



Parkview Junior School

(GAUTENG DEPARTMENT OF EDUCATION)

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GAUTENG DEPARTMENT OF EDUCATION JHB NORTH PARKVIEW JUNIOR SCHOOL ADMISSION POLICY

This is Parkview Junior Primary School's "Admission policy".

The Admission Policy was determined, compiled and accepted by the School's Governing Body and will be revised annually.

The Admission Policy was compiled in accordance with the following legislation:

- National Education Policy (Act 27 of 1996)
- South African Schools Act (Act 84 of 1996)
- Admission of Learners to Public Schools (General Notice 4138 of 2001)
- Education Law Amendment Act (The amendment of Section 5 of Act 84 of 1996)
- Gauteng School Education Act 1995 (Act 6 of 1995 Notice 61 of 1998)
- GDE Circular 36 of 2003
- Regulations for Admission of learners to Public Schools, 2012

DEFINITIONS:

- HOD- Head of Department – Head of the Provincial Education Department
- SGB – The School Governing Body
- Normal Grade Age – means normal grade:.....
- Parent\Guardian – Parent or legally appointed guardian of a learner.
- Feeder Area- The school nearest to the parents home address or work place in relation to the parent\learner's choice of medium of instruction.
- Waiting List - A list of applicants for admission broken down as follows

Waiting List A -

- for learners who reside within the feeder zone of the school
- have at least one parent working within the feeder zone.
- have a sibling attending the school.

Waiting List B – a list of applicants living and working outside the feeder area.

- School – means a public school
- SASA – "South African Schools Act" means the South African Schools Act.1996 (Act 64 of 1996)
- "The Act" means the School Education Act of 1995 (Act No. 6 of 1995)

1. MANAGEMENT PROCEDURES FOR ADMISSION:

1.1 ROLE OF THE HEAD OF DEPARTMENT:

The Head of the Department is responsible for the administration of the admission of learners to a public school. The HOD will ensure that the issue of access, equity, redress and compulsory attendance of learners at school is realized through monitoring of the admissions process.

1.2 ROLE OF THE HEAD OF THE DISTRICT:

The HOD delegates the responsibility for the administration to the Head of the District in the following areas:

- 1.2.1 Ratify and certify the school admissions policy submitted by the SGB
- 1.2.2 Ensure policy compliance by principals and to institute disciplinary measures if non-compliance is proved.
- 1.2.3 Establish a District Admissions Team and centralise clusters that will oversee and support schools in the administration of learners.

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- 1.2.4 The District Admissions Team will be supported by the IDS Officials in clusters who will work with the relevant schools.
- 1.2.5 The Head of the District should ensure that by the end of November, all learners on the waiting list are placed.
- 1.2.6 Districts will take responsibility for learners who are not placed.

1.3 ROLE OF THE SCHOOL GOVERNING BODY (SGB)

- 1.3.1 The SGB of the school must determine the admissions policy of the school in terms of section 5(5) of SASA, the Admission of Learners to Public Schools (General Notice 4138 of 2001) and in accordance with guidelines in section 5(1) of the Education Policy Act 1998 (Act 12 of 1998)
- 1.3.2 The SGB should encourage parents of learners to apply for admission of their children before the end of the preceding school year specifically during the period given by GDE
- 1.3.3 The SGB should inform all parents of learners admitted to a school of their rights and obligations in terms of the South African Schools Act of 1996 and any applicable provincial law.
- 1.3.4 The SGB must make a copy of the admissions policy available for ratification by the Head of the District.

1.4 ROLE OF THE PRINCIPAL:

- 1.4.2 The Principal will be responsible for the admissions of learners in accordance with circular and related legislation.
- 1.4.3 Keeping a register of admissions to the school.
- 1.4.4 Maintaining the required waiting lists.
- 1.4.5 The principal remains accountable for the administration of admissions.
- 1.4.6 Issuing of transfer cards to learners moving to another school and forwarding learner information to the new school.

1. AIM OF POLICY:

To facilitate the admissions of learners' at school in accordance with National and GDE policies. Code of reference SASA and GDE circulars and will comply with all amendments, as and when promulgated.

No learner will be unfairly discriminated against, in term of colour, ethnic, religious, and language grounds. However, discrimination may take place, based on the ethos of the school i.e. gender specific.

2. PROCESS OF ADMISSIONS:

3.1 FIRST TIME ADMISSION INTO A SCHOOL:

The learner must be already five years old turning six, by 30 June, in the year of admission. A learner must be admitted into a school in the year that the 7th birthday is reached. (compulsory attendance)

3.1.1 OFFICIAL ADMISSION FORM:

All parents seeking admission will be provided with the official GDE application form without prejudice. All parents seeking admission for the first time enrolees are expected to complete the required GDE Admission Form (Annexure A)

3.2 RE-REGISTRATION OF LEARNERS:

Learners at a school will have to confirm their continued enrolment at the school annually. The process of re-registration will take place during the admissions process from May to September. This is for logistical reasons, so as to enable schools to determine the following year's enrolment.

- i. All learners enrolled at school and who wish to continue their studies at the institution during the following year will be required to re-register.
- ii. Parents will be required to complete the prescribed re-registration form (Annexure B)

3.3 PROCESS TO BE FOLLOWED FOR ADMISSION AND RE-REGISTRATION:

- i. Applications for admission for the following year will open in 2 May 2017 until the 20th October 2017 for the preceding year. We may consider late admissions

THE SCHOOL MAY ONLY BE DECLARED FULL BY THE SENIOR DISTRICT MANAGER AFTER CONSULTATION WITH AND VERIFICATION BY THE DISTRICT OFFICE OF THE STATUS OF THE SCHOOL

- II. All late applications will be referred to the admissions officer, at the district office. (Provincial Gazette No 439 – Notice 61 of 1998 4 (9))
- III. Two waiting lists will be kept to record all applications:

Waiting List A -

- for learners who reside within the feeder zone of the school
- have at least one parent working within the feeder zone.

- have a sibling attending the school.

Waiting List B – a list of applicants living and working outside the feeder area.

- iv. In the event of a school being declared full by the Head of the district, the principal will submit waiting list to the Head of the District to facilitate placement.
- v. Each applicant will be given a waiting list number. The parent\guardian will be informed, timeously of acceptance or non-acceptance.

4. **ADMISSION REQUIREMENTS:**

DOCUMENTS REQUIRED FOR ADMISSION:

- 4.1 Certified Birth Certificate
- 4.2 Proof of the parent's identity and the child's residence or his or her parents work address
- 4.3 Where the parent is not the natural parent of the child, documentation supporting the parent's legal relationship with the learner.
- 4.4 In the case of admission to a primary school proof that the child has been immunised against polio, measles, tuberculosis, diphtheria, tetanus, and hepatitis B
- 4.5 The transfer card of the child, if he or she is currently enrolled at another school
- 4.6 The most recent school report of the child if he or she is currently enrolled at another school and
- 4.7 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

In cases where the necessary documentation is unavailable, the learner will be conditionally admitted for a period of three months, by which time the parent\guardian is expected to furnish the school with the documentation.

5. **ADMISSION ON NON-CITIZENS:**

In the case of foreigners, a study permit from the Department of Home Affairs will be required, granting the learner permission to continue his/her studies in South Africa. A temporary or permanent residence permit from the department of Home Affairs will also be required.

6. **SCHOOL ZONING:**

Learners residing in the "feeder zone" will be given preference. Zone: Parkview, Westcliff, Lower Parkwood, Parktown West, Lower Parktown North (South of 7th Avenue). West of Jan Smuts Avenue and North of Empire Avenue.

7. **LEARNERS WITH SPECIAL EDUCATIONAL NEEDS:**

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

8. **OVER AGED LEARNERS AND FAST TRACKING PROGRAMME:**

- 8.1 A Learner who will reach the age of sixteen during any calendar year, and who seeks admission to a school for the first time for the school year must be advised and referred to the respective District Office for immediate placement at an Adult Education and Training Centre
- 8.2 Based on age grade norms (age cohort). Where the learner is 3 years or more above the grade norms, the school will engage with the District Senior Manager to place the learner in a fast track programme.

9. **ASSESSMENT TESTS:**

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:

- 9.1 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 only.
- 9.2 Where the learner may be experiencing difficulties with the curriculum, because of the language barriers, more especially with regards to the medium of instruction.
- 9.3 In the case of foreigners, where the placement level needs to be determined.

In the above cases, the age cohort for placement purposes will be taken into account and a fast tracking process may be followed. GDE assistance will be sought with the fast tracking process.

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10. ADMISSIONS REGISTER

The school will keep an admissions register of all learners admitted to a school in the required format.

11. RIGHTS AND OBLIGATIONS OF THE PARENTS;

- 11.1 All parents\guardians are expected to register their children\wards, of compulsory school going age, at a school. Failure to do so could lead to prosecution.
- 11.2 Parents\Guardians are expected to uphold the school code of conduct and regulations, as long as it is not in conflict with SASA regulations.
- 11.3 Parents\Guardians are required to ensure that their child\ward attends school regularly. The onus rests with the parent to inform the school if the learner is ill and will not be attending school.
- 11.4 The parent will be responsible for the school fees as determined and ratified by the General parent body of the school, at the annual budget meeting.
- 11.5 Parents are required to make input and suggestions, with regards to the learners schooling.

12. POSSIBLE REASONS FOR REFUSAL FOR ADMISSION:

A learner may only be refused admission for the following reasons:

- 12.1 The school is gender based and does not cater for the gender of the applicant.
- 12.2 The school is officially declared full by the Senior District Manager.
- 12.3 The learner is no longer of compulsory school going age in terms of SASA, and may be referred to an ABET centre. (Fair Discrimination)

13. APPEALS:

All unsuccessful applicants will be notified timeously. If parents\guardians are dissatisfied with the decision of a principal not to admit a learner to the school, reasons will be given in writing, and parents will be given an Appeal Form – Annexure D. The appeal form must then be submitted, by the parent, to the Senior Manager of the GET Directorate in the Head Office for the attention of the MEC.

14. REGISTRATION FEES:

A compulsory registration fee, not exceeding 1\12 of the annual school fee may be levied on registration. This will be used to offset the school fees.

15.

APPROVAL:

Date:		
Approved by SGB Chairperson) (Print name)		