

## Admissions Policy

Whereas Pinelands North 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 pupils 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 pupils to the school or different grades at the school, namely:

- The Constitution of the Republic of South Africa 1996 (hereinafter referred to as "the Constitution");
- the South African Schools' Act, No. 84 of 1996 (as amended);
- Section 3(4)(i) and 5 of the National Education Policy Act, No. 27 of 1996 ("NEPA");
- 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");
- The regulations relating to Exemption of parents from the payment of school fees in public schools (Government Gazette 29311 of 18 October 2006);
- The Promotion of Access to Information Act, No. 2 of 2000;
- The Promotion of Administrative Justice Act, No. 3 of 2000;
- applicable provincial laws and circulars.

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 Pupils to the school to be as follows:

### 1. APPLICATIONS FOR ADMISSION TO THE SCHOOL

#### 1.1 It is acknowledged that -

- 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 referred to as "the HOD delegate") is/are responsible for the administration of the admission of pupils to the school; and
- the HOD/the HOD delegate must determine a process of registration for admission to public schools in order to enable the admission of pupils to take place in a timely and efficient manner.

#### 1.2 It is emphasised that the HOD/the HOD delegate/the school principal must 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/the school principal to allow the

## Admissions Policy

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 request the HOD/the HOD delegate/the school principal to add to the prescribed application form, and include:

- A letter of motivation stating why PNPS is the best school for the family.
- The name, residential address, work address and all telephonic or e-mail contact details of each person falling under the definition of "Parent" in SASA or 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.
- A certified copy of the clinic card, showing evidence of immunisation against polio, tuberculosis, diphtheria, tetanus, hepatitis B, measles.
- A certified copy of the child's unabridged birth certificate. Should the parent be unable to furnish a birth certificate, the pupil 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 pupil constitutes a crime. The parent must ensure that the admission of the pupil is finalised within three months following provisional admission.
- A certified copy of the latest school report
- Certified copies of the ID or passport of both parents/guardians
- Certified copies of both pages of a municipal account or complete current lease agreement
- A study visa for non-South African citizens

1.4 The school and the SGB require the HOD/the HOD delegate/the school principal to ensure that applicants are informed of

- the SGB Constitution.
- the school's Language Policy.
- the Code of Conduct for Pupils; and
- this Admission Policy.

All these are available on the website: [pnps.co.za](http://pnps.co.za)

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 guardians of a minor have the exclusive right to decide upon the school where their child is to be enrolled. Consequently, the school and SGB do not recognise an application as being valid, unless made by the biological or adoptive parent or legal guardian of a pupil or the guardian or person by Order of Court entrusted with the custody of the minor, or the person who undertakes to fulfil the obligations of a person referred to above towards the pupil's education at school. 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 pupil *in loco parentis*, for the pupil to embark on excursions, and so forth. Consequently, the HOD/the HOD delegate/the school principal are required to ensure that this approach is strictly adhered to.



## Admissions Policy

- 1.6 The SGB undertakes to support the HOD/the HOD delegate/the school principal in encouraging the persons referred to in paragraph 1.5 to apply for the admission of their children 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/the school principal to co-ordinate the admission of pupils to public schools, including this school, in consultation with it and undertakes to give constructive support in ensuring that all eligible pupils are suitably accommodated.
- 1.8 The school and the SGB require strict observance by the HOD/the HOD delegate/the school principal of the following provision of the Constitution as a prerequisite to any decision to be taken regarding the admission of a pupil 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 PUPILS, INCLUDING DRESS CODE

The applicant is to note that whilst their refusal to subscribe to the school's Code of Conduct for Pupils, including dress code, cannot be an obstacle to the admission of the pupil to the school, the Code is nevertheless binding on the pupil. 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 themselves with the school's Code of Conduct for Pupils and seeing to the observance thereof by the pupil.

### 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 pupil to the school.

A pupil 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 their parents' -

- failure to support the Mission Statement and Code of Conduct of the school.
- refusal to enter into a contract in terms of which the parents waive their right to claim for any consequential damage relating to the pupil's education.
- inability to pay school fees or failure to have done so at any stage.

- 3.2 In terms of Sections 38-41 of SASA, a budget meeting of parents of pupils enrolled at the school must be held on thirty 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 pupil 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 parents on request. Parents applying for relief may request a staff member at the school or any other person to assist them with the application. A parent who feels 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 the applicant 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 qualifies 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 pupil as defined in the Act, calculated together"

- 3.4 The applicant's attention is drawn to the following provision of SASA - (Section 41) - "The SGB 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 pupils 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 them by the school principal. A parent will also be required to complete an application form for admission, which is available on the WCED online system at [https://admissions.westerncape.gov.za/admissions/admission.sm\\_admissions\\_tracking.homepage](https://admissions.westerncape.gov.za/admissions/admission.sm_admissions_tracking.homepage).

Documents requested for admission are itemised under 1.3 of this document.

Should a pupil 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. AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL OR VARIOUS GRADES OF THE SCHOOL

A pupil 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

- 6.1 Application for admission starts and ends according to the dates as set out by the provincial education department with regard to the enrolment of pupil for the following year.
- 6.2 Therefore, parents who wish to enrol their children at the school for the first time must register the pupil at the school in the year preceding the



## Admissions Policy

- school year to which the pupil's application for admission pertains. Applicants are advised to also apply to several other schools as well.
- 6.3 All applications for admission to the school on behalf of a pupil must be submitted via the online portal as per the link in paragraph 4 above.
  - 6.4 The pupil'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.
  - 6.5 All unsuccessful applicants will then be waitlisted in order of preference as determined in terms of the policy.
  - 6.6 The school will keep proper records of all applications for admission.

### 7. APPEALS PROCEDURE

Should a parent be dissatisfied with the school's decision not to admit a pupil 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.

### 8. CAPACITY

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

Per class: 20 in Grade R, 32 (34) in other grades

Per grade: 60 in Grade R, 64 (68) in other grades

The maximum number of pupils per class may only exceed up to the (total), if:

- a member of a family is accommodated after another sibling could be accommodated,
- the applicant has moved into the natural feeder area,
- the Governing Body makes the decision regarding further admissions to the maximum number, taking all circumstances into account.

The following factors are considered in determining the available spaces:

- That pupils' best interests have preference
- The number of teachers available
- The number of facilitators needed in the classroom
- The space available for administrative needs
- The number of appropriate classrooms available
- Space needs for sports, cultural and recreational activities
- Space for learning support, media and computer studies, art, music, technology, and assemblies
- The sanitary facilities available
- Parking facilities
- Safety measures
- The maximum number of pupils permitted per class
- Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education

There are special circumstances when the school may not have capacity to accommodate the number of pupils as stated above. The school is a Full-Service School and therefore includes pupils with barriers to learning who require facilitators in order to participate in a

mainstream classroom. Facilitators are adults who provide physical and/or learning support to a child depending on the child's need. Accommodating the pupil with a facilitator requires space for both the child, as well as the facilitator, and this will decrease the capacity.

## 9. SCHOOL PROPERTY

The applicant's attention is drawn to the following:

- Every pupil of a public school shall take good care of the property of the school which is placed at their disposal and shall return it to the school on or before a date specified by any staff member employed at the school.
- The parents of a pupil at a public school shall be liable for any damage to or loss of school property in respect of which the pupil concerned is liable to the school.
- It is the duty of every parent to assist the state and the SGB of a school to promote a culture of respect for school property.

## 10. 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 pupil or **their** 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. Pupils are encouraged to safeguard property brought onto the school premises, and applicants and parents of pupils are encouraged to take out their own insurance against such damage, destruction or loss.

## 11. ORDER OF PREFERENCE REGARDING APPLICATIONS FOR ADMISSION

- 11.1 Unless and until the HOD, after consultation with the SGB, decides otherwise, the natural feeder area of the school is Pinelands.
- 11.2 The school is currently an English-medium institution equipped with human resources to cater primarily for those pupils whose mother tongue or chosen language of tuition is the medium of tuition at the school.
- 11.3 Whilst the school and SGB know that they may not unfairly discriminate against a pupil on whose behalf an application is made for admission, and have no intention thus to discriminate, and whilst they are desirous of playing their part in the education of pupils in partnership with the state, they appreciate that the school cannot accommodate all pupils and that some process of (fair) discrimination regarding admission of pupils is inevitable. Therefore, and in view of the foregoing, it is the school's policy that the following preference be afforded to applications -
  - First, those in respect of pupils *bona fide* (genuinely) residing with their parents (as defined in SASA) within the natural feeder area of the school, and whose mother tongue is the medium of tuition of the school.
  - Second, those in respect of pupils *bona fide* (genuinely) residing with their parents (as defined in SASA) within the natural feeder area of the school, and whose chosen medium of tuition (the choice being exercised by the parent(s) in the application of admission) is the medium of tuition of the school.
  - Third, because PNPS is a full-service inclusive school, pupils residing outside the natural feeder area of the school, whose chosen medium of tuition is the medium of



## Admissions Policy

tuition of the school, and for whom PNPS is the nearest appropriate public primary school.

- Finally, pupils residing outside the natural feeder area of the school, and whose mother tongue or chosen medium of tuition is the medium of tuition of the school.
- Notwithstanding the foregoing the SGB reserves the right to afford overriding preference to siblings of pupils already enrolled at the school.

### 12. REQUIREMENTS

Save where the provisions thereof will not serve the best interest of a pupil or other pupils, the SGB and the school refer to the Ministerial Policy.

### 13. ADMISSION OF NON-CITIZENS

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

### 14. THE SGB AND THE PUPILS OF THE SCHOOL

14.1 All pupils 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 Conduct of the School.

14.2 The SGB considers itself to be in duty bound to protect the staff, pupils and parents 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 pupils. To this end, the SGB -

- reserves the right to take all steps within its power to prevent the admission of a pupil whose conduct or behaviour may endanger the welfare, safety or life of pupils or staff members in the school or the very interest the SGB considers itself to be in duty bound to protect.
- may enquire from and take issue with the HOD concerning the wisdom of admitting a pupil to any grade in the school when the pupil will be severely prejudiced by reason of the inability of the pupil to communicate or be communicated with at the level required for proper tuition to take place in that grade.
- may take whatever steps may be reasonably practicable, given the resources and circumstances of the school, to assimilate a disabled prospective pupil into the school; and
- requires a member of staff or a pupil or any pupil'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.

### 15. THE PARENTS AND THE SCHOOL/SGB

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

15.2 Parents of pupils 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

## Admissions Policy

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.

- 15.3 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 teachers and ensuring that set work and homework is done by the pupil 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.
- 15.4 Parents of pupils in Gr 4, 5, 6 and 7 will be required to purchase a Chromebook electronic device, as specified by the school to access the curriculum.

### 16. REPEATING GRADES

The norm for repeating grades is one year per school phase, where necessary. A pupil will not be permitted to repeat a grade more than once.

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SGB Chairperson