

GAUTENG DEPARTMENT OF EDUCATION



HEIDELBERG PUBLIC SCHOOL

Admission Policy: Heidelberg Public School

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- 1. TITLE OF THE POLICY : The Admission Policy of Heidelberg Public School
- 2. EFFECTIVE DATE : 1 January 2016
- 3. REVISION HISTORY

| | |
|--|------------------------|
| As amended on: (Specify date/s) | |
| a) | 01 March 2015 |
| b) | 01 January 2016 |
| Date of Next Review: (Specify Date) | |
| c) | 01 March 2016 |
| d) | 01 March 2017 |

4. PREAMBLE

- 4.1 The South African Schools Act mandates the School Governing Body (SGB) to determine the admission policy of a school. The said admissions policy must be aligned to the admission policy published in terms of the National Education Policy Act, 1996.
- 4.2 This admissions policy articulates the schools commitment to ensuring that all learners have access to quality education without any fear of discrimination on any grounds what so ever. To this effect any learner that applies for admission to this school will be subjected to a fair and equitable admissions process that is aligned to the all relevant National and Provincial legislation.
- 4.3 **No learner may be refused admissions** to the school on the following grounds:
- a. The parent has not paid the school fees as determined by the SGB.
 - b. The parents do not subscribe to the vision and mission statement or the aim and objectives of the school.
 - c. The parents have refused to enter into a contract with the school which exclude the liability of the school to the parent out of circumstances relating to the education of the learner.
 - d. On the basis of unfair discrimination based on race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV/AIDS status or any other illness.

5. PURPOSE OF THE POLICY

- 5.1 The purpose of the admissions policy is to facilitate admissions to the school by setting out the following crucial information:
- 5.1.1 Aspects under which no learner may be refused admission to the school
 - 5.1.2 The admission age for learners at the school, including age grade norms.
 - 5.1.3 Admission of learners to public schools who live within and outside the residential area or feeder zone of the school as determined by the MEC.
 - 5.1.4 Re-registration for learners already in the school, including repeat learners.
 - 5.1.5 Registration of new learners
 - 5.1.6 Late registrations
 - 5.1.7 Documentation or proof required for admission

5.1.8 Register of admissions

5.1.9 Capacity of the school

6. DEFINITIONS AND ACRONYMS

6.1 Definitions

| Term | Definition |
|-----------------------|--|
| District Director | the officer of the department responsible for the administration of education means |
| Feeder zone | Means the nearest school to the parents' home address or work address for parents who live in the domicile of the employer |
| Head of Department | the Means head of an education department |
| HOD | Head of Department |
| MEC | Member of Executive Counsel |
| Parent | 'parent' means— (a) the biological or adoptive parent or legal guardian of a learner; (b) person legally entitled to custody of a learner; or (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) or (b) towards the learners education at school |
| Principal | Means an educator appointed or acting as head of a school |
| Register of admission | Means waiting list A and list B of names of learners who have applied for admission to the school |
| School Governing Body | Means the relevant body responsible for Governance issues |
| SGB | School Governing Body |

| | |
|------------|---|
| Sibling | means someone who satisfies both of the following requirements: (i) he or she has a parent who is also means someone who satisfies both of THE following requirements: (i) he or she has the parent of that child, and (ii) he or she resides in the same household as the child |
| The School | Refers to Heidelberg Public School |

6.2 Acronyms

| Acronyms | Explanation |
|----------|-----------------------------|
| HOD | Head of Department |
| MEC | Member of Executive Council |
| SGB | School Governing Body |

7. APPLICATION AND SCOPE OF THE POLICY

7.1 This policy applies to the learners, educators, support staff, the school management, parents of learners at the school and applicants.

8. LEGISLATIVE FRAMEWORK

- 8.1 The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended.
- 8.2 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- 8.3 The South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- 8.4 Employment of Educators Act, 1998 (Act No. 76 of 1998).
- 8.5 Education Policy Act, 1998 (Act No. 12 of 1998).
- 8.6 Gauteng Schools Education Act, 1995 (Act No. 6 of 1995).
- 8.7 Refugees Act, 1998 (Act No. 130 of 1998).

- 8.8 Aliens Control Act, 1991 (Act No. 96 of 1991).
- 8.9 Admission of Learners to Public Schools (General Notice 4138 of 2001).
- 8.10 Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001).
- 8.11 Education White Paper 5, 2004.

9. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

- 9.1 Circular 5 of 2011

10. POLICY STATEMENTS

10.1 Administration of Admissions

The administration of admissions deals with the:

- a. Informing of all parents that the school is open for admissions and outlining the procedures to be followed for admissions.
- b. Re-registering of learners currently at the school,
- c. issuing and receiving of verification documents,
- d. Adjudication of applications for admissions,
- e. the issuing of transfer cards,
- f. Issuing of notices confirming the status of the application via SMS from the e-platform,

- g. Informing unsuccessful applicants of appeal procedures to be followed,
- h. Informing successful applicants of fee status and related processes
- i. Maintenance of a register of admissions.

The school will not administer any test related to the admissions of a learner. In cases where the Principal/SGB feels that a test is necessary approval to conduct the test will be sought from the Head of Department.

10.2 The Admissions process

10.2.1 Admissions Period

The Principal should ensure that the admission process commences on the first day up until the last day prescribed by the provincial education department unless the school is declared full by the District Director before the end of the admissions process.

10.2.2 Informing Parents

The school will communicate the commencement of the admissions process through newsletters or posters, once it has been decided upon by the Department.

10.2.3 Application for Admissions

Parents applying for admission to the school for the first time will:

- a. The parent will apply on-line at www.gdeadmission.gov.za. The parent must then revisit the on-line application to choose a school after said period. The parent will select schools in order of preference. An on-line admission number

will be generated for the parent. The on-line application will place the parent on Waiting List A or B. The parent will receive an SMS.

- b. Submit the following supporting documentation for admission to the school:
 - i. A certified copy of the birth certificate,
 - ii. A certified copy of the parents identity document
 - iii. A certified copy of proof of immunisation against polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B.
 - iv. Proof of residence/work e.g. water and lights account.
 - v. Proof of sibling relationship.
- c. In cases where a learner transfers from one public school to another, in addition to (i) and (ii) above the parent must submit the following from the previous school:
- d. A transfer card.
- e. The last report.
- f. In a case where a parent is unable to submit the birth certificate of the learner to the Principal, the learner will be admitted conditionally, failing which the matter will be referred to the District Director.
- g. The on line application will determine the Waiting Lists A and B. The hard copy is only the verification of the on line application.

10.2.4 Waiting Lists

Learners will be placed onto either Waiting list A or B via the on line application.

a. Waiting List A

The following learners will be placed on Waiting List A, in a numerical ranking order of names of all learners seeking admissions to specific grades in the school:

- i. Learners whose parents home or work address is the closest address to the school.
- ii. Learners with siblings who are already attending the school.

b. Waiting List B

- i. Learners whose parents neither reside close to the school nor have a parent working in the area **will be placed on Waiting List B, in a numerical ranking order of names of all learners seeking admissions to specific grades in the school.**
- ii. These learners living outside the natural feeder zone or geographical area of the school will be encouraged to apply for admission to other schools of their choice as well.

10.2.5 Adjudication of Applications

a. Learners already enrolled at the school

Learners already enrolled at the school must complete a prescribed application form for registration at the school on an annual basis and return it by 01 June.

b. Preference Order of Admissions

- i. In the adjudication of applications the school admissions committee shall give first preference to learners who live within the natural feeder zone or residential area of a school i.e. learners on Waiting List A, in a chronological order.
- ii. Once applicants from 'Waiting List A' have been placed and there is still place available, applicants on Waiting List B will be placed in a chronological order.
- iii. Paragraph 10.2.5/6 will only be applicable if the process is not on-line.

10.2.6 Notifying Parents of Outcome of Application

a. Communication of Outcome of Application

- i. Once the school has processed all applications, Waiting List A will be sent to the District Director for approval.
- ii. Once the school has received the signed off Waiting List A from the District Director, the Principal will communicate with each applicant and inform them of whether their application has been successful or not.

- iii. Parents must collect a written response regarding the status of the application by the end of the admission process.

b. Successful Applicants

- i. On informing successful applicants, the school will communicate information with regard to its fee paying status.
- ii. In the case of a 'fee paying school', parents will be informed of the amount of school fees that is charged by the school and the procedures to be followed when a parent requires exemption from school fees and how it works.
- iii. Parents must then be requested to complete Annexure E from the exemption from school fees policy.
- iv. On receiving admissions to the school a learner may not be suspended from classes, denied access to cultural, social or sporting activities of the school, receipt of a school report or transfer certificate or otherwise victimised on the basis of 10.1 a – d as he/she would be admitted to the total school programme

c. Unsuccessful Applicants

- I. The principal will inform in writing, all unsuccessful applicants of the reason/s for declining the application. (refer to 10.2.5.(a) (iii))
- II. A parent of a learner whose application for admission to the school is unsuccessful may lodge an objection with the Head of Department against the decision of the principal, within 7 days of being informed.
- III. The Head of Department will communicate his decision on the objection to the parent within 7 days of receiving the objection.
- IV. A parent that is dissatisfied with the decision of the HOD may appeal in writing against the decision to the Member of the Executive Council (MEC) within 7 days after notification of the refusal for admission.

10.3 Admission of Non-Citizens

- a) Provisions governing the admission of South African citizen learners to public schools apply equally to non-citizen learners.
- b) Non-citizen learners must provide either proof of temporary or permanent residence permit in South Africa or a study permit.

- c) Illegal aliens must provide proof of application for temporary or permanent residence or a study permit with the Department of Home Affairs.
- d) The principal will advise parents as to where the required documentation can be obtained. Should the documentation remain outstanding, the learner will be conditionally admitted to the school and the matter will be referred to the District Director.

10.4 Late Registration

The principal will be responsible for receiving late registration applications. Late applications received after the 10th school day must be acknowledged and recorded in the late registration waiting list A or B. The principal must submit the waiting lists to the District Director at the District Office whereupon they may be considered based on the availability of space.

10.5 Admission Age and Age Grade Norms

10.5.1 Admission Age of Learners

- a) The admission age of a learner to Grade 1 in a public school is age five (5) turning six (6) by 30 June in the year of admission. The admission age of a learner to Grade R is age four turning five by 30 June in the year of admission. For the placement of learners into different grades, the age grade norm, namely, grade number plus six years, will be applied for admissions purposes.
- b) A parent who wishes to make an application for admitting an underage learner to Grade R or Grade 1 at the school must submit an application and a school readiness report to the principal. A school readiness report could be a report from the educational psychologist or a similar professional or an acceptable progress report from a qualified educator.
- c) Should the principal decide that it would not be in the child's best educational interest to be admitted to Grade R or Grade 1 as an underage learner, then the principal must furnish the parent with reasons for this decision in writing and given the opportunity in writing to appeal to the MEC.
- d) Where a learner is 3 years or more above the normal grade age norm the school will engage the District Director to place the learner in a fast-tracking programme.
- e) The age grade norm requirements for learners with special education needs applying for admission at an ordinary public school are the same as learners in ordinary public schools.

10.5.2 Compulsory School Attendance

- a. Compulsory school attendance is from when the learner enters grade 1 until the last school day in which the learner reaches the age of fifteen years or the ninth grade, whichever comes first.
- b. A learner who is 16 years or older and who has never had the opportunity to attend school should be advised and assisted in registering at the nearest Public Adult Learning Centre.

10.5.3 Learners Who Are Repeating

In principle, learners should progress with their age cohort. The norm for retention is one year per school phase. A learner who has repeated one or more years at the school in terms of this policy is exempt from the age grade norm. In cases where a learner is three years older than the norm age per grade, the school will seek direction from the Head of Department whether the learner will be admitted to that grade.

10.6 Capacity of the School

- a. The learner enrolment capacity of a school is determined by the Head of Department. The principal of the school may not declare a school full.
- b. The principal will request the District Director in writing to declare a school full, if necessary. This request must be submitted with all the supporting **documentation to declare the school full.**
- c. The Head of Department or an official delegated by him will declare as school full. The school that is declared full by the District Director will be informed in writing.

11. SHORT TITLE

- 11.1 This policy shall be called The Admission Policy of Heidelberg Public School.

12. APPROVAL:

| | | | |
|--|---------------|-------------------|--|
| Recommended by: (Principal) (print name) | PJJ PRETORIUS | Signature: | |
| Date: | | | |
| Approved by: (SGB Chairperson) (Print name) | S. NTULI | Signature: | |
| Date: | | | |
| Verification by GDE: (District Director) (Print Name) | MRS. D. MOLOI | Signature: | |
| Date of Verification | | | |
| Certified by :(Print Name) | | Signature: | |
| Date | | | |


13. ANNEXURE/S (IF APPLICABLE)

- a. Annexure A: Guidelines on how to apply for a learner at Heidelberg Public School.
- b. Annexure B: Application Form for admission to Heidelberg Public School.
- c. Annexure C: Step by Step Admission On Line User Guide for Parents
- d. Annexure D: Re-Registration Notice

ANNEXURE A: APPLICATION FOR ADMISSION TO A PUBLIC SCHOOL



GAUTENG PROVINCE
 Department: Education
 REPUBLIC OF SOUTH AFRICA



Heidelberg Public
22 Gembok, Jordaan
Park

340158

1. LEARNER DETAILS:
A.

| | |
|---|--|
| Surname | |
| First Name(s) | |
| Grade applied for | |
| Date of Birth | |
| ID/Birth certificate/Passport Number | |

B. Certified birth and immunization certificates attached(X) Yes No

C. Sibling(s) currently at the school

Admission Policy: Heidelberg Public School

| Surname | First Name(s) | Grade | Home Address |
|---------|---------------|-------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

2. PARENT'S/GUARDIAN'S DETAILS

A. Are you a parent/guardian? Specify with an (X): Parent Guardian

| | |
|------------------------------|--|
| Surname(s) | |
| First Name(s) | |
| Title: Dr/Rev/Mr/Mrs | |
| Home Address | |
| Postal Address | |
| Postal code | |
| Home Telephone Number | |
| Work Address | |
| Work Telephone Number | |

3. NEXT OF KIN/FRIEND/RELATIVE'S DETAILS: In case of emergency)

| | |
|--------------------------------|--|
| Surname | |
| First Name(s) | |
| Relationship to Learner | |
| Address | |
| Telephone Number | |

4. LANGUAGE PREFERENCES OF LEARNER

| | |
|----------------------------------|--|
| Home Language | |
| Language of Communication | |
| Other Languages spoken | |

5. PREVIOUS SCHOOL ATTENDED (if relevant)

| | |
|------------------------------|--|
| Name of the School | |
| Address of the School | |

6. SPECIAL NEEDS OF LEARNER (parent/guardian must specify any special educational needs e.g. epilepsy, allergies, use of wheelchair, etc)

| |
|--|
| |
| |
| |
| |

7. FAMILY DOCTOR'S DETAILS

| | |
|-------------------------|--|
| Name | |
| Telephone Number | |

8. INDICATE BY A (X) PARENT'S OR GUARDIAN'S SIGNATURE

| | |
|------------------|--|
| Signature | |
| Date | |

For official use only:

| | | | |
|----------------------------------|----------|----------|-----------------------------|
| (X) Relevant Waiting list | A | B | Waiting list Number: |
|----------------------------------|----------|----------|-----------------------------|

(X) Status of Admission: **Approved** **Not approved**

Reason(s) if not approved:

| | |
|------------------|--|
| Signature | |
| Date | |

**ANNEXURE B: RE-ENROLMENT OF A
LEARNER AT A SCHOOL**



GAUTENG PROVINCE
Department: Education
REPUBLIC OF SOUTH AFRICA



Heidelberg Public
22 Gembok, Jordaan
Park

340158

Dear Parent/Guardian

Please check and confirm that the details on the attached registration form of your child are correct. If there are any changes, such as new address or telephone number, please indicate it on the attached form. This is necessary so that we can update the School Admission Register.

Please complete the tear-off slip and return to the school by:

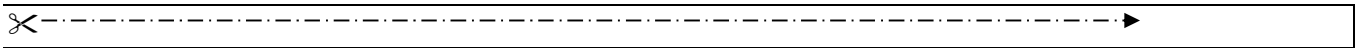
| Date | Month | Year |
|------|-------|------|
| | | |

Should your child be leaving the school and going to a new school, please indicate this so that a Transfer Card can be completed for your child.

Yours sincerely

Principal

Admission Policy: Heidelberg Public School



PARENTS TO COMPLETE THIS SECTION AND RETURN TO THE SCHOOL. SELECT THE CORRECT OPTION AND DELETE WHAT IS NOT APPLICABLE

My child _____ (will / will not) be returning to the school from

(Date)_____. I require/do not require a transfer card for Year: _____ academic year.

| | |
|---|--|
| Indicate whether parent/guardian | |
| Print Name | |
| Signature | |
| Date | |