



# GOOD HOPE PRE-SCHOOL AND CARE CENTRE

## ADMISSION POLICY.

Adopted by Good Hope Pre-School and Care Centre in terms of Section 5(5) of the South African Schools Act No. 84 of 1996; a schedule entitled "Admission Policy for Ordinary Public Schools", which forms part of the National Policy Education Act, 1996 (No 27 of 1996), published in the Government Gazette No 19377 dated 19 October 1998.

### 1. Interpretation

In this policy document, unless the context indicates otherwise:

- 1.1 **the Act:** the South African Schools Act 1996 (as amended);
- 1.2 **Applicant Learner:** any person receiving education or obliged to receive education in terms of the Act, who is applying for admission to the School;
- 1.3 **Educator:** any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains learners at the School;
- 1.4 **Enrolment Procedure:** completion and submission of all documentation pertaining to the enrolment of the learner, as well as compliance with the provisions of this Policy;
- 1.5 **Feeder Zone:** the area that is known as the suburb "kuruman", and to whom the School is geographically closer than any other Public School;
- 1.6 **Maximum Capacity:** refers to the maximum number of Learners that the School can accommodate, being a maximum of 30 Learners per class;
- 1.7 **Parent** means:
  - 1.7.1 the parent or guardian of a Applicant Learner;
  - 1.7.2 the person legally entitled to custody of an Applicant Learner; or
  - 1.7.3 a person who undertakes to fulfill the obligations of a person referred to in paragraphs 1.7.1 and 1.7.2 towards the Applicant Learner's education at the School;
- 1.8 **School:** Good hope Pre- School and care centre

### 2. Enrolment Procedure

- 2.1 In the case of Grade R applicants, enrolment procedures must be completed no later than the 31 July of the year preceding the year of enrolment;
- 2.3 In the case of other applicants, enrolment procedures must be completed no later than the 30th September of the year preceding the year of enrolment;
- 2.4 The Parents and Applicant Learner may be required to attend an interview if required to do so by the Principal.

### 3. Documents required for the Admission of a Learner

- 3.1 the Parent/s must complete and sign the prescribed application form for the admission of a Learner. The application form together with the additional documents described in sub-paragraph 3.2 below must be delivered to the school within the admission dates as set out in 2 above.
- 3.2 When a Parent applies for the admission of an Applicant Learner, the Parent must present:
  - 3.2.1 an official birth certificate of the Applicant Learner;
  - 3.2.2 proof that the Applicant learner has been immunized against the following communicable diseases, namely, polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B;



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3.2.3 a copy of the last report card issued by the previous school of the Applicant Learner and other equivalent documentation from the previous school (CEMIS transfer document);

3.2.4 the School's application form duly completed and signed, including a signed Declaration form, Code of Conduct and debit order;

3.2.5 a copy of a utilities account

3.2.6 a copy of a lease agreement, duly drafted by a recognized leasing agent or attorney;

3.2.7 such additional documents as may be prescribed by the School from time to time (see Paragraph 5).

3.3 A Parent shall be entitled to submit, together with the application, such additional documentation that may demonstrate compliance with the admission criteria as set out in the Policy;

3.4 Failure to fully complete the prescribed application form in full shall render the application null and void;

3.5 Providing misleading information and/or misrepresenting facts in the prescribed application, shall render the application null and void;

3.6. Failure to make application within the enrolment dates as set out in paragraph 2 above, shall result in the application being reviewed and assessed subsequent to those lodged within the prescribed date, irrespective of the category of the application;

## **4. Admission Criteria: Guaranteed Admission**

The Applicant Learner will be admitted to the School if the following criteria are fulfilled:

4.1 The Applicant Learner permanently resides in the Feeder Zone; and

4.2 The age of the Applicant Learner does not exceed two years above or below the chronological average age of the specific grade; and

4.3 The Parents have completed the Enrolment Procedure in full and to the satisfaction of the Principal and/or Governing Body.

The above criteria are subject to the School having capacity to accommodate the Applicant Learner taking into consideration the maximum capacity of the School, and subject to paragraph 3.6.

## **5. Admission Criteria: Secondary Admission**

In the event of the maximum capacity allowing for additional enrolments, and the Applicant Learner not fulfilling the Guaranteed Admission Criteria, the following criteria shall be applied:

5.1 The Applicant Learner has sibling(s) enrolled at the School;

5.2 The Applicant Learner has had sibling(s) enrolled at the School;

5.3 The Parents(s) of the Applicant Learner are employed in formal employment in the Feeder Zone;

5.4 The Applicant Learner demonstrates an enthusiasm for participation in the academic, sporting and cultural



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activities offered by the school's previously attended by them;

5.5 The Applicant Learner will benefit the most from the subjects, activities and facilities offered by the School;

5.6 The Applicant Learner shows academic potential or has special circumstances which merit consideration of their application;

5.7 The Applicant Learner has a good disciplinary record;

Fulfilment of any one of the above criteria does not guarantee admission, but will be utilized in reviewing and assessing the application.

In making a Secondary Admission application, the Parents must provide written motivation on one or more of the above points, or any other relevant alternative points; which written motivation shall be used in determining admission to the School, subject to paragraph 3.5.

## **6. Determination of Admission of Applicant Learners.**

6.1 Determination of the Guaranteed Admission of Applicant Learners will be done in accordance with an objective review and assessment of the documentation required in paragraph 3 above, and the criteria as set out in paragraph 4 above; subject to the maximum capacity of the School.

6.2 Determination of Secondary Admission of Applicant Learners will be done at the discretion of the School in a fair and objective review and assessment of the documentation required in paragraph 3 above, the criteria as set out in paragraph 5 above and the written motivation provided; subject to the maximum capacity of the School.

6.3 A determination in terms of paragraph 6.2 above, may result in the Applicant Learner being placed on a waiting list.

6.4 Parents of Applicant Learners will be informed in writing as to the status of their Application.

## **7. Admission Principles**

7.1 No Applicant Learner may be refused or discriminated against on the grounds of race, religion or culture.

7.2 No Applicant Learner, other than a foreign citizen whose home language is not English shall be required to write any entrance tests.

Where such an applicant does not display a sufficient control of the English language, they may be refused entry.

7.3 The Applicant Learner's age must conform to accepted norms of the school. This age must be confirmed by an official identity document. Learners are usually admitted to Grade R in the year that they turn Five years of age but may also be admitted in the year that they turn 6 (before 30 June), if they fulfil the requirements of the Department of Education.

7.4 The educational principles of the School are based on Christian principles and ethics. Learners of different religion are welcomed and all Learners are educated in religious diversity and tolerance of religious beliefs.

7.5 The School is an English Medium School.



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7.6. Non South African Citizens/Foreign Nationals. Only the biological children of Non South African Citizens/Foreign Nationals will be considered for enrolment, subject to the relevant legal documentation being in order. In addition Non South Africa citizens/Foreign Nationals who apply for admission to the School, may be required to undergo an English proficiency test.

## **8. Decision- Making Authority**

Final admission of the Applicant Learner to the School is determined on the criteria as set out herein and at the discretion of the Principal and the Governing Body

## **10. Appeal**

The Learner or Parent of Learner may appeal against the decision to refuse admission to a learner to the Member of the Executive Council in terms of Section 5(9) of the Act.