

PARKVIEW JUNIOR SCHOOL
GRADE R ADMISSION POLICY

INTRODUCTION

1. This is Parkview Junior School's "**GRADE R ADMISSION POLICY**".
2. This policy applies to the admission of learners to Grade R at Parkview Junior School.
3. This policy does not apply in the case of admission to any other grade at Parkview Junior School.
4. This policy was determined, compiled and accepted by the School Governing Body.
5. This policy will be revised annually.

DEFINITIONS

6. In this policy, unless indicated to the contrary by the context:
 - 6.1. "**Applicant**" means a parent or guardian, applying on behalf of his or her child for admission to Grade R at Parkview Junior School.
 - 6.2. "**Application closing date**" means the last day on which the school will receive applications for admission.
 - 6.3. "**Application opening date**" means the first day from which the school commences receipt of applications for admission.
 - 6.4. "**Application period**" means the days between the Application Opening Date and the Application Closing Date, inclusive of the first and last day but excluding weekends and public holidays.

- 6.5. **“Feeder zone”**- means the physical area designated by the SGB and as recorded on Annexure “A” to this policy for purposes of determining priority for admission.
- 6.6. **“Learner”** means the child to which an application for admission to Grade R relates.
- 6.7. **“Parent”** means the biological or adoptive parent or legal guardian of a learner;
- 6.8. **“Principal”** means the appointed or acting principal of Parkview Junior School.
- 6.9. **“PVJ”** or **“the school”** means Parkview Junior School.
- 6.10. **“SGB”** means the Governing Body of Parkview Junior as constituted from time to time.
- 6.11. **“Sibling”** means a biological or adoptive sibling of a learner.

PURPOSE OF THIS POLICY

- 7. The purpose of this policy is to facilitate equitable admission of learners to Grade R in a manner than ensures the school’s future financial stability, at Parkview Junior School.

GUIDING PRINCIPLES

- 8. The admission of learners to Grade R at Parkview Junior School is guided by the following principles:
 - 8.1. No learner or applicant may be unfairly discriminated against.
 - 8.2. Any learner who meets the eligibility requirements for admission may seek admission at the school.
 - 8.3. Instruction in Grade R is provided at Parkview Junior School on an independent basis, is privately funded and does not fall within the public-school domain.
 - 8.4. The school aims primarily to provide education to the children of residents of the Feeder Zone.
 - 8.5. The following priority will be assigned to learners seeking admission:

- 8.5.1. Learners whose parent or parents live in the Feeder Zone;
 - 8.5.2. Learners who have siblings who are currently enrolled at the school.
 - 8.5.3. Learners whose parent or parents work in the Feeder Zone; and
 - 8.5.4. Learners whose parent or parents live or work outside the Feeder Zone
9. Subject to applications for admission being filed within the application period, the likelihood of admission is NOT based on the date of such application, or on a first come first served basis.

ELIGIBILITY FOR ADMISSION

10. The learner must be at least five years old turning six during the year in which Grade R will be attended by the learner.
11. The school may admit a learner at an age lower than the admission age if:
- 11.1. It can be shown on prior written application that exceptional circumstances exist which necessitate the admission of an underage learner because admission would be in his or her best interest, and
 - 11.2. The refusal to admit that learners would be severely detrimental to his or her development.
12. In the case of non-citizens, a study permit from the Department of Home Affairs will be required, granting the learner permission to continue his\her studies in South Africa. A temporary or permanent residence permit from the department of Home Affairs will also be required.
13. The admission of a learner to the school is subject to applicable laws. Admission of a learner may be refused on any lawful grounds.

ADMISSIONS

Application

14. The following procedure will apply to all applications for admission to Grade R at the school:
- 14.1. The school will determine the application opening date and application closing date and publish such on the school website, by means of a notice outside the school and in the school newsletter.
 - 14.2. Applicants will be provided with a copy of the relevant application form by the school during the application period.
 - 14.3. Applicants are to complete the form in full and return such by hand, together with all required or supporting documentation, to the school during the application period and by no later than the closing date.
 - 14.4. Upon delivery of a completed form to the school, applicants will be issued with a receipt by the school.
 - 14.5. Following the application closing date, the principal will process all applications in terms of this policy and on the basis of the guiding principles as set out above.

Documentation

15. The following documents are required to be submitted together with any application for admission:
- 15.1. A certified copy of the learner's unabridged birth certificate;
 - 15.2. Proof of identity of the parents of the learner;
 - 15.3. Proof of residence of the parents of the learner or proof of the work address of the parents of the learner;
 - 15.4. Where an applicant is not the natural parent of the learner, documentation supporting the parent's legal relationship with the learner;

15.5. Proof that the learner has been immunised against polio, measles, tuberculosis, diphtheria, tetanus, and hepatitis B;

15.6. Where a learner seeks preference on the basis of a sibling relationship, documentation showing proof of such relationship.

16. Additional documents may be requested by the school on a case by case basis.

17. In cases where the necessary or requested documentation is unavailable, the learner concerned may be conditionally admitted for a period of three months, by which time the applicant is expected to furnish the school with such documentation.

Processing of Applications

18. Applications will be separated into four categories:

18.1. **Category A**, comprised of learners whose parent or parents live in the feeder zone.

18.2. **Category B**, comprised of learners who have siblings who are currently enrolled at the school.

18.3. **Category C**, comprised of learners whose parent or parents work in the feeder zone.

18.4. **Category D**, comprised of learners whose parent or parents do not live or work in the feeder zone and who do not have siblings currently enrolled at the school.

19. Available places in Grade R will be filled first from Category A, followed by applicants in Category B, then those in Category C and finally Category D.

20. In the event that the number of Category A applications exceeds available spaces in Grade R, priority in admission will be given to those learners whose parent or parents live closest to the school, measured on the shortest straight line between the school and the residence of the learner's parent.

21. In the event that following the admission of Category A applications, Category B applications exceed available spaces in Grade R, priority will be given to those learners whose parent or parents live closest to the school, measured on the shortest straight line between the school and the residence of the learner's parent.
22. In the event that the following the admission of Category A and Category B applications, Category C applications exceed available spaces in Grade R, priority will be given to those learners whose parent or parents work closest to the school, measured on the shortest straight line between the school and the place of work of the learner's parent.
23. Should there be available places in Grade R remaining after the admission of Categories A, B and C applicants, such available places will be filled from Category D. In the event that the number of Category D applications exceeds the remaining spaces in Grade R, priority in admission will be given to those Category D applicants whose parent or parents live or work closest to the school, measured on the shortest straight line between the school and the residence or place of work of the learner's parent.

Arrangements for Applications Processing and Offers of Places in Grade R

24. Applications will be processed on the basis of the information contained therein. The school or a person designated by the school may take any lawful steps to verify information contained in any application.
25. Applications are NOT processed in order of receipt or a "first come first served" basis.
26. Applicants will be informed of the outcome of their application within a period of 30 days of the application closing date.
27. Offers of a place in the Grade R intake will be made subject to the following:
- 27.1. The payment of a non-refundable deposit of R4 500
 - 27.2. Acceptance by the parent/s or legal guardian of the schools' tuition agreement

27.3. Acceptance by the parent/s or legal guardian of an undertaking to pay school fees.
Which includes remedial actions to be taken should a parent or legal guardian default on such undertaking

Other

28. Applications delivered outside of the application period will only be processed or considered in the event that the intake of applicants who timeously applied does not fill the available places in Grade R.

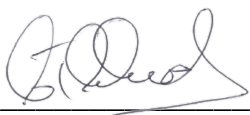
29. If an applicant is dissatisfied with a decision not to admit the learner to the school, the applicant may appeal such decision. In such an event the applicant should approach the principal or the chairperson of the SGB.

NOTE

30. Receipt by the school of an application for admission to Grade R does not guarantee admission to Grade R.

31. Admission to Grade R at PVJ does not guarantee admission to Grade 1 at PVJ.

THE GRADE R ADMISSION POLICY HAS BEEN APPROVED BY THE SCHOOL GOVERNING BODY OF PARKVIEW JUNIOR SCHOOL



C. CHIDLEY

CHAIRPERSON OF THE SGB

DATE: _____