



WESTCOTT PRIMARY SCHOOL

Where the individual counts

ADMISSIONS 2024

Westcott Primary School's Admissions Policy is available both on the Western Cape Education Department website for registration as well as on the official school website. The criterion which is utilized in assessing all applications may be found within the Admissions Policy. The policy complies with the requirements of the South African Schools Act of 1996 ("SASA").

NB: The application process does NOT operate on a first come, first served basis

STEPS TO APPLY

STEP 1

Parents should register their child and apply online via the Western Cape Education Department ("WCED") online system to a **minimum of 3 schools** of their choice – **Remember to rank the choice of schools in order of preference.**

For more information about admissions and how to register and apply via the Western Cape Education Department website, please visit <https://wcedonline.westerncape.gov.za/>.

To register your child please use the following link:
<https://admissions.westerncape.gov.za/admissions/login>.

Upon registering your child, **both** parent's / legal guardian's details are required to be completed on the WCED online system (Parent 1 & Parent 2) even in the case of divorce or separation, unless one parent / guardian has sole custody / legal guardianship of the child.

The following **supporting documentation** should be uploaded onto the WCED online system upon application:

1. Birth Certificate (old Unabridged Certificate) – indicating both parent's / legal guardian's details
2. **Both** parent's / legal guardian's ID documents
3. Passports (Foreign Nationals)
4. Permits (Foreign Nationals)
5. Last School Report (if applicable)
6. Proof of Address
7. Road to Health Card (the front cover and the list of immunizations)

NB: Should a sibling already attend Westcott Primary School, please indicate by answering “YES” when you are prompted on the WCED online system

Please supply accurate contact details (telephone, cellphone number and email address) of both parents / legal guardians for communication purposes

STEP 2

Once parents / legal guardians have registered their child and applied to schools online via the Western Cape Education Department, they must bring the following documentation to the School:

1. **Application Summary Page (taken and printed from the WCED online website)**
 - This is the page that contains the parent’s / legal guardian’s information
2. **Supporting documentation** that has been uploaded onto the WCED online Website
 - ID Documents of both parents / legal guardians
 - Birth Certificate (old Unabridged Certificate) – indicating both parent’s / legal guardian’s details
 - Passports (Foreign Nationals)
 - Permits (Foreign Nationals)
 - Last School Report (if applicable)
 - Proof of Address
 - Road to Health Chart (the front cover and a copy of the list of immunizations)

Only If the application is successful and the School has indicated that the application is successful on the WCED online system, will the School contact you and email a General Information Form for completion and return. This form must be returned to the school along with the relevant **recently certified supporting documentation** according to the School’s Admissions Policy. The supporting documentation will be listed in the General Information Form and this may differ slightly from what is required by the WCED online system.

IMPORTANT POINTS TO REMEMBER

1. Admissions open on **13 March 2023** and close on **14 April 2023**.
2. The admissions process does **not** operate on a first come first served basis.
3. Parents must register their child and apply online via the Western Cape Education Department (“WCED”) online system to a **minimum of 3 schools** of their choice – **Remember to rank the choice of schools in order of preference.**
4. Should a sibling already attend Westcott Primary School, please indicate by answering “YES” when you are prompted on the WCED online system.
5. Please supply accurate contact details of **both** parents / legal guardians when completing the application summary pages on the WCED online system.
6. All supporting documentation must be uploaded to the WCED online system and delivered to the School along with the Application Summary Page.
7. The School receives an abundant amount of applications each year and we simply cannot accommodate each and every learner – placement of learners will be made according to the criterion contained within our Admissions Policy.
8. Parents / legal guardians should make application to the closest school to their place of residence and **not** their place of employment or place of residence of any other family member in relation to the school.
9. If any information provided by parents / legal guardians is found to be missing, misleading, incomplete, erroneous or false, the school reserves the right to revoke the offer of placement and refuse any subsequent applications to the school for the same learner.
10. Should parents / legal guardians submit any fraudulent documentation, the school reserves the right to lay a criminal charge of fraud against any of the parties to the application.
11. **The WCED online system will display the outcome of all online applications on 29 May 2023.**
12. **Placements for Grade R and Grade 1 will be notified during June of the year of application.**
13. **Placements for Grade 2 - Grade 7 will only be notified during the last term of the year (October – December) prior to admission.**

Westcott Primary School is a **fee-paying school**

Westcott Primary School offers **two classes per grade**

Grade R : The school can accept a maximum of **56 learners** (28 learners per class)

Grades 1 – 7 : The number of learners the school can enroll in these grades is limited and varies from year to year (a maximum number of **33 learners** per class)