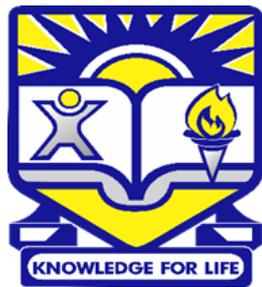


EDENGLLEN PRIMARY SCHOOL



Edenglen
Primary School

ADMISSIONS POLICY

Updated 2018

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1. Title of the Policy

The Admissions Policy of Edenglen Primary School

2. Effective Date

1 January 2017

3. Revision History

As amended by:

- a. Admissions Policy 2016
- b. Enrolment Admissions System Grade 1
- c. Date of Next Review: January 2018

4. Preamble

4.1. The South African Schools Act mandates the School Governing Body (SGB) to determine the admissions policy of a school. The said admissions policy must be aligned to the Admissions Policy published in terms of the National Education Policy Act No 84 of 1996.

4.2. The Admissions Policy articulates the school's commitment to ensuring that all learners have access to quality education without any fear of discrimination on any grounds whatsoever. To this effect, any learner who applies for admission to Edenglen Primary School will be subjected to a fair and equitable admissions process that is aligned to all the relevant National and Provincial legislation.

4.3. Acronyms

Acronym	Explanation
SGB	School Governing Body
HoD	Head of Department
MEC	Member of the Executive Council
The School	Edenglen Primary School
SASA	The South African Schools Act No 84 of

	1996
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5. Definitions and Acronyms

5.1. Definitions

Term	Definition
Learner	Any person registered to receive education at the school.
District Director	Means the officer of the department responsible for the administration of education
Feeder Zone	Means the nearest school to the parents' home address or work address for parents who live in the domicile of the employer.
Head of Department	Means the head of an education department
Parent	'parent' means - <ul style="list-style-type: none"> 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 learner's education at school.
Principal	Means an educator appointed or acting as the head of a school.
School Governing Body	The SGB is empowered in terms of Section 5 of SASA to determine the school's policy regarding the admission of learners to the school and grades at the school, subject to the provisions of SAS and any applicable Provincial Law.
Sibling	Means anyone who satisfies both of the following requirements: <ul style="list-style-type: none"> a. He or she has a parent who is also the parent of that child, and b. He or she resides in the same household as that child.
'the school'	Whereas Edenglen Primary School

	(hereinafter referred to as 'the school' is a public school, having juristic personality by virtue of the provisions of Sections 15 of the South African Schools Act No 84 of 1996 (as amended) (hereinafter referred to as 'SASA'), the governance of which is entrusted to its School Governing Body (hereinafter referred to as 'the SGB') referred to under Section 16 of SASA.
Register of admission	Means waiting list A and waiting list B of names of learners who have applied for admission to the school. Waiting List A refers to those learners who meet any of the three requirements (live in the area, work in the area, has a sibling at the school) and who have applied within the given time frames. They are placed in chronological order on Waiting List A. Waiting List B refers to those learners who have applied for admission to the school but who do not meet the criteria as stipulated for Waiting List A. These learners are also placed on Waiting List B in chronological order.

6. Application and Scope of the Policy

This policy applies to the learners, educators, support staff, the school management, parents of learners at the school and applicants.

7. Legislative Framework

- 7.1. The Constitution of the Republic of South Africa, 1996, (Act 108 of 1996, as amended)
- 7.2. National Education Policy Act, 1996 (Act No 27 of 1996) as amended
- 7.3. The South African Schools Act, 1996 (Act No 84 of 1996) as amended
- 7.4. Employment of Educators Act, 1998 (Act No 76 of 1998)

- 7.5. Education Policy Act, 1995 (Act No 6 of 1998)
- 7.6. Gauteng Schools Education Act 1995 (Act No 6 of 1995)
- 7.7. Refugees Act 1998 (Act No 130 of 1998)
- 7.8. Aliens Control Act 1991 (Act No 96 of 1991)
- 7.9. Admission of Learners to Public Schools (General Notice 4138 of 2001)
- 7.10. Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001)
- 7.11. Education White Paper 5, 2004

8. Relevant Policies and Provincial Circulars

None.

9. Purpose of the Policy

- 9.1. The purpose of the admissions policy is to facilitate admissions to the school by setting out the following crucial information:
 - 9.1.1. The admission age for learners at the school, including age grade norms as stipulated in the South African Schools Act of 1996.
 - 9.1.2. Admission of learners to public schools who live within and outside the residential area or feeder zone of the school as determined by the MEC. Presently, this is stipulated as being within 5km of the school.
 - 9.1.3. Re-registration for learners already in the school, including repeat learners.
 - 9.1.4. Registration of new learners.
 - 9.1.5. Late registrations.
 - 9.1.6. Documentation or proof required for admission.
 - 9.1.7. Register of admissions.

9.1.8. Capacity of the school.

10. Policy Statements

10.1 Administration of Admissions

The Principal of the school has been delegated with the powers and the responsibility for the administration of admission of learners by the Head of Department. In administering admissions, the Principal shall work through the school's admissions committee.

Edenglen Primary is the school of choice in the area.

Due to the demand for 'space' in this school, enrolment is strictly controlled in line with the South African Schools Act and our admissions policy.

The administration of admissions deals with:

- a. Informing parents of the online admissions as set out by Gauteng Department of Education. Informing parents that the system is open for admissions and outlining the procedures to be followed for admissions.
www.gautengadmissions.gov.za or www.gdeadmissions.gov.za
- b. Re-registering of learners currently in the school.
- c. Issuing and receiving of completed application forms.
- d. Adjudication of applications for admissions.
- e. The issuing of transfer cards.
- f. Issuing of notices confirming the status of the application.
- g. Informing unsuccessful applicants.
- h. Informing successful applicants of fee status and related processes.
- i. Maintenance of a register of admissions.

10.2. The Admissions Process

10.2.1. Admissions Period

The Principal should ensure that the admission process

commences on the first day up until the last day as prescribed by the Provincial Education Department, unless the school is declared full by the District Director and/or Head of Department before the end of the admissions process.

10.2.2. Application for Admissions

Parents applying for admission to the school for Grade One for the first time to take note:

- a. The online application is not an acceptance into the school you have chosen. The system is for tracking only. The school will then place you on a waiting list according to your residence. Waiting list A is to people residing within the school's zone and Waiting list B is for people outside of the area. Waiting list B space cannot be guaranteed. Parents on Waiting list B will be advised to apply at the school that is in their feeder area.
- b. The online system will provide a tracking number.
- c. Supporting documentation must be provided at the school within seven days of the online application.
- d. Parents will be issued with an application form that must be duly completed and returned to the school within the stipulated time frames. (Refer to Annexure A of the Application Form).
- e. The following supporting documentation is required for admission to the school:
 - A certified copy of the birth certificate
 - A certified copy of the parents' identity document(s)
 - A certified copy of proof of immunisation against polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B (for a primary school)
 - Proof of residence/work e.g. water and lights account
 - Proof of sibling relationship.
- f. In cases where a learner transfers from one public school to another, in addition to the above, the parent must submit the following from the previous school:
 - A transfer card
 - The last report

- g. On submission of a completed application form, parents will receive an allocated waiting list number from the relevant admissions register.
- h. Applicants are accepted in chronological order, according to the date and time when they applied, and so long as they meet the prescribed criteria (live in area, work in area, sibling). However, having a sibling in the school does not guarantee placement at the school.

10.2.3. Waiting Lists

Learners will be placed onto either Waiting list A or B, as follows.

a. Waiting List A

The following learners will be placed on Waiting List A, in a numerical ranking order of names of all learners seeking admission to specific grades in the school:

- (i) Learners whose parents' home or work address is the closest address to the school.
- (ii) Learners with siblings who are already attending the school.

b. Waiting List B

- (i) Learners whose parents neither reside close to the school nor have a parent working in the area will be placed on Waiting List B, in a numerical ranking order of names of all learners seeking admissions to specific grades in the school.
- (ii) These learners living outside the natural feeder zone or geographical area of the school will be encouraged to apply for admission to other schools of their choice as well.

10.2.4. Adjudication of Applications

- a. Learners already enrolled at the school

The parents of learners already enrolled at the school must complete a prescribed application form for registration at the school on an annual basis and return it by a date determined annually.

b. Preference Order of Admissions

- (i) In the adjudication of applications, the school admissions committee shall first give preference to learners who live within the natural feeder zone or residential area of a school i.e. learners on Waiting List A, in a chronological order.
- (ii) Once applicants from Waiting List A have been placed and there is still place available, applicants on Waiting List B will be placed in chronological order.

10.2.5. Notifying Parents of Outcome of Application

a. Communication of Outcome of Application

- (i) Once the school has processed all applications, Waiting List A will be sent to the District Director for approval.
- (ii) Once the school has received the signed off Waiting List A from the District Director, the Admissions personnel will communicate with each applicant and inform them of whether their application has been successful or not.
- (iii) Parents must collect a written response regarding the status of the application by the end of the admission process.

b. Successful Applicants

- (i) On informing successful applicants, the school will communicate information with regard to its fee-paying status.
- (ii) In the case of a fee-paying school, parents will be informed of the amount of school fees that is

charged by the school and the procedures to be followed when a parent requires exemption from school fees and how it works.

c. Unsuccessful Applicants

- (i) The admissions personnel will inform, in writing, all unsuccessful applicants of the reason/s for declining the application.
- (ii) A parent of a learner whose application for admission to the school is unsuccessful, may lodge an objection with the Head of Department against the decision of the principal, within seven days of being informed.
- (iii) The Head of Department will communicate his decision on the objection to the parent within seven days of receiving the objection.
- (iv) A parent that is dissatisfied with the decision of the HoD, may appeal, in writing, against the decision to the Member of the Executive Council (MEC) within seven days after notification of the refusal for admission.

10.3. Admission of Non-Citizens

As per regulations.

10.4. Late Registration

All late registrations must be referred to District Office.

10.5. Admission Age and Age Grade Norms

10.5.1. Admission Age of Learners

- a. The admission age of a learner to Grade 1 in a public school is age five (5) turning six (6) by 30 June in the year of admission. The admission age of a learner to Grade R is age four turning five (5) by 30 June in the year of admission. For the placement of learners into different grades, the age grade norm, namely, grade

number plus 6 years, will be applied for admission purposes.

- b. Where a learner is three years or more above the normal grade age norm, the school will engage the District Director to place the learner in a fast-tracking programme.

10.5.2. Compulsory School Attendance

Compulsory school attendance is from when the learner enters Grade 1 until the last day of school in which the learner reaches the age of fifteen years or the ninth grade, whichever comes first.

10.5.3. Learners who are retained in a Grade

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 the school in terms of this policy is exempt from age grade norm. In cases where a learner is three years older than the norm age per grade, the school will seek direction from the Head of Department whether the learner will be admitted to that grade.

10.6. Capacity of the School

The learner enrolment capacity of a school is determined the by Head of Department. The principal of the school may not declare a school full.

11. Short Title

The policy shall be called The Admission Policy of Edenglen Primary School.

12. Approval

Recommended by Principal: _____ Signature: _____

Date: _____

Approved by SGB Chairperson: _____ Signature: _____

Date: _____