

ADMISSION POLICY

BREDASDORP PRIMARY SCHOOL'S POLICY CONCERNING THE ADMISSION OF LEARNERS TO THE SCHOOL OR GRADES AT THE SCHOOL

Since Bredasdorp Primary School is a public school with legal personality in terms of the provisions of section 15 of the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter "the Schools Act") of which the control is entrusted to its school governing body (hereinafter referred to as "the SGB") as contemplated in section 16 of the Schools Act;

AND

As the SGB is empowered in terms of section 5 of the Schools Act, to determine the School's policy regarding the admission of learners to the school, subject to the provisions of the Schools Act and any applicable provincial law;

AND

Since the SBL is aware of the following issue of learner admission to the school (hereinafter "the legislation"):

- (i) the Constitution of the Republic of South Africa 1996 (hereinafter "the Constitution");
- (ii) the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter "the Schools Act");
- (iii) section 3 (4) (i) and 5 of the National Education Policy Act, No. 27 of 1996 ("NEPA");
- (iv) The Admissions Policy for Ordinary Public Schools, by the Minister of Education in Government Gazette No. 19377 of 19 October 1998 (Notice No 2432/98) (hereinafter "Ministerial Policy"); and
- (v) Applicable provincial legislation;

AND

As the School and its SGB consult the relevant provisions of the legislation insofar as it is valid and binding and prevails over the authority of the SGB to determine the school's admission policy and at the same time is determined to apply the full application of the school admission policy within the limits of the legislation;

Therefore, the SGB on behalf of the School now declares the School's Admissions Policy for Learners to the School as follows:

1. APPLICATION FOR ADMISSION TO THE SCHOOL

1.1 It is acknowledged that -

(a) the Head of Department (Education) (hereinafter "DH") and / or officials of the Department of Education (PGD), including the Principal, delegated by the DH (hereinafter "the DH delegate (s)") Is responsible for the administration of learner admission to the school; and

(b) The DH / DH delegate (s) must determine a registration process for admission to public schools so that learner admission takes place in a timely and effective manner.

1.2 It is emphasized that the DH / DH Delegate (s) / Principal must at all times see this policy in a fair and equitable manner in accordance with the Act in accordance with paragraph 1.1 above or the decision-making process regarding admission applications. The School and its SGB will also expect from the DH / DH delegate (s) / Principal to obtain full access to and copies of any registers or files held as part of the admissions process at all reasonable times.

1.3 The School and SGB will expect from the DH / DH delegate (s) / Principal to ensure that applicants are informed of the following and also confirm in writing that they have read and understood:

- a) The SGB Constitution;
- b) the school's language policy;
- c) the Code of Conduct for Learners; and
- d) this admission policy.

1.4 As a prerequisite for any decision regarding the admission of a learner to the school, the School and the SGB require that the DH / DH delegate / s / Principal strictly adhere to the following provision of the Constitution -

"28 (2) - A child's best interest is crucial in every matter what the child touches ".

1.5 The School and the SGB endorse the view that in law and in the absence of a court order to the contrary, the legitimate Parent (s) / guardian (s) of a minor learner has the sole right to decide at which school their child / foster child is enrolled. Consequently, the School and SGB do not accept application unless submitted by the parent (s) / guardian (s) of, or the person / persons legally entitled to care for the minor learner, or a person / persons who are in writing by them authorized to do so. In addition, the School and the SGB regard strict compliance with this approach as it is essential to ensure that valid consent is granted for the learner's treatment in loco parentis, for the learner's participation in excursions, and so on.

1.6 The SGB undertakes to support the DH / DH delegate (s) / Principal in attempts to encourage the persons referred to in paragraph 1.5 above, to apply for the admission of their children / foster children to attend before the end of the year preceding the next school year.

1.7 Subject to this policy, the SGB requires the DH / DH delegate (s) / Principal learner access to public schools, including this School, to co-ordinate with the School, and undertake the SGB to provide constructive support in order to ensure that all suitable learners receive appropriate admission.

2. THE SCHOOL'S CODE OF CONDUCT FOR LEARNERS (INCL. DRESS CODE)

Although applicants' refusal to subscribe to the School's Code of Conduct for Learners (including dress code) cannot prevent the learner from enrolling in the school, the code will nevertheless be binding on the learner. Section 8 (4) of the Schools Act stipulates as follows:

"No provision of this Act shall release a learner from the obligation to comply with the code of conduct of the school attended by such learner."

Applicants are encouraged to support the School by asserting themselves of the School's Code of Conduct for Learners and ensuring their compliance by learners.

3. SCHOOL FEES

3.1 Parents' (as defined in Article 1 of the Schools Act) failure, refusal or inability to pay school fees cannot prevent the admission of learners to the school.

A learner is admitted to the total school program and may not be suspended from classes, access to culture; sports and social activities are refused, a school report or transfer certificate is refused or otherwise securitized on the grounds that his / her parents -

- (a) is unable to pay school fees or have not yet paid;
- (b) does not support the mission statement and code of conduct of the school;
- (c) refused to enter into a contract in terms of which the parents waive any claim for damages resulting from the learner's education.

3.2 In terms of section 38-41 of the Schools Act, a budget meeting of the parents of enrolled learners must take place at the School after thirty (30) days notice to parents. At this meeting, the majority of the parents present decide for the acceptance of the budget to prepare for the next financial year.

At the same meeting, the majority of voting parents can decide that the payment of school fees must be compulsory, what the school fee will be per learner per year and what criteria will apply to total or partial exemption to parents who do not have the full compulsory amount or any part of it can not pay. Parents who are unable to pay any portion of the amount or the full amount are entitled to apply to the SGB on the prescribed forms to apply for total or partial exemption from the payment of school fees. Such applications must be handled confidentially by the SGB. The SGB will act fairly and apply the above criteria as well as the provisions of the Ministerial Policy and the Regulations for the Exemption of Parents from the Payment of School Fees in Public Schools (Government Notice R1052).

A copy of the latter will be made available to parents on request. Parents who apply for exemption may approach the administrative secretary at the School or any other member of the SGB for

assistance with the application. A parent / parents who feel wronged by the SGB may appeal to the DH in terms of the procedure set out in the said regulations.

3.3 Exemption applicants, however, must note that the combined annual income of both biological parents is taken into account in the decision whether or not parents are eligible for exemption. "Combined annual gross income of parents" is defined in regulation 1 of the aforesaid regulations as -

"The combined gross income of both the biological parents of a learner as defined in the Act ...".

It is important to note that an application for exemption may be refused would both biological parents fail to sign the application for exemption.

3.4 The applicant's attention is further drawn to the following provision of the Schools Act -

(Article 41) - A public school may enforce the payment of school fees by parents responsible for it ... by legal process. "

3.5 Parents of learners are encouraged to maintain the high education standard and the good school facilities and environment by paying school fees and, where they receive total or partial exemption from the payment of compulsory school fees, provide their services to the benefit of the School to the SBL available.

4. REQUIRED DOCUMENTS FOR ADMISSION

A parent must complete an application form for admission, which form the principal must make available to him / her.

Together with the application form, the parent must submit an official birth certificate from the learner to the principal. If the parent cannot hand in a birth certificate, the learner may be granted conditional admission on obtaining a copy of the certificate from the Regional Office of the Department of Home Affairs. The principal must inform the parents that it is an offense to

make a false statement about the age of the learner. The parent must ensure that the learner's admission is completed within three months after the conditional admission.

When applying for admission, the parent must provide evidence that the learner has been vaccinated against the following diseases: polio, measles, tuberculosis, vascular throat, clamp-in-jaw and hepatitis B.

When a learner moves from one public school to another, the principal must complete a transfer card and hand it over to the parent or to the other school.

When applying for admission the learners most recent report card must be submitted.

See Appendix A to this policy for a full list of required documents for admission.

5. LEARNER AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL

A learner who falls outside the age norm by more than two years will not be considered for admission. The age standard is the grade plus 6 years.

6. TIME PERIOD FOR REGISTRATION

- 6.1 Applications for admission regarding the enrollment of learners for the following year are handled in accordance with the prescribed dates as prescribed by the DH.
 - 6.2 Parents who want to enroll their children for the first time at the school must register the learner at the school in the year preceding the school year on which the learner's application for admission relates.
 - 6.3 All applications for admission to the school are submitted through the WCED Online Admissions System. Thereafter, Bredasdorp Primary School's official application form must be submitted to the principal before the prescribed dates as determined by the DH.
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- 6.4 The parents of a learner will be notified in writing by e-mail of the acceptance or rejection of their application within a reasonable period, or within the period that the DH determines.
- 6.5 All unsuccessful applicants will be advised to apply to other schools outside of the school. If a successful learner withdraws, possible placements of unsuccessful learners will be looked at again.
- 6.6 The School will maintain a proper register of all applications for admission.
- 6.7 The Governing Body reserves the right to reserve 10% of the capacity of a class for late applications for parents who enter the feeding area late in the year (new residents to Bredasdorp).

7. APPEAL PROCEDURE

If a parent is dissatisfied with the school's decision not to allow a learner to attend school, such parent may appeal against the decision to the Governing Body in terms of section 5 (9) of the Schools Act.

8. CAPACITY

The SGB has determined the school's maximum capacity for learner admission as follows:

Total number of learners in school: **624**

By class: **26**

Per grade: **78**

The following factors were taken into account when determining the school's capacity:

- That the learner's best interest is preferred
- The number of available educators
- The available space for administrative needs
- The available number of suitable classrooms
- The need for space for sports, culture and recreational activities
- The available space in the existing media and computer centers, science and technology laboratories and the school hall
- The available sanitary facilities

- Parking Facilities
- Safety measures
- The maximum allowable number of learners per class
- Internationally recognized best practice with regard to class sizes in order to deliver efficient and efficient quality education

See Appendix B with regard to capacity determination.

9. SEQUENCE OF PREFERENCE REGARDING ADMISSION

9.1 Unless and until the DH decides otherwise in consultation with the SGB, the natural area of the school is Bredasdorp and district.

9.2 The School is currently a Parallel Media Institution and thus has human resources that mainly cater for those learners whose mother tongue or chosen language of instruction is the school's language of instruction.

9.3 As the School and the SGB know that they may not unfairly discriminate against a learner on whose behalf an application for admission is submitted, and therefore they do not intend to discriminate, and although they would like to share and contribute learner education in partnership with the State, they understand that the school can not take all learners and that some form of (fair) discrimination regarding learner admission is inevitable. Therefore, and in view of the above, it is the school's policy that applications are handled in the following order of preference –

- (a) Firstly, applications on behalf of learners who live bona fide (really) with their parents (as defined in the Schools Act) within the school's natural feeding area, and whose mother tongue is the language of instruction of the school.
- (b) Secondly, applications on behalf of learners who live bona fide (really) with their parents (as defined in the Schools Act) within the natural feeding area of the school, and whose chosen language of instruction (which choice is indicated by the parent (s) on the application for admission) is the language of instruction of the school.
- (c) Thirdly, applications on behalf of learners whose parent (s) are actually employed at an address within the school's natural feeding area, and whose mother tongue is the language of instruction of the school.
- (d) Fourth, applications on behalf of learners whose parent (s) are actually employed at an address within the school's natural feeding area, and whose chosen language of instruction (which choice is indicated by the parent (s) on the application for admission) the language of instruction of the school is.

- (e) Fifth, applications on behalf of learners living outside of the school's natural feeding area, whose mother tongue is the language of instruction of the school and who wants to take a subject / subjects that are offered by the school and not offered by another school closer to the learner's place of residence.
- (f) Sixth, applications on behalf of learners living outside of the school's natural feeding area, whose chosen language of instruction (which choice is indicated by the parent (s) on the application form) is the language of instruction of the school and who would like a subject / subjects taken what is offered by the school and not offered by another school closer to the learner's place of residence.
- (g) Finally, applications on behalf of learners living outside the natural area of the school and whose mother tongue or chosen language of instruction is the school's language of instruction, on a first-come, first-choice basis.

Notwithstanding the aforementioned and in consultation with the district director, the SGB reserves the right to give preference to brothers or sisters of learners enrolled at the School.

10. ADMISSION OF PERSONS WITHOUT SOUTH AFRICAN CITIZENSHIP

Applications for admission of persons without South African citizenship will be dealt with in accordance with paragraphs 19-21 of the Ministerial Policy.

11. REQUIREMENTS

Except where the stipulations thereof are not in the best interest of a learner or other learners, the SBL and the School will consult the ministerial policy. Foreign learners must be in possession of a legal study permit.

12. THE SGB AND THE LEARNERS OF THE SCHOOL

- 12.1 All learners will be expected to fulfill their duties. Learners are also entitled to exercise their rights and to enforce their rights.
- 12.2 The SGB considers itself bound to protect the educators, learners, parents and non-educators of the School against bodily or mental violence in so far as the SGB is in charge, and further to the nurturing of the physical, mental and moral welfare of learners. For this purpose -

- (a) the SGB reserves the right to take all steps within its power to prevent the admission of a learner whose conduct poses a significant threat to the welfare, safety or life of learners or staff in the school as well as those best interests that the SGB feel to protect;
- (b) may the SGB ask for information from the DH and talk to him / her about the appropriateness of the admission of a learner to any grade at the school when such learner will be severely disadvantaged by his / her inability to communicate the required level of proper teaching in that grade or be communicated with or if such admission impairs disadvantages for other learners of the grade concerned;
- (c) may the SGB, given the resources and circumstances of the School, take any reasonably practicable steps to allow a disabled prospective learner in the school to adapt; and
- (d) the SGB expects staff members, learners or parents to report any matter to him regarding the abuse of rights to the interests that the SGB wishes to protect.

13. SCHOOL PROPERTY

Applicants' attention is drawn to the following:

- 13.1 Each learner at a public school will take good care of the property of the school made available to him / her, and return it to the school before or on the date indicated by any educator at the school.
 - 13.2 The parents of a learner at a public school will be liable for any damage or loss of school property for which the learner in question is liable to the school.
 - 13.3 It is every parent's duty to assist the State and the governing body of a school in promoting a culture of respect for school property.
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14. RISK OF DAMAGE OR LOSS

Applicants are advised that the School accepts no liability for damage to, destruction or loss of any property brought by the learner or his / her parent (s) to the school premises, regardless of such damage, destruction or loss, how it is caused, whether it is caused by someone's actions or omissions, and whether caused intentionally or negligently. The School accepts no liability. Learners are encouraged to take care of any property brought to the school premises, and applicants and parents of learners are encouraged to take out the necessary insurance against such damage, destruction or loss.

15. PARENTS AND THE SCHOOL / SGB

- 15.1 Parents of learners are requested to complete the prescribed permission form in order to enable the school staff to act in emergency cases in the best interest of the learner or relieve the learner's pain or discomfort until the parent (s) or medical staff can intervene.
- 15.2 Parents are encouraged to engage in all the activities of the School to become members of the management structures and support groups that serve the interests of the School community and to support the teaching process by interacting with educators and ensure that learners dutiful and carefully complete all task's and homework. Parents are also expected to ensure that their children are properly equipped to participate fully in the teaching process and to attend school on a regular basis, on time and regularly.
- 15.3 Apart from their duties, parents of learners at the School also have multiple rights. Parents have the right to be consulted regarding the formulation of the school's language and religion policy and code of conduct, or any amendments thereto. They are invited to submit recommendations and suggestions regarding the addition or amendment of existing policies or existing code of conduct to the SGB for consideration.
- 16. This policy may be amended, supplemented, amended or adjusted from time to time by the SGB.**
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Addendum A

Required information for governing body purposes in addition to the details that must be furnished in terms of ministerial policy, provincial policy or laws:

1. The name, residential address, work address and all telephone, fax or e-mail details of each person falling under the definition of "parent" in the Schools Act;
 2. A certified copy of any court order or any testamentary document confirming guardianship or legitimate claim to care, or any similar right of the person ("parent") claiming;
 3. An affidavit, employer's certificate, electricity bill or any other proof that may reasonably be required by the SGB to verify a learner's and his / her parents' place of residence or the place of employment of the learner's "parents" ;
 4. A copy of an identity or other document confirming the identity of every person falling under the definition of "parent" in the Schools Act to the reasonable satisfaction of the SGB;
 5. Written authorization by the parent (s) / guardian (s) referred to in point 2, to any person in his / her application for admission of the learner to the school or any other matter to represent the learner;
 6. The language of instruction chosen on behalf of the prospective learner;
 7. Details of any communicable disease to which the learner suffers (possibly);
 8. Details of any serious offense to which the learner was found guilty by a court or school where the learner was previously enrolled;
 9. Details of any medical condition of the learner that may affect the well-being of any other learner or staff member of the School;
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10. Details of any specific needs that the learner may have and which may require attention to maximize the learner's school experience or to promote his / her best interests where the school can accommodate it;

 11. Details of any condition or circumstances of which the School should be aware in order to protect the best interests of the learner and / or any other learners of the School; and
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Addendum B**POLICY: LEARNER NUMBER****(physical capacity determination)****PURPOSE**

To create an ideal learning environment for every learner in the school. This is done by making use of facilities for the best possible knowledge transfer and a positive learning experience.

DOCUMENTS USED / ADMINISTRATIVE

- The Constitution of the Republic of South Africa 1996;
- The South African Schools Act, No. 84 of 1996
- Occupational Safety and Health Act, No. 85 of 1993
- SABS 0400 Building Regulations
- Curriculum Statements and other disseminated policy documents
(such as the National Curriculum Statements Grades 10-12: Hospitality Studies, January 2008)

DETERMINATION OF LEARNER CAPACITY

1. Classrooms (provided by government)

Type	Number	m ²
Permanent	22	23,36
Temporary	2	23,36
TOTAL		560,4 m ²

Capacity: 624**Learners per class: 26**

Formula: Class size (m²) minus total number of learner tables (m²) and teacher table (m²) and other furniture / equipment like cupboards, minus 2.25 m² (space for educator) ÷ 0,9 m² (space per learner) = learner abilities per class

(SABS 0400 standards stipulate that each learner must have 0.9 m² of movement space and each educator is 2.25 m².)

Learners per school

Total number of classrooms x maximum learner capacity per class = School capacity

3. Other facilities that are not suitable for classrooms

- Laboratory / Outside store classroom
- Computer Centers
- Media Center
- School Hall
- Offices
- Staff room
- Meeting rooms
- Store Rooms
- Other (specify)

Provided by governing body

- Restaurant
- Gymnasium

Dressing Rooms**Number of boys**

Boys	Real number	SABS number
Toilets	15	5
Urinals	4	4
Wash basins	12	7

Number of girls

Girls	Real number	SABS number
Toilets	17	13
Wash basins	15	7

(See attached SABS 0400 Building Regulations for calculating the number of facilities compared to the number of persons)

Local regulations, such as fire safety and other safety precautions

(Consult local building and / or fire regulations)

Explanatory notes (will differ from school to school)

1. The SGB made a contribution for the benefit of the learners and made class sizes of ± (number) for effective teaching, and not to increase school capacity.
2. As regards the National Curriculum Statement (January 2008) on Hospitality Studies, Hospitality Studies classes should not contain more than 20 learners.
3. As a result of occupational safety, there should be no more than 24 learners at a time in the laboratories.
4. Toilets and washbasins are already overused.
5. There are currently no expansion opportunities in the field and no SBL funding.
6. Temporary classes provided by the state are of asbestos. The buildings have a limited service life and require a lot of maintenance.

Bredasdorp Primary School is full when 624 learners are enrolled.



GOVERNING BODY: CHAIRMAN



PRINCIPAL

DATE: 25 FEBRUARY 2021

Table 1 – Utilization class of building

[Table 1 modified by r. 71 of Government Notice R.574 of 30 May 2008, with effect from 1 October 2008]

<i>1</i>	<i>2</i>
<i>Utilization class of building</i>	<i>Utilization</i>
A1	Entertainment and public events Where people gather to eat, drink, dance or participate in other recreational activities
A2	Theater and indoor sports Where people meet to watch theater, opera, orchestra, choir, film or sport shows
A3	Education Travel Where schoolchildren, students or other persons meet for teaching or learning purposes
A4	Worship Where people gather for worship purposes
A5	Outdoor Where people look at outdoor sports opportunities

Table 2 – Intended Occupation

[Table 2 replaced by Government Notice R.432 of 1991, and by r. 72 of Government Notice R.574 of 30 May 2008, with effect from 1 October 2008]

<i>1</i>	<i>2</i>
<i>Utilization class of room, or floor or part thereof</i>	<i>Occupancy</i>
A1, A2, A4, A5	Number of permanent seats, or 1 person per m ² in the absence of fixed seats
E1, E3, H1, H3, H4	2 persons per bedroom
E4	16 persons, provided that the total number of persons per room does not exceed 4
H5	16 persons per dwelling unit, provided that the total number of persons per room does not exceed 4
G1	1 person per 15 m ²
J1, J2, J3, J4	1 person per 50 m ²
C1, E2, F1, F2	1 person per 10 m ²

B1, B2, B3, D1, D2, D3	1 person per 15 m ²
C2, F3	1 person per 20 m ²
A3, H2	1 person per 5 m ²

Table 4 – Provision of fixed sanitary fittings

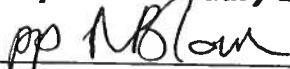
1	2	3
Type of utilization and occupation	Fixed accessories	Exceptions
A3	Table 6	

Table 6

1	2	3	4	5	6
For occupation of until -	Number of fixed sanitary fittings to be installed for certain occupation figures in column 1				
	Men's			Ladies'	
	Toilets	Urinals	Wash Basins	Toilets	Wash Basins
15	1	1	1	2	1
30	1	2	2	3	2
60	2	3	3	5	3
90	3	5	4	7	4
120	3	6	5	9	5
	For occupancy of more than 120, add 1 toilet, 1 urinal and 1 washbasin for every 100 persons			For occupancy of more than 120, add 1 toilet for every 50 people	
				For occupancy of more than 120, add a sink for every 100 people	

Compiled by: The School Management Team (SMT) and full Governing Body - June 2017

Adapted: February 2021


 CHAIRMAN OF THE GOVERNING BODY

25.2.21
 DATE


 PRINCIPAL