



P O Box 550
1221 Maboya Street
Frankfort
9830



admin@falesizwe.co.za



+27 (0)58 0500 741



www.falesizwe.co.za



Falesizwe Senior Secondary School



SCHOOL ADMISSION POLICY

EFFECTIVE DATE: 22 MAY 2021

REVISION HISTORY: ANNUALLY

As amended on:

12 MAY 2022 - (40046 Government Gazette 3 June 2016)

12 MAY 2022 - (South African Schools Act, 1996 (Act No. 84 of 1996))

Preamble

The South African Schools Act mandates the School Governing Body (SGB) to determine the admission policy of the school.

The said admission policy must be aligned to the admission policy published in terms of the National Education Policy Act, 1996.

The admission policy articulates the school's commitment to ensuring that all learners have access to quality education without any fear of discrimination of any grounds whatsoever, to this effect, any learner that applies for admission to this school will be subjected to a fair and equitable admission process that is aligned to all the relevant National and Provincial Legislation.

No learner may be refused admission to the school on the following grounds:

the parent/s has not paid the school fees as determined by the SGB;

the parent/s do not subscribe to the vision and mission statement or the aim and objectives of the school;

the parent/s refuses to enter into contract with the school, which excludes the liability of the school to the parent, out of circumstances relating to the education of the learner;

on the basis of unfair discrimination based on race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, belief, colour and culture, language, pregnancy, HIV/AIDS status or any illness.

Purpose

To promote the Admission of learners from any race to the school which reflects the democratic principles of the National Education Department to comply with it's constitutional responsibility to ensure learners access to quality education.

To facilitate admission to the school by setting out the following:

The admission age for learners at the school, including age grade norms;

Admission of learners to public schools who live within and outside the residential area or feeder zone of the school as determined by the MEC;

Re-registration for learners already in the school, including repeat learners;

Registration of new learners;

Late registrations;

Documentation or proof required for admission;

Register of admissions;

Capacity of the school

Definitions and Acronyms

Definition

Term

Definition

Learner	any person registered to receive education at the school
District Director	means the officer of the department responsible for the administration of education
Feeder Zone	means the nearest school to the parent/s home address or work address for parent/s who live in the domicile of the employer
Head of Department	means the head of an education department
Parent/s	"parent/s" means- <ul style="list-style-type: none">- the biological or adoptive parent/s or legal guardian of a learner;- person legally entitled to custody of a learner or- the person who undertakes to fulfil the obligations of a person referred to above towards the learners education at school;
Principal	means an educator appointed or acting as the head of a School

Term

Definition

School Governing Body	means the relevant body responsible for Governance issues
-----------------------	---

Sibling	means someone who satisfies both of the following <ul style="list-style-type: none"> - he or she has a parent/s who is also the parent/s of that child; and - he or she resides in the same household as that child
“The School”	Refers to Falesizwe Secondary School
Register of Admission	means waiting of names or learners who have applied for admission to the school

Acronyms

Acronyms

Explanation

SGB	School Governing Body
HOD	Head of Department
MEC	Member of the Executive Council

Application and scope of the policy

This policy applies to the learners, educators, support staff, the school management, parents of learners at the school and applicants.

Legislative Framework

The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) as amended;

National Education Policy Act, 1996 (Act No. 27 of 1996) as amended;

The South African Schools Act, 1996 (Act No. 84 of 1996) as amended;

Employment of Educators Act, 1998 (Act No. 76 of 1998);

Refugees Act, 1998 (Act No. 130 of 1998);

Aliens Control Act, 1991 (Act No. 96 of 1991);

Policy Statements

Administration of Admissions

The administration of admissions deals with:

the informing of all parent/s that the school is open for admissions and outlining the procedures to be followed for admissions;

the re-registering of learners currently at the school;

the issuing and receiving of completed application forms;

the adjudication of applications for admissions;

the issuing of transfer cards;

informing unsuccessful applicants of appeal procedures to be followed;

informing successful applicants of fee status and related processes;

the maintenance of the register of admissions.

The school will not administer any test related to the admission of a learner. In cases where the Principal/SGB feels that a test is necessary, approval to conduct the test will be sought from the Head of Department.

The Admission process

Admission to Public School

A public school should admit learners and serve their educational needs without any unfair discrimination.

A public school may not apply any test that relates to the admission of a learner to a public school, or instructor authorizes the principal or any other person to apply such test.

A learner may be refused admission to a public school on grounds of his or her parent:

- not subscribing to the mission of the school.

The Minister can, in consultation with the Council of Education Ministers, by means of notice in the Government Gazette, determine age requirements for the admission of learners to a school or to different grades in a school.

According to this Act and any applicable act, this admission policy of a learner with special educational needs, the head of department and the principal should take into consideration the rights and wishes of the parents of such learner.

An application for admission of a learner to a public school should be addressed to the Education Department in a way determined by the head of the department.

If any application is refused according to any sub-section, the head of the department should notify the parents in writing of such refusal and the reason for it.

Any learner or parent, who has been refused access to a public school, can lodge an appeal against the decision to the Executive Council.

Admission Period

The Principal and the admission committee should ensure that the admission process commences on the 1st day up until the last day prescribed by the Provincial Education Department, unless the school is declared full by the District Director before the end of the admission process.

Informing Parents

The school will communicate the commencement of the admission process through the local social media, churches newsletters or posters, once it has been decided upon by the Department.

How to register a learner

Learners who are currently registered at a school and will stay at that school, need to **register annually**. Parents should ensure that learners who wish to attend a specific school for the first time, should register on-line and apply directly to the relevant school before the end of the relevant year for the beginning of the following year. Registrations should be completed by the tenth school day of the following year.

Learners should register when:

- they want admission to the following phase, e.g. from a primary to a secondary school, etc.
- they wish to be admitted to another school for other reasons, e.g. transfer of parents.

Application for Admission

Parents applying for admission to the school for the first time will:

- be issued with an application form which must be duly completed and returned to the school within the stipulated time frames.
- Submit the following supporting documentation for admission to the school:
 - a certified copy of the birth certificate;
 - a certified copy of the parent/s identity document;
 - in cases where a learner transfers from one public school to another, in addition to the above required documents, the parent must submit the following from the previous school:
 - o a transfer card as well as the last report card;
 - in a case where a parent is unable to submit the birth certificate of the learner to the Principal, the learner will be admitted conditionally, failing which the matter will be referred to the District Director.

Administration of Admissions

The principals, in the first instance, and their deputy principals and staff members to whom authority has been delegated, should be responsible for the administration of admission to a school. District directors should inform principal and/or other educational structures regarding the admission policy and the procedures that should be followed. District coordinators should render continuous support to schools. Principals, or groups of schools, may in cooperation with the district director organize themselves into Registration and Admission Committees in order to facilitate and organize the admission programme in their areas. This should enable them to manage the admission of learners to their schools more effectively, as well as to monitor and verify the movement of learners between schools.

Waiting List

Learners will be placed on a **Waiting List**.

Movement of Learners between Schools

The Principal and admission committee should ensure that preference is given to learners from the school's feeding area. Transfer of learners from other schools should only be done if valid reasons are supplied for such transfers.

Adjudication of Applications

Learners already enrolled at the school

Learners already enrolled at the school must complete a prescribed application form for registration at the school on an annual basis and return it by the beginning of term 4

Preference Order of Admissions

In the adjudication of applications, the school admissions committee shall give first preference to learners who live within the natural feeder zone or residential area of a school

Notifying Parents of Outcome of Application

Parents shall be notified in writing of the outcome their application.

- **Successful Applicants**

On receiving admissions to the school a learner may not be suspended from classes, denied access to cultural, social or sporting activities of the school, receipt of a school report or transfer certificate or otherwise victimised on the basis of the policy statements of this policy, he/she would be admitted to the total school programme.

- **NB: Refusal of admission**

If an application for admission of a learner is refused, the school must inform the learner and parent in writing of such refusal, the reason therefore and the right to lodge an appeal.

Admission of learners who are not South African citizens

The South African Schools Act, 1996, and this policy apply equally to learners who are not citizens of the Republic of South Africa. In terms of the applicable legislation, non-South African citizens are categorised as either foreigners who are in possession of a temporary residence visa, permanent residence permit or any other special dispensation residence document issued by the Department of Home Affairs in terms of the Immigration Act, 2002(Act No. 13 of 2002), or as foreigners who are in possession of an asylum seekers visa or refugee's visa issued, respectively, in accordance with sections 22 and 24 of the Refugees Act, 1998 (Act No. 130 of 1998). These visas and permits are issued by the Department of Home Affairs.

- (a) A foreign learner in possession of a permanent residence permit must submit:
 - (i) a birth certificate issued by the relevant authority from his or her country of origin;
 - (ii) where the learner was born in the Republic, such a learner must submit a copy of a birth certificate issued by his or her country of origin or a handwritten birth certificate issued by the Department of Home Affairs in accordance with the Births and Deaths Registration Act, 1992;
 - (iii) a copy of his or her permanent residence certificate; or

- (iv) a copy of his or her identity document from his or her country of origin, if he or she is 16 years and above, or a passport; and
 - (v) the documents contemplated in paragraphs 14, 16 to 18 of this policy.
- (b) A foreign learner in possession of a temporary residence visa must submit:
- (i) a birth certificate issued by the relevant authority from his or her country of origin; or
 - (ii) where the learner was born in the Republic, such a learner must submit a copy of a birth certificate issued by his or her country of origin or a handwritten confirmation of birth issued by the Department of Home Affairs in accordance with the Births and Deaths Registration Act, 1992; or
 - (iii) a copy of his or her identity document from his or her country of origin, if he or she is 16 years and above, or a passport;
 - (iv) a copy of his or her study visa; and (v) the documents contemplated in paragraphs 14, 16 to 18 of this policy.
- (c) A foreign learner in possession of an asylum seeker visa or refugee visa must, together with the documents required for admission of a learner to an ordinary public school referred to in paragraphs 14, 16 to 18 of this policy, where such documents are available, submit:
- (i) a copy of his or her birth certificate from his or her country of origin;
 - (ii) a copy of his or her asylum seeker visa issued in terms of section 22 of the Refugees Act, 1998;
 - (iii) a copy of his or her a refugee permit issued to him or her in terms of section 24 of the Refugees Act, 1998; or (iv) a copy of his or her identity document from his or her country of origin, if he or she is 16 years and above or a passport.

Admission of undocumented learners

The right to education extends to everyone within the boundaries of South Africa, the nationality and immigration status is immaterial. All schools are advised to admit learners and serve their education requirements irrespective of whether the learner or parent does not produce documents listed.

The **Head of Department** must hold the parents of undocumented learners accountable for acquiring birth certificates for their children. The Head of Department may offer assistance to the parents of undocumented learners which includes liaising with the nearest office of the Department of Home Affairs to ensure undocumented learners admitted in schools are documented while the learners receive education.

Learners with Special Educational Needs

After being evaluated, learners with special educational needs (LSEN) should be admitted to the LSEN class only when they have been recommended for such class by an educational resource centre.

Late Registration

The principal will be responsible for receiving late registration applications. Late applications received after the 10th school day, must be acknowledged and recorded in the late registration waiting list. The principal must submit the waiting lists to the District Director at the District Office whereupon they may be considered based on the availability of space.

Applicants for Re-registration of drop-outs

In case a learner drops out and wishes to be subsequently re-admitted, their case will receive the indulgence of the Admission Committee only if:

- The drop-out was officially communicated to the school by the parent/guardian.
- The parent/guardian and the school had agreed that the dropout was conditional and that the learner would come back the following year.

Should a learner have dropped out in circumstances different from the above,

- Ordinary considerations of the application will be revoked including the age factor in respect of the grade being applied for.
- The learner will be deemed to have had their turn to be registered- and had not taken full advantage of. Thus , such an applicant will only be admitted if:
 - i. There is space ; and
 - ii. All admission requirements are met.

Admission Age and Age Grade Norms

Admission Age of Learners

The admission age of a learner to:

- Grade 8 - 13-14
- Grade 9 – 14-15
- Grade 10- 15-16
- Grade 11- 16-17

Where a learner is 3 (three) years or more above the normal grade age norm the school will engage the District Director to place the learner in the fast-tracking programme.

The age grade norm requirements for learners with special education needs applying for admission at an ordinary public school are the same as learners in ordinary public schools.

Compulsory School Attendance

Compulsory attendance is from when the learner enters Grade 1 until the last school day in which the learner reaches the age of 15 (fifteen) years or the 9th grade, whichever comes first.

According to this Act and any applicable act, every guardian or parent should, let all learners that they are 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 a learner reaches the age of fifteen or the ninth grade, whichever occurs first.

The Minister of Education determines through notice in the Government Gazette the ages of compulsory school attendance for learners with special educational needs.

Each 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.

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.
- if failing to effect such correction, issue a written notice to the parent of the learner demanding compliance to the sub-sections.

A learner who is 16 years old or older and who has never had the opportunity to attend school should be advised and assisted in registering at the nearest Public Adult Learning Centre.

Exemption of Compulsory Attendance

A head of department can exempt a learner fully, partially or conditionally from compulsory school attendance if it is in the best interest of the learner.

Each head of department should keep a register of the learners who are exempt from compulsory school attendance.

Capacity of the School

The learner enrolment capacity of a school is determined by the Head of Department. The principal of the school may not declare a school full.

The principal will request the District Director in writing to declare a school full, if necessary. This request must be submitted with all the supporting documentation to declare the school full.

The Head of Department or an official delegated by him will declare a school full. The school that is declared full by the District Director will be informed in writing

Addendum:

Due to Covid-19 situation, the following shall be applicable:

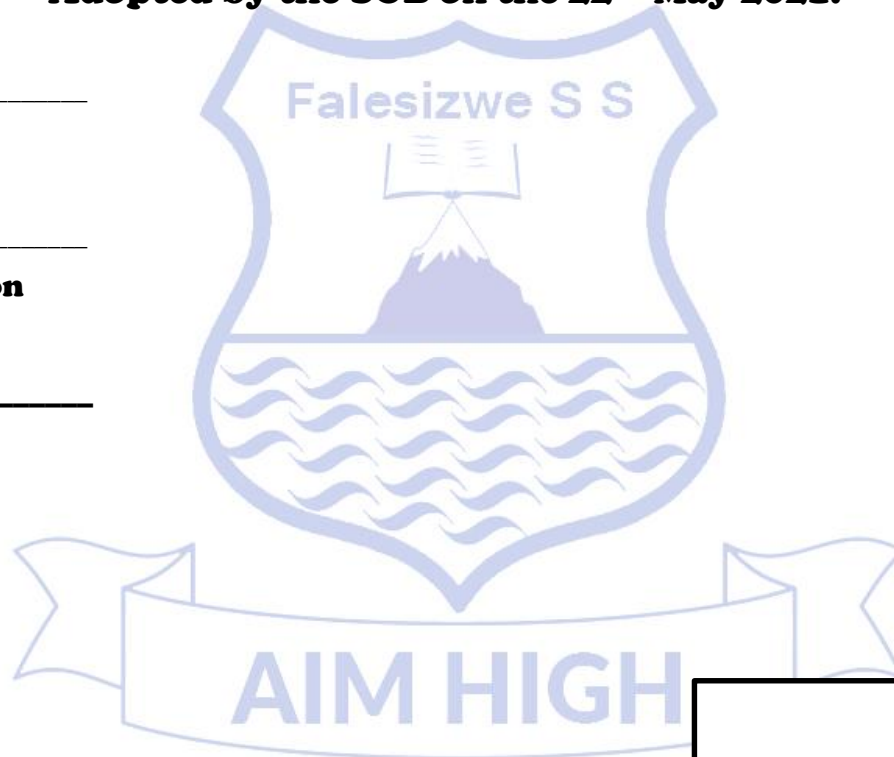
1. Arrangements to be made with principals and forms will be dropped off at schools to avoid possible infections
2. Forms will then be collected every Friday from feeder schools
3. On submitting reports, each school will be given a specific dates for submission depending on when individual schools shall have issued learner report cards.
 - Gugulethu -
 - Meduwaneng -
 - Poelano -
 - Thuto Ke Tsela -

Adopted by the SGB on the 22nd May 2021.

Secretary

Chairperson

Principal



School Stamp

