

1. POLICY TITLE

Admission Policy

2. SCOPE

This policy applies to all learners seeking admission to Jane Furse Comprehensive School in terms of Limpopo Provincial Department of Education regulations governing admission to public schools.

3. PURPOSE OF THIS POLICY

- a) This policy serves to ensure fair process of admission to Jane Furse Comprehensive School of qualifying learners.
- b) It serves to comply with provincial regulations and national framework regarding admission to public schools in South Africa.
- c) To ensure no unfair discrimination to all seeking admission to Jane Furse Comprehensive School.
- d) To ensure that no learner is refused admission to Jane Furse Comprehensive School in an unlawful manner.
- e) To clearly define administrative procedures regarding learner admission at the school.

4. LEGISLATIVE FRAMEWORK.

- a) Constitution of the Republic of South Africa.
- b) South African Schools Act (Act No. 84 of 1996 as amended)

5. PREAMBLE

To ensure fair and equitable distribution of resources, and to redress the imbalances of the past, admission to public schools is a regulated process. It is expected of any SGB to develop a policy in line with South African Schools Act to manage and control admission process. This policy is in line with both national and provincial departments regulations governing admission of learners to public schools.

Jane Furse Comprehensive School is a public school, and thus, is obliged to develop and implement admission policy to address matters of learner admission.

6. RIGHTS OF LEARNERS TO ADMISSION

- a) No learner shall be denied admission based on race, colour, creed or religious orientation.
- b) A learner is admitted to the total school programme and may not be suspended from classes, denied access to cultural, sporting or social activities of the school, denied a school report or transfer certificates, or otherwise victimised because his or her parent -
 - i. is unable to pay or has not paid the required school fees;*
 - ii. does not subscribe to the mission statement and code of conduct of the school; or*
 - iii. has refused to enter a contract in terms of which the parent waives any claim for damages arising out of the education of the learner.*
- c) No test may be administered for the sole purpose of determining suitability of admission to the school.

7. COMPULSORY ATTENDANCE (SASA Act 84 of 1996, Sec 3, Subsection (1))

- a) According to this Act and any applicable act, every parent should let every learner that he or she is responsible for, attend a school from the first school day of the year such learner reaches the age of seven years, until the last school day of the year in which such learner reaches the age of fifteen or the ninth grade, whichever occurs first.
- b) The Minister of Education determines through notice in the Government Gazette the ages of compulsory school attendance for learners with special educational needs.
- c) Each member of the Executive Council should ensure that there is sufficient place in schools so that every child resident in his or her province can go to school as required by sub-sections.
- d) If a member of the Executive Council cannot comply with the sub-sections, due to a lack of space at the date of the implementation of this Act, he or she should take steps to correct any such lack of space as soon as possible, and he or she should report to the Minister annually regarding the progress with this action.

- e) If a learner who is subject to compulsory school attendance, according to the sub-sections, is not enrolled at a school or fails to attend one, the head of the department can:
- investigate the circumstances regarding the learner's absence from School;
 - take applicable steps to correct the matter; and
 - at failing to effect such correction, direct a written notice to the parent of the learner demanding compliance with the sub-sections.
- f) According to this Act and any other applicable act:
- any parent who fails to comply with the sub-sections without sound reason and after a written notice from the head of the department, is guilty of an offence and at being found guilty, subject to a fine or prison sentence for a period of no more than six months
- or
- any person who prevents a learner, who is subject to compulsory attendance, from attending school, is guilty of an offence and at being found guilty, subject to a fine or a prison sentence for a period of no more than six months.

8. ADMISSIONS PROCEDURE

8.1. Responsibility

- a) Admissions Committee appointed by SGB and chaired by an SGB member.

8.2. Admission requirements for Grade R

- a) Certified copy of birth certificate.
- b) Certified copy of clinic card.
- c) Two ID photos of applicant.
- d) Duly completed application form.
- e) Applicable registration fees as determined by the SGB.
- f) Certified copy of ID document of both parents where applicable.
- g) Learners should be four and a half years, turning five on or before June of the year of admission.

8.3. Admission requirements Grade R-12

8.3.1. New Admissions

- a) Last report card
- b) Certified copy of birth certificate
- c) Certified copy of clinic card
- d) Two ID photos of the learner
- e) Duly completed application form
- f) Certified copies of ID documents of both parents

8.3.2. Transfers

- a) Last report card
- b) Transfer card from previous school
- c) Application forms duly completed by parents
- d) Registration fees as prescribed
- e) Provincial age norms shall prevail
- f) In the absence of such required documents a learner may be admitted on provisional basis and be given a period within which to submit them. An affidavit may be required for this purpose.

8.3.3. Age requirements: Gr R and Gr 1

- a) A learner must be 4½ turning 5 on or before 30 June of the year of admission to Grade R and 5½ turning 6 or before 30 June of the year of admission to grade 1.
- b) A learner over the age of 21 may not be admitted to any grade.

8.3.4. Admission for Foreign Nationals

- a) The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.
- b) A learner who entered the country on a study permit must present the study permit upon application for admission.
- c) Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, produce evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

8.3.5. Admission of Learners with Special Educational Needs.

- a) The school shall try where this is reasonably practical to accommodate learners with such special needs.
- b) Should the Principal notice that they may not be able to cater for special needs cases, they may transfer such learner to a suitable institution after due consultation with parents, and education authorities.

8.3.6. Control and administration of admissions

- a) Admission shall be centralised to the LDoBE ONLINE platform
www.edu.limpopo.gov.za
- b) Admin Assistant (AA) will keep track of enrolment and report to the Principal/SMT/Admissions committee.
- c) A waiting list shall be kept and maintained should a need arise.

d) In case space becomes available, the AA shall inform parents of such learners on the waiting list.

e) Applicants on the waiting list shall be contacted as per date of application considering first come first served principle.

8.3.7. Period of admission

- a) The period of admission shall be determined by the provincial department of education, and the school shall comply with such directive
- b) Admissions committee shall be guided by such determination from the department.

8.3.8. REPETITION

- a) A learner who has repeated one or more years at school in terms of this policy is exempt from the age grade norm, except that, if a learner is three years older than the norm age per grade, the Head of Department must determine whether the learner will be admitted to that grade.
- b) In principle, learners should progress with their age cohort. Repetition of grades seldom results in significant increases in learning attainment and frequently has the opposite result. The norm for repetition is one year per school phase where necessary. Multiple repetitions in one grade are not permissible.
- c) The norm is not to be construed as promoting the practice of automatic promotion. A learner's needs must be attended to through the efforts of the learner, and his or her teachers, with support from the learner's family and peers.

8.3.9. SCHOOL FEEDER ZONE

- a) A Head of Department, after consultation with representatives of governing bodies, may determine feeder zones for ordinary public schools, to control the learner numbers of schools and co-ordinate parental preferences.
- b) If a feeder zone is created-
 - ✓ *Preference must be given to a learner who lives in the feeder zone of a school or who resides with his or her parents at an employer's home in the feeder zone;*

A learner who lives outside the feeder zone is not precluded from seeking admission at whichever school he or she chooses. However, access to a chosen school may not be guaranteed.

- c) It is hereby noted that for academic year 2020 and subsequent years, the HOD shall determine admission period and criteria for all Public Schools.

8.4. REMOVAL FROM ADMISSION REGISTER

- a) The name of a learner must be removed from a school’s admission register when the learner-
 - i. leaves the school after completing the compulsory school attendance period,
 - ii. is granted exemption from compulsory attendance per section (4) of the South African Schools Act;
 - iii. applies for a transfer to another school and the transfer is implemented;
 - iv. is expelled from school; or
 - v. dies.

8.5. RIGHT TO APPEAL

- a) Any learner who has been refused admission may lodge a complaint with the MEC for education through available channel/processes.

8.6. RECRUITMENT/ADVERTISEMENT FOR APPLICATIONS

- a) The Principal together with the School Governing Body should encourage parents to apply for admission as soon as the admission period is declared.
- b) They may advertise space and call for applications in the public spaces.
- c) It is advisable that an open day be arranged early in the year to allow people an opportunity into the school environment and systems.

Date of next review

Adopted as per signatories below

Name	Position	Signature	Date



DEPARTMENT OF EDUCATION				