



LAERSKOOL

*Table View* PRIMARY

*Geloof – Getrouheid – Sukses • Loyalty – Faith – Success*

## ADMISSION POLICY

Adopted by the School Governing Body and informed by the legislation, regulations, policies and circulars listed as follows: The Constitution of South Africa (Act 10 of 1996), The South African Schools Act (Act 84 of 1996), The National Admission Policy for Ordinary Public Schools, (Government Gazette 19377 of 1998) as promulgated in terms of the National Education Policy Act (Act 27 of 1996), as amended (NEPA), The regulations relating to Exemption of parents from the payment of school fees in public schools (Government Gazette 29311 of 18 October 2006)-SASA, Norms and Standards for Language Policy in Public Schools (Government Gazette 18546 of December 1997), The Western Cape Provincial School Education Act (Act 12 of 1997), The Promotion of Access to Information Act (Act 2 of 2000), The Promotion of Administrative Justice Act (Act 3 of 2000), WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools (Circular 26/2010), WCED Policy on managing learner pregnancy (Circular 0121/2003), Admission of over-age learners to public schools (Circular 0240/2003), Admission Policy for Pre-Gr R learners to ordinary public schools (Circular 0046/2004), Dates and time-frames for applications for admission to ordinary public schools and the management of school admission information for 2022/2023 (Circular 0006/2021), Admission of undocumented South African/ Foreign learners for 2021/2022 (Circular 0053/2021), Unlawful practices associated with school admission, the payment of school fees and the levying of other fees (Circular 0059/2021), Reminder: Online Admission System as the only official system of form to be used by schools for admission to ordinary public schools in the Western Cape (Circular 0018/2022).

### Interpretation

In this policy document, unless the context indicates otherwise:

- 1.1 *Applicant Learner*: any person receiving education or obliged to receive education in terms of the Act, who is applying for admission to the school;
- 1.2 *Teacher*: any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains learners at the school;
- 1.3 *Enrolment Procedure*: completion and submission of all documentation pertaining to the enrolment of the learner; as well as compliance with the provisions of this policy;
- 1.4 *Table View area*: the area that is known as the suburb 'Table View', and which is geographically the closest public school to the applicant learner;
- 1.5 *Maximum Capacity*: refers to the maximum number of learners that the school can accommodate, bearing in mind the facilities, availability, safety and security of learners, ablution facilities, etc.;
- 1.6 *Parent*:
  - 1.6.1 the parent or guardian of an Applicant Learner;
  - 1.6.2 the person legally entitled to custody of an Applicant Learner; or
  - 1.6.3 a person who undertakes to fulfil the obligations of a person referred to in paragraphs 1.7.1 and 1.7.2 towards the Applicant Learner's education at the School;
- 1.7 *School*: Table View Primary School including the Lilliput Campus

## 2. Enrolment Procedure

- 2.1 Grade R applicants: enrolment procedures must commence and conclude within the time frame communicated by the WCED.
- 2.2 Table View Primary School Grade R applicants: children will automatically be enrolled for Grade 1. Parents must, however, confirm, in writing before the end of Term 3, that their child will be continuing their schooling at Table View Primary School.
- 2.3 New Grade 1 (one) applicants: enrolment procedures must commence and conclude within the time frame communicated by the WCED.
- 2.4 For Grade 2 to Grade 7 applicants: enrolment procedures must be completed no later than 1 December of the year preceding the year of enrolment. Families who are relocating into our area after this date, will be accommodated according to space availability.
- 2.5 All late applications will be subject to the availability of places.

## 3. Documents Required after Successful Status (admission) of a Learner

- 3.1 Parent/s must complete and sign the prescribed registration form for the enrolled Learner. The registration form, together with the additional documents, must be delivered to the school within the timeframe as set out in 2. above. Unless the fully completed documentation is received, the application will be deemed incomplete.

- 3.2 When a Parent applies for the admission of an Applicant Learner, the Parent must present:

- 3.2.1 **A copy of the official birth certificate of the child:** If awaiting a copy of the birth certificate, proof of application for a birth certificate from the Department of Home Affairs will be required.

- 3.2.2 **Immunization Certificate:** A copy is required, or proof that the child has been immunized against polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis-B.

- 3.2.3 **Proof of residence**

- (a) If you are a **homeowner:** the latest municipal account (not older than 3 months)

- (b) If you are **renting:** a copy of the lease agreement, valid for at least one full year at the time of your application. If expiring within the first two months of your child's admission year, a new contract may be required. An affidavit will **NOT** be considered as proof.

- (c) According to the **Rental Housing Act 50 of 1999** there is no provision for a third party in a rental agreement and thus subletting will not be considered as proof of residence.

When there is a change of address, the school needs to be informed, in writing, and a copy of the new lease agreement must be provided.

- 3.2.4 **A valid Study Permit/Visa: (Immigrants only)** In terms of the Immigration Act 13 of 2002, parents must prove that they are able to provide guarantees, to the satisfaction of the school, that all tuition fees will be paid. The onus is on the parents to furnish the school with a new Study Permit/ Visa 30 day before the current Study Permit/Visa expires. Failure to do so will result in the school notifying the Director General at the Department of Home Affairs. *Should these documents not be finalised, parents will be given 3 months to submit them to the school.*

- 3.2.5 **Identity Documents:** Certified copies of both the biological parents' Identity Documents. In the case of a deceased parent, a death certificate is required.

- 3.2.6 **Transfer Card / Report:** (Grade 1 – 7) A transfer card and the most recent report of the child, if he or she was previously enrolled at another school.

- 3.2.7 **Foster / Guardianship:** only certified copies of the relevant **Supreme Court** documentation will be accepted by the Governing Body.

- 3.2.8 **Contract of employment:** a certified copy of the contract of employment, if the parent resides outside the geographical area of the school but has permanent, full-time employment within the area.

3.2.9 **The school's applications form** duly completed and signed, including a signed **Undertaking on Admission, Code of Conduct** and **Statutory Obligation Notice**.

3.3 A Parent will be entitled to submit, together with the application, such additional documentation that may demonstrate compliance with the admission criteria as set out in the Policy;

3.4 Failure to fully complete the prescribed application form will deem it incomplete;

3.5 Providing misleading information and/or misrepresenting facts in the prescribed application shall render the application null and void;

#### 4. **Primary Admission Criteria**

The Applicant Learner can be admitted to the School if the following criteria are fulfilled:

4.1 Ages of learners:

- Grade R learners: 5 turning 6 years old;
- Grade 1 learners: 6 turning 7 years old;
  - If for whatever reason a child needs to remain in pre-primary, permission must be requested in writing from the WCED;
  - The age of the Applicant Learner does not exceed two years above the chronological average age of the specific grade.

4.1 The applicant learner resides permanently in the area closest to the school at the time of the application. Learners with Afrikaans LOLT are not restricted to residential area unless Afrikaans classes are at capacity.

4.2 The Parents have applied using the WCED Online Admissions System.

4.3 The Applicant Learner has siblings who are currently in the school.

The above criteria are subject to the School having capacity to accommodate the Applicant Learner.

- Grade R classes can accommodate up to 30 learners in a class as there is an assistant teacher;
- Foundation Phase classes can accommodate a maximum of 34 learners;
- InterSen Phase classes can accommodate up to 34 learners, depending on the physical size of the classroom.

#### 5 **Secondary Admission Criteria**

In the event of the maximum capacity allowing for additional enrolments, and the Applicant Learner not fulfilling the Primary Admission criteria as set out in par. 4, the following criteria shall be applied for Grade 1 – 7:

5.1 The Parent(s) of the Applicant Learner are employed in formal employment in the area closest to Table View Primary School.

5.2 The Applicant Learner demonstrates an enthusiasm for participation in the academic, sporting and cultural activities offered by the schools previously attended by them;

5.3 The Applicant Learner will benefit the most from the subjects, activities and facilities offered by the School,

5.4 The Applicant Learner shows academic potential to be accommodated in the bilingual class, or has special circumstances which merit consideration of their application;

5.5 The Applicant Learner has a good disciplinary record;

Fulfilment of any one of the above criteria does not guarantee admission but will be used when reviewing and assessing the application. **Table view Primary School and its Governing Body reserve the right to enrol a child to the school.**

When making a Secondary Admission application, the Parents must provide written motivation on one or more of the above points, or any other relevant alternative point. This written motivation will be used to determine admission to the School; subject to paragraph 3.5.

## 6. **Determining Admission of Applicant Learners**

- 6.1 Primary Admission: Acceptance of applications will be subject to the maximum capacity of the School.
- 6.2 Secondary Admission: Acceptance of Applications will be at the discretion of the School after the written motivation provided, subject to the maximum capacity of the School.
- 6.3 It may be determined that in terms of paragraph 6.2 above that the Applicant Learner be placed on a waiting list.
- 6.4 Parents of Applicant Learners will be informed in writing regarding the status of their Application.

## 7. **Admission Principles**

- 7.1 No Applicant Learner may be refused or discriminated against on the grounds of race, religion or culture or because his/ her parents do not subscribe to the Mission Statement of the School or refuse to enter into a contract which waives any claim for damages arising from the education of the learner.
- 7.2 The School is an English and Afrikaans Parallel Medium School (see Table View Primary School Language Policy).
- 7.3 No Applicant Learner will be required to write any entrance tests.
- 7.4 The Applicant Learner's age must conform to the accepted norms of the school. This age must be confirmed by an official identity document. Learners are usually admitted to Grade 1 in the year that they turn 7 but may also be admitted in the year that they turn 6 (before 30 June), if they fulfil the requirements of the Department of Education and the school has the capacity to accommodate them. Preference will always be given to learners who are of compulsory school going age.
- 7.5 The educational principles of the School are based on wholesome principles and ethics. Learners of different religions are welcomed, and all learners are educated in religious diversity and tolerance.
- 7.6 Table View Primary School is considered a co-education school, the ratio of boys to girls will be taken into consideration.
- 7.7 Siblings are not guaranteed entry should any of the primary or secondary criteria not be fulfilled.

## 8. **Non-South African Citizens/Foreign Nationals**

Applications of Foreign Learners will be processed if the learner meets the admission criteria. This Admission Policy is aligned to Circular 0053/2021 Admissions of undocumented South African/ Foreign Learners. This policy makes the admission of South African children to public schools conditional upon the production of a birth certificate within three months, failing which, the child of the defaulting parent will be excluded from enrolment.

## 9. **School Fees**

- 9.1 Parents must agree to pay the School Fees as per the resolution adopted by the majority of Parents attending the Annual Financial Meeting in accordance with the School Governing Body Constitution.
- 9.2 Both Parents must indicate their agreement by signing the application form.
- 9.3 In the case of divorced/separated Parents, it is the responsibility of the Parent applying for application at the School to obtain a signed copy of the application form from their divorced/separated partner.
- 9.4 Should parent's qualify, it will be strongly advised that they apply for partial exemption by completing the relevant forms.
- 9.5 Learners will not be refused admission on the grounds that their parents are unable to pay school fees.
- 9.6 The School does not charge a registration fee, deposit, re- admission fees or pre-admission fees.
- 9.7 The School Fees are inclusive of the school academic and extra-curricular programme, but exclude activities offered by private clubs using the school facilities.
- 9.8 Any other fees will only be charged after the learner has been admitted to the school.

10. **Decision-making Authority**

Parents of Applicant Learners will not be subjected to an interview prior to admission to the school. Final admission of the Applicant Learner to the School is determined by the criteria as set out herein and at the discretion of the Principal and the Governing Body.

11. **Appeal**

The Applicant Learner or Parent of an Applicant Learner may appeal against the decision to refuse admission, in person to the Chairperson of the Governing Body. The chairperson will consider the appeal and reply in person.



**C. BERRY**

Chairperson, School Governing Body

2024-05-21



**SJ AKERMAN**

Principal