

GAUTENG DEPARTMENT OF EDUCATION

PARKVIEW SENIOR PRIMARY ADMISSION POLICY



Contents

1.TITLE : The Admission Policy of Parkview Senior Primary School

2.EFFECTIVE DATE : August 2019

3.REVISION HISTORY

As amended on: (Specify date/s)
a. 4 June 2017
a. March 2018
a. August 2019
Date of Next Review: (Specify Date)
a. June 2020
a.

4.PREAMBLE

4.1. The South African Schools Act mandates the School Governing Body (SGB) to determine the admission policy of a school. The said admission policy must be aligned to the admission policy published in terms of the National Education Policy Act, 1996.

4.2.This Admission 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 end any learner that applies for admission to this School will be subjected to a fair and equitable admissions process that is aligned to all relevant National and Provincial legislation.

4.3. No learner may be refused admission to the School on the following grounds:

- a. The parent has not paid the School fees as determined by the SGB.
- b. The parents do not subscribe to the vision and mission statement or the aim and objectives of the School.
- c. The parents have refused to enter into a contract with the school which

excludes the liability of the School to the parent arising out of circumstances relating to the education of the learner.

- d. On the basis of unfair discrimination based on race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV/AIDS status or any other illness.

5.PURPOSE OF THE POLICY

5.1.The purpose of the Admission Policy is to facilitate admissions to the School by setting out the following crucial information:

5.1.1Circumstances under which no learner may be refused admission to the School;

5.1.2The admission age for learners at the School, including age grade norms;

5.1.3. Admission of learners to public schools from feeder schools;

5.1.4Admission of learners to public schools who live within and outside the residential area or feeder zone of the school as determined by the MEC;

5.1.5Re-registration for learners already in the School, including repeat learners;

5.1.6Registration of new learners;

1. Late registrations;

5.1.8. Documentation or proof required for admission;

1. Register of admissions;

2. Capacity of the School.

1. DEFINITIONS AND ACRONYMS

6.1Definitions

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 area from which the School accepts its core intake.
Head of Department	Means the head of an education department
Parent	Means— (a) the biological or adoptive parent or legal guardian of a learner; (b) the 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	Means the relevant body responsible for Governance issues
Sibling	means Means a learner who satisfies all of the following requirements- (a)(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;
"the School"	Refers to Parkview Senior Primary School
Register of admission	Means waiting list A and waiting list B of names of learners who have applied for admission to the School
Feeder school	Refers to Parkview Junior Primary School

6.2 Acronyms

Acronyms	Explanation
SGB	School Governing Body
HoD	Head of Department

MEC	Member of the Executive Council
Parkview Junior School	PVJ
Parkview Senior School	PVS

7. APPLICATION AND SCOPE OF THE POLICY

7.1. This Admission Policy applies to the learners, educators, support staff, the school management, parents of learners at the School, and applicants.

8. LEGISLATIVE FRAMEWORK

- 8.1. The Admission Policy for Parkview Senior School was compiled by the Governing Body in accordance with the following legislation:
- 8.1.1. The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended
 1. National Education Policy Act (No. 27 of 1996), as amended
 2. South African Schools Act (No. 84 of 1996), as amended
 3. Regulations Relating to the Admission of Learners to Public Schools (General Notice 4138 of 2001, as amended)
 4. Gauteng School Education Act (No. 6 of 1995)
 5. Immigration Act, 2002 (Act 13 of 2002)
 6. Refugees Act, 1998 (Act 130 of 1998)
- 1. Copies of above-listed documentation are available in the Principal's office upon request.

9. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

9.1. GDE Circular 36 of 2003

- 9.2. GDE Circular 05 of 2016
- 9.3. Circular 1 of 2019

10. ROLES AND RESPONSIBILITIES IN RESPECT OF ADMISSIONS

1. Subject to the Regulations, the Head of Department is responsible for the administration of the admission of learners to a public school.
2. The Governing Body of the School must determine the admission policy of the School in terms of section 5(5) of the South African Schools Act, and paragraph 2B of the Regulations.
3. The Governing Body must, every three years, or whenever circumstances so require, or at the request of the Head of Department, review the Admission Policy to ensure that the Admission Policy:
 1. complies with—

1. the Regulations;
 2. the Constitution of the Republic of South Africa Act, 1996;
 3. the South African Schools Act;
 4. the National Education Policy Act, 1996 (Act No. 27 of 1996); and
 5. other applicable legislation;
2. takes into account the needs of the broader community in which the School is located; and
3. does not unreasonably exclude a learner 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.
4. The Principal must, by not later than 30 June of each year, provide the Head of Department in writing with the following information—
1. the size, number and condition of the classrooms, laboratories, and other rooms or spaces used for teaching in the School;
 2. the allocation of classrooms to grades;
 3. the curriculum programme of the School;
 4. the number of educators and their teaching specialisation and workload; and
 5. any other information that the Head of Department requires.
5. The Head of Department must inform the chairperson of the Governing Body and the Principal in writing, of the determination regarding the minimum and maximum capacity of the School as contemplated in section 58C(6) of the South African Schools Act, by not later than 30 September of each year.
6. The process of making application for admission to the School, and the criteria for admission to the School, shall be as per applicable laws including the Regulations, to the extent applicable to the School.



1. POLICY STATEMENTS

11.1. Administration of Admissions

11.1.1. The administration of admissions deals with the following:

- a. Informing of all parents that the School is open for admissions and outlining the procedures to be followed for admissions
- a. Re-registering of learners currently at the School
- b. Issuing and receiving of completed application forms
- c. Adjudication of applications for admissions
- d. Issuing of transfer cards
- e. Issuing of notices confirming the status of the application
- f. Informing unsuccessful applicants of appeal procedures to be followed
- g. Informing successful applicants of fee status and related processes
- h. Maintenance of a register of admissions.

11.1.2. The School will not administer any test related to the admission of a learner. In cases where the Principal/SGB feels that a test is necessary, approval to conduct the test will be sought from the Head of Department. Assessment may be carried out for placement purposes only and not for

admission to the School. This may be done for the following reasons only:

- a) Where the learner has not attended school for a period and needs to be placed, an assessment test will be conducted to determine the learner's level of skills and ability, for placement.
- b) Where the learner may be experiencing difficulties with the curriculum, because of language barriers, more especially with regards to the medium of instruction.
- c) In the case of foreigners, where the placement level needs to be determined.

11.2 The Admissions Process

11.2.1. Admissions Period

The Principal shall ensure that the admission process commences on the first day up until the last day prescribed by the Department unless the School is declared full by the District Director before the end of the admissions process.

11.2.2. Informing Parents

The School will communicate the commencement of the admissions process once it has been decided upon by the Department through:

- Posters at the school entrance;
- Newsletters to PVJ, PVS;
- The School website;
- ClassDojo; and
- SMS reminders to parents.

11.2.3. Application for Admission and provisional acceptance

- The entry grade is Grade 4 and all Grade 3 learners from Parkview Junior School and Mimosa Primary School will automatically be progressed to Parkview Senior School in Grade 4. The application form and Management Plan will be available on the School's website as soon as we receive official notification from the department of the date when Admissions open.

Parents applying for admission to the School for the first time will:

- a. Be 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).
- b. Submit the following documentation within seven school days of the end of the application period, to the School —
 - a certified copy of the birth certificate of the child;
 - a certified copy of the parent's identity document or sworn affidavit in a case where the parent does not have an identity document;
 - proof of the parent's work or residential address;
 - where the parent is not the natural parent of the child, documentation supporting the parent's legal relationship with the learner;
 - proof that the child has been immunised at a public or registered private health establishment;
 - the transfer card of the child, if he or she is currently enrolled at a school other than PVJ;

- the most recent school report of the child, if he or she is currently enrolled at a school other than PVJ; and
- where a learner, in accordance with Regulation 7, seeks preferential placement on a waiting list on the basis of a sibling relationship, documentation showing proof of such relationship.
- The School shall not request any documentation other than that listed above, from a parent for the purposes of admission. Where the required documentation listed above is not available-
 - the learner's application will be accepted provisionally subject to the condition that the parent produces proof to the School within two weeks that he or she has applied for the necessary documentation;
 - the Principal shall advise the parent-
 - where to obtain the necessary documentation; and
 - of the need to provide proof to the School within two weeks that he or she has applied for the necessary documentation.
- An application provisionally accepted as contemplated above, lapses-
- if the parent fails within two weeks of submitting the application to provide proof to the School that he or she has applied for the necessary documentation; or
- if the necessary documentation is not submitted by the parent within six weeks of submitting the application, provided that the District Director may extend this period on good cause shown by the parent.

c. The submission of false, misleading or forged information or documentation in support of an application for admission constitutes an offence in terms of applicable legislation and may result in the withdrawal of admission.

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11.2.4. Adjudication of Applications

a. Eligibility for entry phase admission

An applicant for an entry phase admission to the School is eligible for admission if –

- the applicant is from the feeder schools, PVJ and Mimosa Primary;
 - the applicant's place of residence is within the feeder zone of the School;
 - the applicant learner has a sibling attending the School;
- IV. the place of employment of at least one of the applicant learner's parents is within the feeder zone of the School;
- V. the applicant learner's place of residence is within a 30 kilometre radius of the School; or
- VI. the applicant learner's place of residence is beyond a 30 kilometre radius of the School.

The ranking of the applications for admissions shall be in the order of the categories referred to in paragraph (I) – (VI) as set out immediately above, and in the order in which the applications are received.

The School must place the applicant learners that it intends to admit on waiting list A and those who do not qualify for waiting list A on a waiting list B

The learners living outside the natural feeder zone or geographical area of the School and listed on waiting list B will be advised in writing by the School that they should seek admission at a school for whose waiting list A they qualify.

b. Learners already enrolled at the School

Learners already enrolled at the School must complete a prescribed application form for registration at the School on an annual basis and return it during the admissions period.

a. Preference Order of Admissions

- b. In the adjudication of applications the School admissions committee shall give first preference to learners from the feeder school and those who live, work or have siblings 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 a chronological order.

1. Notifying Parents of Outcome of Application

a. Communication of Outcome of Application

- i. Once the School has processed all applications, Waiting List A and B will be sent to the District Director for approval.
- ii. Once the School has received the signed off Waiting List A and B from the District Director, the Principal 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.

a. Rights of parents in relation to admissions

- a. The Governing Body must inform all parents of learners admitted to a School of their rights and obligations in terms of the South African Schools Act and any applicable provincial law.

- a. Parents must specifically be informed about their rights and obligations in respect to the governance and affairs of the School, including the process of deciding the School budget, any decision of a parent meeting relating to School fees, and the Code of Conduct for Learners.
- b. The School is obliged to inform parents of its "Fee paying" status. As a "Fee paying" school, the School must disclose to parents that they may apply for exemption from School fees.
- c. As PVS is a 'fee paying school', parents will be informed of the amount in 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.
- d. Parents who require exemptions from school fees must be requested to complete Annexure E from the Exemption from School Fees Policy.
- e. Parents are only entitled to apply for an exemption from School fees if they are SA citizens, have permanent residence, are refugees or asylum seekers.

a. OBJECTIONS AND APPEALS

- a. If, at the end of the Admission Period, a learner is refused admission to the School, the Principal will inform the parent in writing of his or her rights of objection and appeal under the Regulations.
- b. A parent of a learner whose application for admission to the School is unsuccessful may lodge a written objection with the Head of Department, within 7 working days of being informed of the outcome of the application.

III. The Head of Department will communicate his decision to the parent within 7 days of receiving

the objection.

- 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 7 working days after notification of the refusal for admission.

a. **LEARNERS WITH SPECIAL EDUCATIONAL NEEDS**

- a. Any application for admission received for learners with special educational needs will be referred to the Head of the District, to assist the School in placing the learner in an appropriate class or a school for specialised education.
- b. The District will arrange for the assessment before a decision is taken for placement.

12. Admission of Non-Citizen Learners

Section 13 of the Immigration Act, 2002, requires any foreigner who wishes to study in South Africa to apply for a study permit in their country of origin and the parents of the learner concerned are required to submit the applicable Asylum/Refugee permit and study permit to the School for verification in order to determine whether the applicant qualifies or not (Waiting List A or B) for consideration of admission at the School.

- 12.1. The documents submitted will be verified and must qualify as follows:
 - a. No visitor's visa or medical treatment visa will be accepted.
 - b. Individuals that are in the country to work/study/accompany spouses who are on a work/study permit must provide Passports that are valid for 3 to 5 years for the parent(s) and learner, a valid work or Study permit for the parent(s) and proof of residence.
 - c. The School must issue the parent(s) with a letter of provisional placement due to the outstanding study permit of the learner which the parent will use to apply for the Study permit.
 - d. The parent must submit proof that they have applied for the Study permit within two weeks.
 - e. The study permit approved by the Department of Home Affairs will bear the name of the school and the period (years) of validity in line with the Grade in which the learner is accepted.
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- 12.2. The Principal is required to report undocumented learners, annually, to the Department by—
 - vi. submitting a list of undocumented learners through the office of the District Director to the Provincial Director responsible for admissions; and
 - vii. maintaining a database of undocumented learners.

13. Late Registration

The Principal will be responsible for receiving late registration applications. Late applications received after the 10th school day must be acknowledged and recorded in the late registration waiting list A or B. The Principal must submit the late registration waiting lists to the District Director whereupon the learners may be considered based on the availability of space at the School.

14. Admission Age and Age Grade Norms

14.1 Admission Age of Learners

- a. Parkview Senior only offers Grades 4 through 7 with its feeder schools PVJ and Mimosa primary offering Grades R-3.
- b. Where a learner is 3 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.

- c. The age grade norm requirements for learners with special education needs applying for admission at an ordinary public school are the same as learners in ordinary public schools.

14.2 Compulsory School Attendance

- a. Compulsory school attendance applies from Grade R, as determined by applicable legislation. As Parkview Senior School admits learners from Grade 4, compulsory school attendance applies from when the learner enters Grade 4 until the last school day in which the learner reaches the age of fifteen years.
- b. A learner who is 16 years or older and who has never had the opportunity to attend school must be referred to the respective District office for immediate placement at an adult Education and Training Centre.

14.3 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 the 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 school will seek direction from the Head of Department on whether the learner will be admitted to that grade.

i. Capacity of the School

- a. The learner enrolment capacity of a school is determined by the Head of Department.
- b. The Principal may not declare a school full. The Principal may request the District Director in writing to declare a school full, if necessary. This request must be submitted with supporting documentation to declare the school full. The school that is declared full by the District Director will be informed in writing.
- c. If there is no response within seven working days, the school can appeal to the HOD. Then the Head of Department or an official delegated by him will declare a school full in writing.

16.SHORT TITLE

16.1 This policy shall be called The Admission Policy of Parkview Senior Primary.

17.APPROVAL:

Recommended by: Principal	Ms Usha Bahadur	Signature	
Date:			
Approved by: (SGB Chairperson)			

Date:			
Verification by GDE: (District Director) (Print Name)		Signature	
Date of Verification			
Certified by :(Print Name)		Signature	
Date			

18.ANNEXURE/S

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- a. Annexure A: PVS Application form
- b. Annexure B: Re-Enrolment of a Learner Parkview Senior Primary