



Primêre Skool Veldenvlei Primary School

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ADMISSION POLICY- 2021 /22

GRADE R - 7

POLICY OF VELDENVLEI PRIMARY SCHOOL REGARDING THE ADMISSION OF LEARNERS TO THE SCHOOL

Whereas Veldenvlei Primary School (hereinafter referred to as “the School”) is a public school, having juristic personality by virtue of the provisions of Sections 15 of the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter referred to as “SASA”), the governance of which is entrusted to its School Governing Body (hereinafter referred to as “the SGB”), referred to in Section 16 of SASA;

And whereas the SGB is empowered in terms of Section 5 of SASA to determine the School’s policy regarding the admission of learners to the School and grades at the School, subject to the provisions of SASA and any applicable Provincial Law;

And whereas the SGB is mindful of the following enactments (hereinafter referred to as “the enactments”) relating to the question of the admission of learners to the School or different grades at the School, namely:

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

And whereas the School and its SGB defer to the relevant provisions of the enactments to the extent that they may be valid and binding upon them and take precedence over the power of the SGB to determine the admission policy of the School, whilst being determined to ensure the full implementation of the School’s admission policy within the parameters of the enactments and any other applicable enactments from time to time;

Now therefore the SGB, on behalf of the School, declares the School’s Policy for Admission of Learners to the School or different grades at the School, to be as follows:

1. APPLICATIONS FOR ADMISSION TO THE SCHOOL

1.1 It is acknowledged that –

- (a) the Head of Department (Education) (hereinafter referred to as “the HOD”) and/or officials of the Department of Education (DOE), including the Principal, delegated by the HOD (hereinafter

Our Vision

Veldenvlei Primary School strives towards developing comprehensive, value-driven, friendly, well-mannered learners in a safe environment.

This can only be achieved through dedicated loyal and involved staff and parents.

Our Mission

Value Driven Education

referred to as “the HOD delegate(s)”) is/are responsible for the administration of the admission of learners to the School; and

- (b) the HOD/the HOD delegate(s) must determine a process of registration for admission to public schools in order to enable the admission of learners to take place in a timely and efficient manner.
- 1.2 It is emphasised that the HOD/the HOD delegate(s)/the School Principal must (and will be required to) take this policy into account demonstrably, fairly and in accordance with law at all times whilst acting in accordance with paragraph 1.1 above, or whilst engaged in the process of deciding upon applications for admissions. The School and its SGB will also require the HOD/the HOD delegate(s)/the School Principal to allow the SGB full access to and copies of any registers or files kept as part of the admission process.
 - 1.3 The School and the SGB require the HOD/the HOD delegate(s)/the School Principal to add to the prescribed application form, and ensure the completion by the Applicant of the Schedule of Information required by the governing body attached hereto.
 - 1.4 The School and the SGB require the HOD/the HOD delegate(s)/the School Principal to ensure that Applicants are informed of and in writing acknowledge having 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.
 - 1.5 The School and the SGB subscribe to the view that according to law, and in the absence of a Court Order directing otherwise, the legal guardian(s) of a minor learner has/have the exclusive right to decide upon the school where their child/ward is to be enrolled. Consequently, the School and SGB do not recognise an application as being valid, unless made by the guardian(s) or person(s) by order of Court entrusted with the custody of the minor learner, or a person or persons thereto authorised by them in writing. The School and the SGB also regard adherence to this approach as being essential in that it ensures that valid permission may be given for the treatment of the learner *in loco parentis*, for the learner to embark on excursions, and so forth. Consequently, the HOD/the HOD delegate(s)/the School Principal are required to ensure that this approach is strictly adhered to.
 - 1.6 The SGB undertakes to support the HOD/the HOD delegate(s)/the School Principal in encouraging the persons referred to in paragraph 1.5 to apply for the admission of their children/wards before the end of the year preceding the next school year.
 - 1.7 Subject to this Policy, the SGB requires the HOD/the HOD delegate(s)/the School Principal to co-ordinate the admission of learners to public schools, including the School, in consultation with it and undertakes to give constructive support in ensuring that all eligible learners are suitably accommodated.
 - 1.8 The School and the SGB require strict observance by the HOD/the HOD delegate(s)/the School Principal of the following provision of the Constitution as a prerequisite to any decision to be taken regarding the admission of a learner to the School – **28 (2) – “A child’s best interests are of paramount importance in every matter concerning the child.”**

2. THE SCHOOL’S CODE OF CONDUCT FOR LEARNERS (INCLUDING DRESS CODE)

The Applicant is to note that whilst his/her refusal to subscribe to the School’s Code of Conduct for Learners (including dress code) cannot be an obstacle to the admission of the learner to the School, the Code is nevertheless binding on the learner. Section 8(4) of SASA provides as follows:

“Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner.”

The Applicant is encouraged to support the School in familiarising him/herself with the School's Code of Conduct for Learners and seeing to the observance thereof by the learner.

3. SCHOOL FEES

- 3.1 The Applicant is to note that the failure or refusal or inability of parents (as defined in Section 1 of SASA) to pay school fees cannot be an obstacle to the admission of the learner to the School.

A learner is admitted to the full school programme and may not be suspended from attending class, refused entry to cultural, sports and social activities, refused a school report card or transfer certificate, or be victimised in any other way based on his/her parents' –

- (a) inability to pay school fees or failure to have done so at any stage;
- (b) failure to support the mission statement and code of conduct of the School;
- (c) refusal to enter into a contract in terms of which the parents waive their right to claim for any consequential damage relating to the learner's education.

- 3.2 In terms of Sections 38-41 of SASA, a budget meeting of parents of learners enrolled at the School must be held on thirty (30) days' written notice to parents. At the meeting the majority of parents present decide whether or not to accept the budget prepared by the SGB for the next financial year. At the same meeting the majority of parents present and voting may decide that the payment of school fees is to be compulsory, what the amount of school fees per learner per year will be, and what criteria will be used to grant total or partial exemption to parents who are unable to pay the compulsory fees or the full compulsory fees. Parents who are unable to pay any of the fees or the full amount of the fees are entitled to apply to the SGB on the prescribed forms for total or partial exemption from the payment of school fees. Such applications must be dealt with in confidence by the SGB, which must act fairly and apply the abovementioned criteria and the provisions of the applicable ministerial policy and Regulations Relating to the Exemption of Parents from Paying School Fees in Public Schools (Government Notice R1052), a copy of which will be furnished to parent(s) on request. Parents applying for relief may request an educator at the School or any other person to assist him/her/them with the application. A parent/parents who feel aggrieved at the decision of the SGB may appeal to the HOD, following the procedure set out in the said Regulations.

- 3.3 It is important, however, for Applicant(s) for exemption to note that the combined annual income of parents is taken into account in the decision as to whether or not the parent(s) qualify for exemption. “Combined annual gross income of parents” is defined in Regulation 1 of the aforesaid Regulations as –

“the gross income of all the parents of a learner as defined in the Act, calculated together ...”.

“Parent” is defined in SASA to mean:

- (a) The biological or adoptive parent or legal guardian of the learner;
- (b) The parent legally entitled to the custody of the learner; or
- (c) A person who undertakes to fulfil the obligations of the persons referred to in (a) and (b) towards the learners' education at school

- 3.4 The Applicant's attention is drawn to the following provision of SASA –

(Section 41) – “The governing body of a public school may by process of law enforce the payment of school fees by parents who are liable to pay ...”

- 3.5 Parents of learners are encouraged to support the high standard of education and the sound school facilities and environment by paying school fees and, where they are exempted totally or partially from the payment of compulsory school fees, to offer their services to the SGB for the benefit of the School.

4. DOCUMENTS REQUIRED FOR ADMISSION

A parent will be required to complete an application form for admission, which must be provided to him/her by the school principal.

Together with the application form, the parent must submit to the principal an official birth certificate of the learner. Should the parent be unable to furnish a birth certificate, the learner may be provisionally admitted until a copy of the certificate has been obtained from the regional office of the Department of Home Affairs. The principal is required to inform the parents that any false statement with regard to the age of the learner constitutes a crime. The parent must ensure that the admission of the learner is finalised within three months following provisional admission.

Upon application for admission, the parent must produce evidence that the learner has been immunised against the following illnesses: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

Should a learner move from one public school to another, the principal must complete a transfer card and either hand it to the parent or forward it to the other school.

5. LEARNER AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL OR VARIOUS GRADES OF THE SCHOOL

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

6. REGISTRATION PERIOD – GRADE R - 7

The Learner Admission Period for all public schools in KwaZulu Natal will commence from 10 May 2021 to 1 October 2021 in line with a directive from the Department of Basic Education to all provinces. Principals of schools must make sure that no public school commences with learner admissions for 2022 before the stipulated admission period.

7. REQUIREMENTS FOR ADMISSION FOR GRADE R

- (a) Admission to Grade R is 4 years turning 5 by 30 June in the year of admission. However, **preference will be given to learners of 5 years turning 6 years by 30 June**, in the year of admission. **IF SPACE IS AVAILABLE** learners age four turning 5 by 30 June, will be admitted on the following conditions:
- Emotional school readiness/best interests of the child
 - Physically mastered **toilet-training**
- (b) Application for admission to the school must be made the previous year.
- (c) Grade R is not compulsory education; therefore, application for exemption of School Fees does **NOT** apply.

PHASE 1: APPLICATION FOR ADMISSION – GRADE R - 7

1. Complete an Application for admission form.
2. The school will inform parents to also apply at other schools.
3. Incomplete Application for admission forms and/or forms without the necessary compulsory documents will **NOT** be accepted. It is **not** the responsibility of the school to notify parents of any incomplete application forms.

4. Unless and until the HOD, after consultation with the SGB, decides otherwise, the natural feeder area of the School is Veldenvlei, Birdswood and Wildenweide. Application of these applicants will be taken into consideration because of the fact that there are no other primary schools in these areas. It is also in the best interests of the child to be close to the school in his or her community. Application of children with siblings in our school will also be considered, because it is in the best interests of the child to keep families together in the same school.

"Applications from parents whose children are currently enrolled in schools which are near to those where admission is sought...must also be considered for admission." (KZN CIRCULAR NO 52 OF 2013 ADMISSION OF LEARNERS IN PUBLIC SCHOOLS IN KWAZULU-NATAL FOR 2014)

Feeding area: The school take note of "Learner Admission Policy for Public Schools in KwaZulu-Natal, KZN Circular 99 of 2006" and "Establishment of Learner Admission Committees in Districts, KZN Circular no 37 of 2010" and "KZN Circular no 58 of 2012". We at this school do not follow an admission policy based on feeder zones, but we follow a policy based on best interests of the child, as set out in the Constitution of South Africa 28(2).

Learners with special needs: Will be considered if practically possible.

Parents must also apply at other schools in the area during the time of admissions.

5. Preference will be given, **in this order**, to the following learners and areas:
 - 5.1 Learners with siblings in our school that resides in Veldenvlei, Birdswood and Wildenweide.
(Proof of Water and lights account)
 - 5.2 Learners with Parents/legal guardians who resides in Veldenvlei, Birdswood and Wildenweide.
(Proof of Water and lights account)
 - 5.3 Learners with siblings in our school that resides in Arboretum, Brackenham, Aquadene
 - 5.4 Learners with parents/legal guardians who resides in Arboretum, Brackenham and Aquadene.
6. **Successful applicants** and **unsuccessful applicants** will receive a notification **via e-mail**. Unsuccessful applicants will be provided with a reason. A copy of both successful and unsuccessful applicants will be kept on file as proof of dispatch. (Digital / hard copy)
7. The successful applicant **must bring the letter to school during the days** set out for **registration** as stipulated on the letter.
8. Late applications will be dealt with at the end of November of each year.
9. The School is currently an Parallel-medium (English and Afrikaans) institution equipped with human resources to cater primarily for those learners whose mother tongue or chosen language of tuition is the medium of tuition at the School.

PHASE 2: REGISTRATION

1. This phase commences after acceptance of a learner, with the compulsory registration of the learner.
2. The following documents relating to the learner must accompany the application form in order for the application to be considered.
 - 2.1 An official abridged birth certificate or identity document (ID)
 - 2.2 Written proof of immunization (Clinic Card)
 - 2.3 Proof of residents
 - 2.4 Proof of income
3. Parents may only buy school clothes (Grade R uniform) **after** registration of his/her child.
4. Parents **MUST ALSO APPLY AT OTHER SCHOOLS TO ENSURE ADMISSION OF THE LEARNER IN THE NEXT YEAR.**

5. Only a legal parent/guardian may apply to have his/her child/ren admitted to the school and fill in the necessary forms. **The parent who signs the forms will be held responsible for the payment of school fees.**
6. Both the living biological parents are jointly and severally liable regardless of their marital status.
7. Parents who wish to enrol their children at the School for the first time must register the learner at the School in the year preceding the school year to which the learner's application for admission pertains.
8. All applications for admission to the school on behalf of a learner must be submitted to the principal.
9. The learner's parents will receive written notice of the acceptance or refusal of their application, within a reasonable time or the period determined by the HOD.
10. All unsuccessful applicants will then be advised also to apply at other schools apart from the School.
11. The School will keep a proper register of all applications for admission.

AVAILABILITY OF GRADE R SPACE IN THE SCHOOL

According to the Government Gazette No. 36837, Notice 932, 12 September 2013 (Minimum Norms and Standards of Public Schools) the average space in a school allocated for each learner must be as follows: Gr R is 2.6 square meters to 1.5 square meters per learner.

Veldenvlei Primary School's Grade R classrooms are 48 square meters, thus a **MAXIMUM OF 18 LEARNERS WILL BE ADMITTED IN A CLASSROOM** (Of that number, 2 [5%] spaces will be kept for relocations).

8. APPEALS PROCEDURE

Should a parent be dissatisfied with the School's decision not to admit a learner to the School, such parent may appeal against the decision to the Member of the Executive Council in terms of section 5(9) of SASA.

9. CAPACITY

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

Per class:

Grade R: 18 learners per class (47 square m divided by 2.6 square m)

Grade 1 – 3 Junior Phase: 34 learners per class (50.95 square m divided by 1.5 square m)

Grade 4 – 7 Senior Phase: 32 learners per class (47.47 square m divided by 1.5 square m)

(Worked out according to the Minimum Norms and Standards, published in the Government Gazette No 36637 of 12 September 2013.)

The following factors were considered in determining the School's capacity:

- (a) That learners' best interests have preference
- (b) The number of educators available
- (c) The space available for administrative needs
- (d) The number of appropriate classrooms available
- (e) Space needs for sports, cultural and recreational activities
- (f) The available space in the current media and computer centres, science and technology laboratories and the school hall
- (g) The sanitary facilities available
- (h) Parking facilities
- (i) Safety measures
- (j) The maximum number of learners permitted per class

- (k) Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education

10. SCHOOL PROPERTY

The Applicant's attention is drawn to the following:

- (1) Every learner of a public school shall take good care of the property of the school ... which is placed at his/her disposal, and shall return it to the school on or before a date specified by any educator employed at the school.
- (2) The parents of a learner at a public school shall be liable for any damage to or loss of school ... property in respect of which the learner concerned is liable to the ... school.
- (3) It is the duty of every parent to assist the State and the governing body of a school to promote a culture of respect for school property.

11. RISK OF DAMAGE OR LOSS

The Applicant is notified that the School accepts no liability for the damage to, or destruction or loss of any property brought on the School premises by the learner or his/her parent(s). It matters not who causes such damage, destruction or loss, how it is caused, whether it is caused by someone's act or failure to act, or whether it is caused by someone's intention or negligence. The School accepts no liability. Learners are encouraged to safeguard property brought onto the School premises, and Applicants and parents of learners are encouraged to take out their own insurance against such damage, destruction or loss.

12. APPLICATIONS FOR ADMISSION

- 12.1 Unless and until the HOD, after consultation with the SGB, decides otherwise, the natural feeder area of the School is Veldenvlei, Birdswood and Wildenweide. Application of these applicants will be **taken into consideration because of the fact that there are no other primary schools in these areas. It is also in the best interests of the child to be close to the school in his or her community.**

Application of children with siblings in our school will also be considered, because it is in the best interests of the child to keep families together in the same school.

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Feeding area: The school take note of "Learner Admission Policy for Public Schools in KwaZulu-Natal, KZN Circular 99 of 2006" and "Establishment of Learner Admission Committees in Districts, KZN Circular no 37 of 2010" and "KZN Circular no 58 of 2012". **We at this school do not follow an admission policy based on feeder zones**, but we follow a policy based on best interests of the child, as set out in the Constitution of South Africa 28(2).

Learners with special needs: Will be considered if practically possible.

Parents must also apply at other schools in the area during the time of admissions.

- 12.2 The School is currently an Parallel-medium (English and Afrikaans) institution equipped with human resources to cater primarily for those learners whose mother tongue or chosen language of tuition is the medium of tuition at the School.

12.3 AGE OF LEARNERS:

Grade R:

4 years turning 5 by 30 June in the year of admission, but preference will be given to learners of 5 years turning 6 in the year of admission, because education is compulsory for those learners.

Younger learners must be "potty-trained", because the school do not have the necessary assistant teachers/facilities to accommodate learners that are not fully "potty-trained".

Grade 1:

5 years turning 6 by 30 June in the year of admission, but preference will be given to learners of 6 years turning 7 in the year of admission, because education is compulsory for those learners. IF SPACE IS AVAILABLE, YOUNGER LEARNERS WILL BE ACCOMODATED.

Notwithstanding the foregoing, the SGB reserves the right, in conjunction with the district director, to afford overriding preference to siblings of learners already enrolled at the School.

13. REQUIREMENTS

Save where the provisions thereof will not serve the best interest of a learner or other learners, the SGB and the School refer to the Ministerial Policy.

14. ADMISSION OF NON-CITIZENS

Applications for admissions of non-citizens will be dealt with in accordance with paragraphs 19-21 of the ministerial policy.

15. THE SGB AND THE LEARNERS OF THE SCHOOL

15.1 All learners will be required to observe their duties and are entitled to exercise their rights and require the observance of their rights as set out in the Code of Rights and Duties of Stakeholders of the School.

15.2 The SGB considers itself to be in duty bound to protect the educators, learners, parents and non-educators of the School from physical or mental violence to the full extent of its power to do so and further, to foster the physical, mental and moral welfare of learners. To this end, the SGB -

- (a) reserves the right to scrutinise the disciplinary and behavioural record of any prospective learner of the School, and to take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger the very interest the SGB considers itself to be in duty bound to protect;
- (b) may enquire from and take issue with the HOD concerning the wisdom of admitting a learner to any grade in the School when the learner will be severely prejudiced by reason of the inability of the learner to communicate or be communicated with at the level required for proper tuition to take place in that grade;
- (c) may take whatever steps may be reasonably practicable, given the resources and circumstances of the School, to assimilate a disabled prospective learner into the School; and
- (d) requires a member of staff or a learner or any learner's parent(s) to report to it any matter relating to the abuse of the rights or invasion of the interests which it seeks to protect.

16. THE PARENTS AND THE SCHOOL/SGB

16.1 The parents(s) of learners are requested to complete the prescribed consent form to enable the School staff to act in the best interest of the learner in cases of emergency or to relieve the learner's pain or discomfort until the parent(s) can intervene.

16.2 Parents of learners at the School have, apart from their duties, several rights. *Inter alia*, they have the right to be consulted regarding the formulation of the School's language and religious policies and code of conduct, or any amendments thereto. They are also invited to submit recommendations and proposals to the SGB regarding the supplementation or amendment of existing policies or the existing Code of Conduct for consideration by the SGB.

16.3 Parents are encouraged to become involved in all the activities of the School, to offer to serve in the governance structures and support groups serving the interests of the School community, and to support the education process by interacting constructively with educators and ensuring that set work and homework is done by the learner conscientiously and punctually. Parents are also required to ensure that their children are properly equipped to participate fully in the tuition process and that they attend school punctually and regularly.

17. REPEATING GRADES

Repeating grades very seldom leads to a significant increase in the learner's abilities. In fact, the opposite often occurs. The norm for repeating grades is one year per school phase, where necessary. A learner will not be permitted to repeat a grade more than once.

18. This Policy may be amended, supplemented, modified or altered from time to time by the SGB.



Mr. V Raubenheimer
PRINCIPAL



Mr. M van der Linde
SGB CHAIRPERSON



SCHEDULE A

Information required by the SGB in addition to that required to be furnished in terms of Ministerial Policy or Provincial Policy or Law:

1. The name, residential address, work address and all telephonic, telefax or e-mail contact details of each person falling under the definition of "Parent" in SASA
2. A certified copy of any Court Order or testamentary document confirming guardianship or custody or any similar right of the person ("Parent") claiming such right
3. An affidavit, employer's certificate, electricity or other account or any other proof reasonably required by the SGB to verify the place of residence of a learner and his/her "parents" or the fact and place of employment of the "parents" of the learner
4. A copy of the identity or other document confirming the identity of each person falling within the definition of "parent" in SASA to the reasonable satisfaction of the SGB
5. Written authority of the parent(s)/guardian(s)/person(s) referred to in paragraph 2, to any person to represent him/her/them in applying for the admission of the learner to the School or in any other matter affecting the learner
6. The language of tuition chosen on behalf of the prospective learner
7. Details of any notifiable disease from which the learner is or may be suffering
8. Details of any serious misconduct of which the learner may have been found guilty by a Court of Law or an SGB at any school where the learner may previously have been enrolled
9. A Certificate of Conduct completed by the school where the learner is presently enrolled
10. Details of any condition in the learner which may endanger the physical welfare of any of the learners or staff members of the School
11. Details of any specific needs the learner may have and which may require attention to maximise the learner's school experience or promote his/her best interests
12. 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
13. Any specific subjects the learners may want to study and which are not offered by a school closer to the learner's place of residence

