

	WESTCOTT PRIMARY SCHOOL	POLICY: WPS 002
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	SUBJECT: ADMISSION POLICY	ISSUE DATE: 03.08.2016
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ADMISSION POLICY OF WESTCOTT PRIMARY SCHOOL

ACRONYMS: SASA: South African Schools Act; WCED: Western Cape Education Department; SGB: School Governing Body; CEMIS: Centralised Educational Management Information System

REFERENCES: Assessment policy WPS003; Language Policy WPS 015; **South** African Schools Act (Act 84/1996): Section 5; National Education Policy Act (Act27/1996; Western Cape Provincial School Education Act (Act12/1997); Promotion of Administrative Justice Act (Act3/2000); National Admission Circular 240/2003

In terms of section 5 (5) of the South African Schools Act of 196, the Governing body of a public school must determine the admission policy of that school. The Governing Body of Westcott Primary School has accordingly constituted the following as the admissions policy of the school. The governing body reserves the right to alter or amend the admission requirements of the school. This will not be done once the admissions for a particular year have started.

1. Access to Westcott

The SASA Section 5(3) determines that no learner may be refused admission to a public school on the grounds that his/her parent;

- a) is unable to pay or has not paid the required school fees determined by the Governing Body under Section 39.
- b) does not subscribe to the mission statement of the school, or
- c) has refused to enter into a contract in terms of which the parent waives any claim for damages arising from the education of their learner.

Section 40 of the SASA (1996) determines that it is the parent's legal responsibility to pay the school fees.

2. Application for admission

Westcott and its applicants will strictly adhere to the annual admission time frames as prescribed by the WCED. An application form for admission to Westcott Primary is to be completed in full. The following documents must be submitted:

- a) Learner's official unabridged birth certificate and copy of parents' ID or proof of Home Affairs application
- b) If an applicant has a sibling at the school, during the academic year for which is being applied, we will take this into consideration, but these factors do not form part of the core criteria for admission.
- c) Learner's clinic card (if not available the principal should direct the parents to a clinic). Without this a learner may be refused admittance to the school and the Head of Department is to be informed.
- d) Learner's original transfer form (if transferring from another school)
- e) Proof of address (electricity account etc. Not older than three(3) months)
- f) A reasoned explanation in writing of why the learner should be admitted to Westcott Primary School in preference to one that appears to be of much closer proximity to the learner's home.

- g) Most recent school report (where applicable)
- h) Fully completed application form with all relevant certified documents, including the WCED CEMIS Learner Registration form.
- i) Proof of employment (name of employer; address; telephone number; years at company) please note if less than two years at this employer please give previous employer details also.
- j) An undertaking to pay school fees in full.

Documentation showing any form of erasure or alteration will not be accepted.

Learners transferring to Westcott Primary from an independent school or from home schooling also need the above documents.

Non South African citizens are also required to have the above compulsory documents for admission as well as all documents required by the Department of Home Affairs. The school must acquire and keep a certified copy of the relevant document and request a new one on expiry.

3. Admission receipt

The completed application form and relevant documents, once returned to Westcott Primary, will be dated and entered into an application file. The receipt of these documents does not constitute acceptance to the school. The principal will either admit, or not admit, the learner to the school in accordance with the school's admission policy and class space availability.

4. Acceptance assessment

Applications will be evaluated for completion and will be assessed according to criteria in the following order.

- a) Information provided on the application forms.
- b) Space in terms of class size.
- c) Place of residence (proof to be submitted).
- d) Results of interview (including readiness for the grade, language medium confirmation or ELSN learner recommendation.)
- e) Information from previous school/schools, including learning barriers.

Please note: the presence or absence of any of the above-mentioned factors is not a guarantee of acceptance to, or exclusion from, Westcott Primary School. If an applicant has a sibling at the school, during the academic year for which is being applied, we will take this into consideration, but these factors do not form part of the core criteria for admission.

5. Notification to parents/guardians

The school will inform the parent(s)/guardians of the result in writing.

The school will also inform the parent (s)/guardians for the need to apply to other schools, to ensure the admission of the learner the following year.

The school will clearly state that a place in the school may not become available.

6. CEMIS registration

The registration of learners on the WCED CEMIS is compulsory. All learners who leave a school must be removed from CEMIS.

All entries to CEMIS are done online. CEMIS generates a unique identity number for each learner enrolled at the school. First time enrollment will be completed according to details on the Learner Registration form. Learners transferring from other schools (including

expelled learners) need to produce their original CEMIS transfer certificate. On leaving Westcott for another WCED school, learners will be issued an original CEMIS transfer certificate.

7. CEMIS deregistration

Learners leaving the WCED school system will be presented with a deregistration certificate. Learners re-entering the WCED school system after having left it to attend a private school/home schooling etc., will be registered by means of the CEMIS deregistration certificate (the same as a Transfer Certificate, but with different sections having been completed) to be presented by the learner.

8. Unfair discrimination

The admission policy of a public school and the administration of admissions by WCED officials, including principals, may not unfairly discriminate against an applicant who applies for admission to a school. (National Admission Policy par. 9)

9. Access to total school programme

SASA Section 41(7) stipulates that a learner is admitted to the full school programme and may not, because of the non-payment of school fees by his or her parent, be suspended from classes, denied access to cultural, educational, sporting or social activities of the school, denied a school report or otherwise be victimised.

10. Exemption from payment of school fees

The school Governing Body, including the principal as an ex-officio member of the SGB, must inform parents of the regulations for the exemption from the payment of school fees and of their right to apply for full, conditional or partial exemption in accordance with Section 40 of the SASA and national regulations relating to the exemption of parents from the payment of school fees.

11. Testing of learners

In terms of SASA Section 5(2), the Governing Body of a public school may not administer any tests relating to the admission of a learner to a public school, or direct or authorise the principal of a school or any other person to administer such a test.

Testing can and will be undertaken to determine the grade competency of learners who apply for admission to Westcott.

A report card from the learner's previous school(s) must accompany their application for admission.

12. Learner profile

Upon acceptance at Westcott Primary, the learner profile must be requested from the previous school within 10 days of registration. These should be available by the end of February. These profiles are to be kept up to date and always available to WCED officials.

13. Place of residence

The School acknowledges that the Western Cape Education Department has not determined any official feeder zones for public schools in the Western Cape but shall give primary preference to those applicants who reside in the area in closer proximity to the School than to any other school which can adequately meet their educational needs, whose home language is the same language as the school uses as its medium of

instruction. It may, if there exists sufficient space at the school and/or if it is, in the opinion of the Governing Body and the Principal of the School, temper this provision and accept applicants from areas that are closer to other public primary schools.

14. Space in terms of class size

Westcott Primary will accept children up to a maximum of 32 per class in the Foundation and Intermediate Phase and 28 in Grade R classes. This has been determined by allowing 1½sq meters per child, with a balance being allocated to the teacher, mat and teaching equipment.

15. School language policy

In terms of Section 6 of the SASA, the Governing body of Westcott Primary has determined the language of learning and teaching to be English.

16. Age Criteria

In terms of SAS Section 3(1), school attendance is compulsory for all learners from the first school day of the year in which the learner reaches seven years of age until the last school day of the year in which the learner reaches the age of 15 or ninth grade, whichever comes first.

SASA Section 5(4a) determines the admission age of a learner to a public school as

- a) Grade R – turning 6 in the year of admission
- b) Grade 1 – turning 7 in the year of admission

Learners who are younger than the admission age as stipulated, may be admitted to a public school only in terms of SASA Section 5(4b), which stipulates that subject to the availability of suitable school places and other educational resources the Head of Department may admit a learner who;

- a) is under the stipulated age if good cause is shown
- b) complies with the criteria that the minister may, by regulation, prescribe for the admission.

17. Over-aged learners

In terms of par. 30 of the National Admission Policy, learners who are in the school system, but who have become over-age because of repeating grades, may not be refused continued education at a school but, when transferring from one school to another, may be admitted only with the approval of the circuit team manager. The prescripts and procedures are described in Circular 240/2003.

18. Parental responsibility

In terms of SASA Section 3(6), every parent must ensure that a child, for whom the parent is responsible, attends a school from the first school day of the year in which such a learner turns 7 until the last school day of the year in which the learner turns 15 or the ninth grade, whichever occurs first.

19. Special educational needs learners

SASA Section 12(4) provides that, where it is reasonably practical, learners with special educational needs may be admitted to ordinary public schools with relevant educational support. The parents are liable for the costs incurred should an external facilitator be

needed during exam and annual assessment purposes. This Facilitator will be chosen from a pre-approved list provided by the school. An invigilator will also be present.

20. Expelled learners

In terms of SASA Section 9(5) where a learner, between the ages of 7 and 15 years, is expelled from a public school, the Head of Department or his or her delegate must make arrangements for the learner to be placed at another public school.

21. Further Information

The following documentation or information must also be available to applicants at the time of application:

- a) The code of conduct of the school
- b) Publicly display the Admission Policy of the school at the school during the admission period and place it on the school's website (where applicable);
- c) Ensure that a copy of the school's admissions policy is available to parents who request it; (preferably in electronic form)
- d) All applicant parents have signed an acknowledgment on the application form that they understand the admissions criteria to be used by the school.

SGB POLICY APPROVAL:			
Principal J Robertson		Educator M Nicholson	
Chairman E Rens		Educator R de Villiers	
Secretary H Merrington		Parent M V Gaastern	
Treasurer J Myburgh		Parent R Springleer	
N Educator M VD Berg		Co-opt	
Co-opt L Taylor		Date signed	