

# LAERSKOOL JOZUA NAUDE



## ADMISSION POLICY

# TABLE OF CONTENTS

1.	TITLE OF THE POLICY: .....	2
2.	EFFECTIVE DATE:.....	3
3.	DATE OF NEXT REVIEW:.....	3
4.	REVISION HISTORY .....	3
5.	PREAMBLE .....	3
6.	PURPOSE OF THE POLICY .....	3
7.	DEFINITIONS AND ACRONYMS .....	4
	7.1 DEFINITIONS .....	4
	7.2 ACRONYMS .....	4
8.	APPLICATION AND SCOPE OF THE POLICY.....	4
9.	LEGISLATIVE FRAMEWORK.....	5
10.	REGISTRATION AND ADMISSION OF LEARNERS .....	5
	10.1. Registration at the school.....	5
	10.2. Online Registration.....	6
11.	DUTIES AND RESPONSIBILITIES .....	7
12.	SCHOOL ZONING .....	9
13.	LEARNERS WITH SPECIAL EDUCATION NEEDS .....	9
14.	ADMISSION OF NON-CITIZENS.....	10
15.	TRANSFER OF LEARNERS BETWEEN SCHOOLS .....	10
16.	REGISTER OF ADMISSIONS.....	11
17.	RIGHTS OF PARENTS IN RELATING TO ADMISSION PROCESS 15 .....	12
18.	OBJECTIONS AND APPEALS.....	12
19.	SCHOOL FEES.....	13
20.	CONCLUSION .....	13
21.	SHORT TITLE .....	14
22.	APPROVAL: .....	15

## 1. TITLE OF THE POLICY:

Admission policy of LAERSKOOL JOZUA NAUDE

## 2. EFFECTIVE DATE:

01 December 2023

## 3. DATE OF NEXT REVIEW:

31 October 2024

## 4. REVISION HISTORY

Issue Number	Description of Amendment	Approved by	Date
1	Reviewed Policy		

## 5. PREAMBLE

No unfair discrimination based on language, colour or religion will be allowed during admission at LAERSKOOL JOZUA NAUDE. The school recognises our diversity, and therefore promotes respect for all who choose to apply for admission to the school, whilst protecting the dignity and status of all the learners.

The admission policy as determined, compiled and accepted by the School Governing Body of LAERSKOOL JOZUA NAUDE, will be revised and adopted annually so as to ensure adherence to the Constitution and the relevant educational legislation.

## 6. PURPOSE OF THE POLICY

The main purpose of the policy is to ensure that learner admission to the school takes place according to the legislation and State policy. The policy will also ensure that:

- a) learners are not prevented from entering the school for any reason that violates their constitutional rights;

- b) parents, educators, learners and the community are fully aware of the procedures for admission to the school;
- c) administrative procedures for admission are clearly defined; and
- d) the school makes the right decisions when it is processing admission of learners.

## 7. DEFINITIONS AND ACRONYMS

### 7.1 DEFINITIONS

No.	Term	Definition
7.1.1	“the Act”	Means the South African Schools Act, Act No.84 of 1996 as amended
7.1.2	“the School”	Refers to LAERSKOOL JOZUA NAUDE
7.1.3	learner	Any person registered to or applying to receive education at the school
7.1.4	District	Refers to the District West of the Gauteng Department of Education
7.1.5	System	Refers to the online application system on the web of the Gauteng Department of Education at web address <a href="http://www.gdeadmissions.gov.za">http://www.gdeadmissions.gov.za</a>

### 7.2 ACRONYMS

No.	Acronyms	Explanation
7.2.1	SBST	School Based Support Team
7.2.3	SGB	School Governing Body
7.2.4	GDE	Gauteng Department of Education

## 8. APPLICATION AND SCOPE OF THE POLICY

- 8.1. This policy applies to the entire school management, educator and non-teaching staff and the learners.
- 8.2. The SGB will decide the Admission Policy of the school in terms of Section 5(5) of the SASA and in accordance with the guidelines stipulated in Section 5(1) of the Education Policy Act (Act 12 of 1998).

- 8.3. Learners will be admitted and not be discriminated against on the basis of race, ethnic or social origin, colour, gender, sex, HIV/Aids status, disability, sexual orientation, religion, conscience, belief, culture or language.
- 8.4. The Head of Department shall not administer any test related to admission of a learner to school nor allow the principal or any other person to administer such test.
- 8.5. No learner may be refused admission to a school or discriminated against in any way on the grounds that his or her parent:
  - 8.5.1. is unable to pay or has not paid school fees, registration fee or deposit determined by the SGB;
  - 8.5.2. does not subscribe to (support) the mission statement of the school and code of conduct of the school, or
  - 8.5.3. has refused to enter into a contract in terms of which the parent waives (give up) any claim for damages arising from education of the learner.

## **9. LEGISLATIVE FRAMEWORK**

This policy was compiled in accordance to the following legislation:

- 9.1. Constitution of the RSA;
- 9.2. National Education Policy (Act 27 of 1996);
- 9.3. South African School's Act (84 of 1996);
- 9.4. Provincial Gazette 129 of 2001;
- 9.5. Provincial Gazette Extraordinary (No 127 of 2012);
- 9.6. the Immigration Act, 2002 (No. 13 of 2002); and
- 9.7. Refugees Act, 1998 (No. 130 of 1998).

## **10. REGISTRATION AND ADMISSION OF LEARNERS**

- 10.1. Registration at the school
  - 10.1.1. Application forms will not be issued, received and/or processed before the time frame given by the District. Any application form issued, received and/or processed before the time frame given by the District will not be considered.
  - 10.1.2. Registration forms shall be handed out to learners currently enrolled.
  - 10.1.3. The school will assist parents to complete the form, if such assistance is required.

- 10.1.4. A parent of a learner currently enrolled at the school shall confirm his/her return in writing annually by the end of third term. Such learners will be placed on list A on a “first-come-first-in” basis.
- 10.1.5. The school will receive all completed admission application forms of new learners from parents and ensure that all relevant documents are completed and attached. The school will give, in writing, a waiting list number. The school must retain a copy, signed by the applicant acknowledging receipt of such letter.
- 10.1.6. The school will communicate to all successful parents/applicants.
- 10.1.7. The school will keep both a written and computerised register of all admission applications.
- 10.1.8. The school will maintain written and computerised copies of waiting lists “A, B, C and D”.
- 10.1.9. All applications, together with supporting documents, will be made available for scrutiny by the District Admissions Coordinators or any official of the GDE.
- 10.1.10. The Principal will submit all waiting lists of both successfully placed and unsuccessful learners to the District Director to facilitate the placement of such learners at centralised cluster meetings.

## 10.2. Online Registration

- 10.2.1. The admissions application online will go “live” at a date and time determined by the Head of Department annually.
- 10.2.2. All applications for re-enrolment at the school as well as Grade R application must be handled at the school.
- 10.2.3. First time Grade 1 applicants and those relocating from other areas can apply online for the next year’s learner intake.
- 10.2.4. The online process takes place through access on the following web address:  
  

<http://www.gdeadmissions.gov.za>
- 10.2.5. The process consist of 3 phases:
  - a) Registration and verification – parents must register or verify their details as well as learners details;
  - b) Application – parents must apply online
  - c) Placement – GDE is responsible for this process.

- 10.2.6. After the placement period, the school can draw the waiting list from the system.
  - 10.2.7. The District Director must sign off the waiting lists which will indicate successful and unsuccessful applicants in line with the space availability at the school
  - 10.2.8. Once the placement of successful applicants was captured on the system, an automated SMS will be sent to parents to ACCEPT/REJECT the offer of placement within 7 days of receipt.
  - 10.2.9. Parents accepting the offer will receive an SMS confirming placement. Learner placement will remain pending until confirmation of acceptance is received from the parents. Such placements will be placed on list A.
- 10.3. Late Applications
- 10.3.1. Late applications will follow the same process as that of the processes in 10.1 and 10.2.
  - 10.3.2. A number will be issued to the parent and such applications will be placed on list B.
  - 10.3.3. Applicants on list A will be placed before those on list B.

## **11. DUTIES AND RESPONSIBILITIES**

### 11.1. Parents

- a) Verify parent and learner information in the system. If the online system is used the parent must register parent and learner information in the system.
- b) Apply and submit the completed application; online if this process is used.
- c) Submit the following documents to the school within 14 days of application or together with the application if applied at the school:
  - i. Certified copy of the learner unabridged birth certificate;
  - ii. Proof of the parent's residential or work address;
  - iii. Immunisation card for Grades 1 and R/RR
  - iv. Latest report card;

- v. Parent's copy of Identity Document;
  - vi. Study permit for legal immigrants; and
  - vii. Proof of guardianship if not a biological parent
- d) Accept or reject an offer of placement made by the school in writing.

#### 11.2. Principal

- a) Responsible for the administration of admission of all learners.
- b) Must promote the online application system by not distributing manual applications to parents.
- c) Assist parents with the online application process.
- d) Verify supporting documents submitted by parents.
- e) Submit waiting lists A, B, C and D for applications at the school as well as online applications, indicating successful and unsuccessful to the District Director for signing off.
- f) Communicate with parents an offer of placement – online applications.
- g) Place learners in available spaces according to the position on the waiting list.
- h) Provide reasons to parents if applications are rejected.
- i) The Principal will notify a parent of the following:
  - i. The amount of the annual school fee, includes registration/administration fee, or other fee namely: purchase of: textbooks and stationery, payment of educational excursions and sport tours organised by the school, to be paid and procedures for applying for exemption (SASA Section 39 (5));
  - ii. The 'Resolution to charge school fees' (Section 39) adopted at the AGM as contemplated in Section 38 of the South African School Act, 84 of 1996, as amended;
  - iii. The parent is liable for the payment of school fees unless he/she has been exempted from the payment thereof; and
  - iv. The checklist form must be completed by the parent, indicating that the parent has been informed about the provisions of paragraph i and ii above.

#### 11.3. Governing Body

- a) Determine the admissions policy of the school;

- b) Promote the online application system;
- c) Encourage parents to apply for admission during the time frames communicated annually;
- d) Inform all parents admitted of their rights and obligations; and
- e) Make a copy of admission policy available to the Head of the District for certification.

## 12. SCHOOL ZONING

The feeder zone for this school is the nearest school to the parents' home address or work address for parents who live in the domicile of the employer.

On waiting list A, preference will be given to:

- a) Learners whose parents' home address or work address is the closest to the school;
- b) Learners whose siblings are already in the school; and
- c) Learners from the feeder primary schools or in the same geographical area.

On waiting list B should be:

This is for parents who live and work **outside** the area. A parent of a learner who lives outside the feeder zone is not prevented from seeking admission at whichever school he/she chooses, but will be placed on waiting list 'B' and immediately provided with a written response and referred to a school closest to place of residence for application.

## 13. LEARNERS WITH SPECIAL EDUCATION NEEDS

The rights and wishes of learners with special education needs are taken into account in the policy. This policy will adhere to the National Policy on inclusion but shall be guided by availability of resources and expertise.

The school will confirm with SBST and District to refer the learners to appropriate LSEN schools if not able to accommodate for inclusion. If the school can accommodate such learners, their applications will be treated the same as for other learners.

## **14. ADMISSION OF NON-CITIZENS**

- 14.1. The legal and policy framework applicable to learners who are citizens of the Republic of South Africa applies equally to learners who are not citizens of the Republic, and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.
- 14.2. A learner who has entered the country on a study permit must, in addition to the documents previously referred to, present the study permit on admission to the school.
- 14.3. Persons classified as illegal foreigners must, when applying for admission for their children or for themselves, prove that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Immigration Act, 2002 (No. 13 of 2002) or Refugees Act, 1998 (No. 130 of 1998).
- 14.4. Documentation is supposed to be submitted to school within 21 working days.
- 14.5. Where the required documentation referred to is not available, the principal will advise the parent where to obtain the necessary documentation. In such cases, the admission application of the learner will be processed provisionally while the parent obtains the required documentation and, in the case of entry phase admissions, the learner will be assigned a provisional place on the applicable waiting list in accordance with the date on which he or she applied for admission to the school.
- 14.6. An application provisionally accepted, lapses:
  - a) if the parent fails, within 21 working days of submitting the application, to provide proof to the school that he or she has applied for a permit for temporary or permanent residence or a study permit with the Department of Home Affairs; or
  - b) if the necessary documentation is not submitted by the parent within six weeks of submitting the application, provided that the District Director may extend this period on good cause shown by the parent.

## **15. TRANSFER OF LEARNERS BETWEEN SCHOOLS**

- 15.1 The parent of a learner who is currently enrolled at a school (including an independent school) and applies to be transferred to our school, must complete a transfer application form.
- 15.2 The following documents must be attached to the transfer

application form:

- a) the transfer card of the learner, and
- b) the most recent school report card of the learner at his/her existing school.

- 15.3 A school that has not been declared full may admit a learner in respect of whom a transfer application is made. Provided that no entry phase learner may be so admitted by a school until after the District Director has finalized placements.
- 15.4 If the District Director is satisfied that there is good cause for the learner who applies to be transferred to our school, and if the school has not been declared full, he/she may at any time admit the learner to our school.
- 15.5 In making a decision to admit a learner to our school, the District Director shall have regard to -
- a) the reason of the learner for applying to leave the school at which he/she is currently enrolled;
  - b) whether the learner would have qualified for the waiting list A for our school if he/she were to have applied as an entry phase learner; and
  - c) the capacity of our school relative to the capacity of:
    - i) any other schools in respect of which the learner would have qualified for the waiting list A if he/she were to have applied as an entry phase learner, and
    - ii) other schools in the District.

## **16. ADMISSION BOOK/REGISTER**

- 16.1 The principal will keep an admission book/register in which all admissions of learners to the school will be recorded.
- 16.2 The admission book/register must contain:
- a) the name, date of birth, age, identity number, if applicable, and the address of the learner; and
  - b) the name, addresses and telephone numbers of the parents of the learner.
- 16.3 Entries into the admission book/register must be verified against the birth certificate or identity documents of the learner concerned.
- 16.4 Officials of the Department must have access to the admission book/register for the purpose of verification.

## **17. RIGHTS OF PARENTS IN RELATING TO ADMISSION PROCESS 15**

- 17.1 The governing body of the school must inform all parents of learners admitted to the school of their rights and obligations in terms of the South African Schools Act and any applicable provincial law.
- 17.2 Parents must specifically be informed about their rights and obligations in respect to the governance and affairs of the school, including the process of deciding the school budget, any decision of a parent meeting relating the school fees, and the Code of Conduct for learners.
- 17.3 The school is obliged to inform the parents of the school's "Fee paying" or "Non fee paying" status.
- 17.4 As a "Fee paying" school, the school must disclose to parents that they may apply for exemption from school fees.
- 17.5 A registration fee may not be charged before admission has been confirmed.
- 17.6 On request of a parent at any stage after the end of the admission period, the District must provide a parent with details of his/her child's place on the waiting lists at the school.
- 17.7 The admission age of a learner to Grade One (1) is age five (5) turning six (6) by 30<sup>th</sup> June in the year of admission.
- 17.8 For learners to be admitted to an approved GDE Grade R site the admission age is four (4) turning five (5) by 30<sup>th</sup> June in the year of admission.
- 17.9 On admission, the code of conduct for learners will be made available to parents. However, a learner may not be refused admission, should the parent refuse to abide by the code of conduct. The principal to escalate the matter to the District Director.

## **18. OBJECTIONS AND APPEALS**

- 18.1 If, at the end of the application period, a learner is refused admission to the school, the principal will inform the parent in writing of his/her rights of objection and appeal.
- 18.2 A parent of a learner, who wishes to lodge an objection against a decision, may object to the Head of Department within 7 school days of being provided with the relevant documents.

- 18.3 A parent who lodges an objection must do so on an objection form.
- 18.4 A parent who is dissatisfied with the decision of the Head of Department may, within 7 school days of being informed or of being provided with the reasons of the Head of Department, appeal against that decision to the MEC by lodging an appeal form.
- 18.5 Within 15 school days of receiving an appeal, the MEC must take his/her decision on the appeal and provide the parent with reasons for any decision not to uphold the appeal.

## 19. SCHOOL FEES

- 19.1 Parents and learners will abide by the policy and do their best to uphold it so that the admissions process continues without difficulty and delay.
- 19.2 NO learner is refused admission to a school on the grounds that:
- a) His/her parent/guardian is required or expected to pay an "Admission/Registration Fee" before admission to the school has been confirmed, as this is unlawful in terms of the South African Schools' Act as amended.
  - b) School fees were not paid by his/her parent(s).
  - c) On admission (enrolment) of a learner, parents will be notified regarding the amount of annual school fees liable, procedures for applying for school fees exemption as outlined in SASA Section 39 (5) as amended, as well as other related financial matters, e.g. fundraising

## 20. CONCLUSION

The school will at all times endeavour to ensure that the admission process is carried out according to this policy.

The school will at all times endeavour to ensure that the application for admission of every individual is treated with respect, confidentiality and in a professional manner.

## 21. SHORT TITLE

This policy shall be called **Admission Policy**

## 22. APPROVAL:

Recommended by: (Principal)		Signature :	
Date:			
Approved by: (SGB Chairperson)		Signature :	
Date:			
Verification by GDE: (District Director)		Signature :	
Date of Verification			
Certified by		Signature :	
Date			