parent who registers a learner at a school for the first time must submit the following documents:

- A birth certificate or acceptable proof of birth (no baptism certificates will be accepted)
- A certified copy of, or proof that the child is immunised against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B;

- The learner's transfer letter if he/she is currently registered at another school;
- The learner's latest school report, if he/she is currently registered at another school.
- Both parents' ID documents
- Proof of residence

SCHOOL ATTENDANCE:

A parent is obliged to ensure that his child attends school every day. If the parent fails in doing so, it may lead to actions taken by the Head of Department against the parent.