



POLICY DOCUMENTS

ADMISSION POLICY

NO. A1/06/2015

Whereas **Bellpark Primary School** is a public school, having juristic personality by virtue of the provisions of Section 15 of the SA Schools Act, No. 84 of 1996 (as amended), the governance of which is entrusted to its School Governing Body (hereinafter referred to as "SGB") referred to in Section 16 of the SA Schools Act.

The SGB is mindful of the following enactments relating to the question of admission of learners to the School or different grades at the School, namely:

- **The Constitution of the RSA 1996**
- **The SA Schools Act, No. 84 of 1996 (as amended)**
- **Section 3(4)(i) and 5 of the National Education Policy Act, No. 27 of 1996**
- **The Admission Policy for Ordinary Public Schools, published by the Minister of Education in Government Gazette No. 19377 dated 19 October 1998**
- **Applicable provincial laws**

Whereas the school and its SGB referred to the relevant provisions of the enactments, the SGB now on behalf of the school, declares the School's Policy for Admission of Learners to the school or different grades at the school, to be as follows:

1. APPLICATIONS FOR ADMISSION TO THE SCHOOL

1.1 The Head of Education delegates the responsibility for the administration of the admission of learners to the school to the Principal.

1.2 That the Principal must take this policy into account demonstrably, fairly and in accordance with law at all times whilst acting in accordance with paragraph 1.1 above.

1.3 It is important that applicants are informed and taken note of the contents of the following important documents as stated on the website of the school (The School's **Language Policy**; **Admission Policy** as well as the **Code of Conduct for Learners**.)

1.4 The school and the SGB subscribe to the view that according to law, the legal guardian(s)/parent(s) of a minor learner has/have the exclusive right to decide upon the school where their child/ward is to be enrolled.

The school and the SGB also regard adherence to this approach as being essential in that it ensures that valid permission may be given for the treatment of the learner *in loco parentis*, for the learner to embark on excursions, and so forth.

2 THE SCHOOL'S CODE OF CONDUCT FOR LEARNERS (INCLUDING DRESS CODE)

The applicant is to note that whilst his/her refusal to subscribe to the School's Code of Conduct for Learners (including dress code) cannot be an obstacle to the admission of the learner to the school, the Code is nevertheless binding on the learner. Section 8(4) of SASA provides as follows: **“Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such a learner.”** The Applicant is encouraged to support the school in familiarising him/herself with the School's Code of Conduct for Learners and seeing to the observance thereof by the learner.

3. SCHOOL FEES

3.1 The applicant is to note that the failure or refusal or inability of parents (as defined in Section 1 of SASA) to pay school fees cannot be an obstacle to the admission of the learner to the school. Parents who are unable to pay any of the fees or the full amount of the fees are entitled to apply to the SGB on the prescribed forms for total or partial exemption from the payment of school fees. Such applications must be dealt with in confidence by the SGB, which must act fairly and apply the abovementioned criteria and the provisions of the applicable ministerial policy and Regulations Relating to the Exemption of parents from paying school fees in public schools (Government Notice R1052).

3.2 The applicant's attention is drawn to the following provision of SASA: **(Section 41) – “The SGB of a public school may by process of law enforce the payment of school fees by parents who are liable to pay”**

4. PROCEDURES WITH APPLICATIONS

For **Grade R; Grades 1 – 3** and **Grades 4 – 7** see procedures as found in the **School's Prospectus**.

A parent will be required to complete an application form in full for admission. Together with this form, the parent must submit an official birth certificate of the learner. Upon application for admission, the parent must produce evidence that the learner has been immunised against the following illnesses: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

Should a learner move from one public school to another, the principal must complete a transfer card and either hand it to the parent or forward it to the other school. **See a full list of documents required for admission in the application form.**

5. LEARNER AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL OR VARIOUS GRADES OF THE SCHOOL

A learner who falls outside the age norm by more than two years will not be considered for admission. **The age norm is the grade plus 6 years.**

6. PROCEDURES

6.1 Parents who wish to enrol their children at the school for the first time must register the learner at the school in the year preceding the school year to which the learner's application for admission pertains.

6.2 All applications for admission to the school on behalf of a learner must be submitted to the Principal.

6.3 The learner's parents will receive written notice of the acceptance or refusal of their application, within a reasonable time.

6.4 All unsuccessful applicants will then be waitlisted in chronological order and advised also to apply at other schools apart from the school.

6.5 The school will keep a proper register of all applications for admission.

7 CAPACITY

The SGB has determined the School's maximum capacity for learner admission as follows:

- That learners' best interests have preference.
- The number of educators available.
- The number of appropriate classrooms available.
- The sanitary facilities available.
- Safety measures.
- The maximum number of learners permitted per class.
- Internationally recognised best practice with regard to class size in order to deliver effective quality education.

Capacity – learners per classroom

(ECD/Grade R – as prescribed by the Department; FP/Grade 1: as prescribed by the Department. Other grades – according to the formula)

Formula: Class size (m^2) minus total number of learner desks (m^2) and teacher's desk (m^2) and other furniture/equipment such as cabinets/mat for PF (m^2), minus 2,25 m^2 (space of educator) divided by 0,9 m^2 (space per learner) = learner capacity per class room

CAPACITY – LEARNERS PER CLASS ROOM

- Grade R = 30
- Foundation phase = 35
- Intersen phase = 36

(Now therefore the SGB, on behalf of the school, declares the School's Policy for Admission of Learners to the school. The SGB delegate powers to the Principal to use his/her discretion to determine which learners will be accepted. The Principal could delegate certain tasks to members of staff, but in the end the final decision will lie with him/her.

8. ADMISSION OF NON-CITIZENS

Applications for admissions of non-citizens will be dealt with in accordance with paragraphs 19-21 of the ministerial policy.

9. CRITERIA FOR ADMISSION

Bellpark Primary is currently a dual-medium institution equipped with human resources to cater primarily for those learners whose mother tongue or chosen language of tuition is the medium of tuition at the school.

Whilst the school and the SGB know that they may not unfairly discriminate against a learner on whose behalf an application is made for admission, and have no intention thus to discriminate, and whilst they are desirous of playing their part in the education of learners in partnership with the State, they appreciate that the school cannot accommodate all learners and that some process of fair discrimination regarding admission of learners is inevitable. It is the school's policy that the following preference be afforded to applications:

(The natural feeder area of Bellpark Primary is as follows: • Oakdale – North of Wellington Street; • Blomtuin; • La Rochelle; • Bellair/ Oak Glen; Ridgeworth/Stellenridge; • Parts of Stellenberg/Eversdal; • Blommendal; • Other areas)

• **First**, those in respect of learners whose brother or sister is a present learner at Bellpark Primary taught in the same language and are residing closest to the school within the natural feeder area of the school.

• **Second**, those in respect of learners *bona fida* (genuinely) residing with their parents (as defined in SASA) closest to the school within the natural feeder area of the school, and those whose mother tongue is the medium of tuition of the school.

• **Third**, those in respect of learners *bona fide* residing with their parents (as defined in SASA) closest to the school within the natural feeder area of the school, and whose chosen medium of tuition (the choice being exercised by the parent(s) in the application of admission) is the medium of tuition of the school.

• **Fourth**, those in respect of learners whose parent or parents is/are genuinely employed at the address closest to the school within the natural feeder area of the school, and whose mother tongue is the medium of tuition of the school.

• **Fifth**, those in respect of learners whose parent or parents is/are genuinely employed at an address within the natural feeder area of the school, and whose chosen medium of tuition (the choice being exercised by the parent(s) in the application for admission) is the medium of tuition of the school.

• **Sixth**, learners residing outside the natural feeder area of the school, and whose mother tongue or chosen medium of tuition is the medium of tuition of the school, on the basis of first come, first served.

5 (Admission Policy: No. A1/06/2015)

Notwithstanding the foregoing, the SGB reserves the right, in conjunction with the district director, to afford overriding preference to siblings of learners already enrolled at the school, taught in the same language and are residing closest to the school within the natural feeder area of the school.

10 APPEALS PROCEDURE

Should a parent be dissatisfied with the school's decision not to admit a learner to the school, such parent may appeal against the decision to the Member of the Executive Council in terms of section 5(9) of SASA.

This policy may be amended, supplemented, modified or altered from time to time by the SGB.