



Parkview Junior School

(GAUTENG DEPARTMENT OF EDUCATION)

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GAUTENG DEPARTMENT OF EDUCATION JHB NORTH

PARKVIEW JUNIOR SCHOOL

ADMISSION POLICY

This is Parkview Junior Primary School's "Admission policy". The Admission Policy was determined, compiled and accepted by the School's Governing Body and will be revised annually.

The Admission Policy was compiled in accordance with the following legislation:

- National Education Policy (Act 27 of 1996);
- South African Schools Act (Act 84 of 1996);
- Admission of Learners to Public Schools (General Notice 4138 of 2001);
- Education Law Amendment Act (The amendment of Section 5 of Act 84 of 1996);
- Gauteng School Education Act 1995 (Act 6 of 1995 Notice 61 of 1998);
- GOE Circular 36 of 2003; and
- Regulations for Admission of learners to Public Schools, 2012.

DEFINITIONS:

- "HOD" - Head of Department - Head of the Provincial Education Department.
- "SGS" - School Governing Body.
- "Normal Grade Age" - means normal grade:.....
- "Parent/Guardian" - Parent or legally appointed guardian of a learner.
- "Feeder Area" - The area is prescribed by the GDE and refers to the school nearest to the parents' home address or workplace in relation to the parent/learner's choice of medium of instruction.
- "Waiting List" - list of applicants for admission broken down as follows:
 - learners who reside within the feeder zone, as prescribed by GDE, of the school;
 - learners who have at least one parent working within the feeder zone;
 - learners who have a sibling attending Parkview Junior or Senior School.
 - learners who live and work outside the feeder area, as prescribed by the GDE.
- "School" - means a public school.
- "SASA" - means the South African Schools Act, No. 64 of 1996.
- "The Act" - means the School Education Act, No. 6 of 1995.

1. MANAGEMENT PROCEDURES FOR ADMISSION

1.1 ROLE OF THE HEAD OF DEPARTMENT:

The Head of the Department is responsible for the administration of the admission of learners to a public school. The HOD will ensure that the issue of access, equity, redress and compulsory attendance of learners at school is realized through monitoring of the admissions process.

1.2 ROLE OF THE HEAD OF THE DISTRICT:

The HOD delegates the responsibility for the administration to the Head of the District in the following areas:

- 1.2.1 Ratify and certify the school admissions policy submitted by the SGB;
- 1.2.2 Ensure policy compliance by principals and to institute disciplinary measures if non-compliance is proved;
- 1.2.3 Establish a District Admissions Team and centralise clusters that will oversee and support schools in the administration of learners;
- 1.2.4 The District Admissions Team will be supported by the IDS Officials in clusters who will work with the relevant schools;
- 1.2.5 The Head of the District should ensure that by the end of November, all learners on the waiting list are placed;
- 1.2.6 Districts will take responsibility for learners who are not placed.

1.3 ROLE OF THE SCHOOL GOVERNING BODY (SGB)

- 1.3.1 The SGB of the school must determine the admissions policy of the school in terms of section 5(5) of SASA, the Admission of Learners to Public Schools (General Notice 4138 of 2001) and in accordance with guidelines in section 5(1) of the Education Policy Act 1998 (Act 12 of 1998).
- 1.3.2 The SGB should encourage parents of learners to apply for admission of their children before the end of the preceding school year specifically during the period given by GDE.
- 1.3.3 The SGB should inform all parents of learners admitted to a school of their rights and obligations in terms of the South African Schools Act of 1996 and any applicable provincial law.
- 1.3.4 The SGB must make a copy of the admissions policy available for ratification by the Head of the District.

1.4 ROLE OF THE PRINCIPAL:

- 1.4.1 The Principal will be responsible for the admissions of learners in accordance with circular and related legislation.
- 1.4.2 Keeping a register of admissions to the school.
- 1.4.3 Maintaining the required waiting lists.
- 1.4.4 The principal remains accountable for the administration of admissions.
- 1.4.5 Issuing of transfer cards to learners moving to another school and forwarding learner information to the new school.

2 AIM OF POLICY

- 2.1 To facilitate the admissions of learners at school in accordance with National and GOE policies. Code of reference SASA and GOE circulars and will comply with all amendments, as and when promulgated.
- 2.2 No learner will be unfairly discriminated against, in term of race, ethnic, religious, and language grounds. However, discrimination may take place, based on the ethos of the school i.e. gender specific.

3 PROCESS OF ADMISSIONS

3.1 FIRST TIME ADMISSION INTO A SCHOOL:

The learner must be already five years old turning six, by 30 June, in the year of admission to Grade R. A learner must be admitted into a school in the year that their 7th birthday is reached (compulsory attendance).

3.2 OFFICIAL ADMISSION FORM:

All parents/ guardians seeking admission can obtain an application form for Grade R from the school's website (Annexure A). Grade 1 applications are made via the GDE Admissions Online

porthole.

3.3 RE-REGISTRATION OF LEARNERS:

Learners at a school will have to confirm their continued enrolment at the school annually. The process of re- registration will take place during the admissions period as directed by the GDE. This is for logistical reasons, so as to enable schools to determine the following years enrolment.

- i. All learners enrolled at school and who wish to continue their studies at the institution during the following year will be required to re-register.
- ii. Parents will be required to complete the prescribed re-registration form (Annexure B)

3.4 PROCESS TO BE FOLLOWED FOR ADMISSION AND RE-REGISTRATION:

- i. Applications for admission for the following year will open in accordance with GDE directives as announced by the GDE each year.
THE SCHOOL MAY ONLY BE DECLARED FULL BY THE SENIOR DISTRICT MANAGER AFTER CONSULTATION WITH AND VERIFICATION BY THE DISTRICT OFFICE OF THE STATUS OF THE SCHOOL
- ii. All late applications will be referred to the admissions officer, at the district office (Provincial Gazette No 439 - Notice 61 of 1998 4 (9)).
- iii. The GDE will provide the school with a list of applicants and those that will be accepted. The order of application acceptance, as directed by the GDE, is as follows:
 - a. learners who reside within the feeder zone, as prescribed by GDE, of the school;
 - b. learners who have at least one parent working within the feeder zone;
 - c. learners who have a sibling attending Parkview Junior or Senior School.
 - d. learners who live and work outside the feeder area, as prescribed by the GDE.
- iv. In the event of a school being declared full by the Head of the district, the principal will submit a waiting list to the Head of the District to facilitate placement.
- v. Each applicant will hear via their online admissions portfolio of the acceptance or non-acceptance following the closing date of the application period announced by the GDE. Once the GDE have made the placements to the school, the school will then be able to contact applicant's families regarding placement.

4. **ADMISSION REQUIREMENTS**

DOCUMENTS REQUIRED FOR ADMISSION:

- 4.1 Certified Birth Certificate;
- 4.2 Proof of the parent's identity and the child's residence or his or her parents work address;
- 4.3 Where the parent is not the natural parent of the child, documentation supporting the parent's legal relationship with the learner;
- 4.4 In the case of admission to a primary school proof that the child has been immunized against polio, measles, tuberculosis, diphtheria, tetanus, and hepatitis B;
- 4.5 The transfer card of the child, if he or she is currently enrolled at another school;
- 4.6 The most recent school report of the child if he or she is currently enrolled at another school; and
- 4.7 Where a learner, in accordance with Regulation 7 seeks preferential placement on a waiting list on the basis of a sibling relationship documentation showing proof of such relationship.

In cases where the necessary documentation is unavailable, the learner will be conditionally admitted for a period of three months, by which time the parent/guardian is expected to furnish the school with the documentation.

5. ADMISSION ON NON-CITIZENS

In the case of foreigners, 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.

6. SCHOOL ZONING

Learners residing in the "feeder zone" will be given reference. Zone: Parkview, Westcliff, Lower Parkwood, Parktown West, Lower Parktown North (South of 7^h Avenue). West of Jan Smuts Avenue and North of Empire Avenue.

7. LEARNERS WITH SPECIAL EDUCATIONAL NEEDS

Any application for admission received, for learners with special educational needs will be referred to the Head of the District to assist the school for placing the learner in an appropriate class or a school for specialized education. The District will arrange for an assessment before a decision is taken for placement.

8. OVER AGED LEARNERS AND FAST TRACKING PROGRAMME

- 8.1 A Learner who will reach the age of sixteen during any calendar year, and who seeks admission to a school for the first time for the school year must be advised and referred to the respective District Office for immediate placement at an Adult Education and Training Centre.
- 8.2 Based on age grade norms (age cohort) - where the learner is 3 years or more above the grade norms, the school will engage with the District Senior Manager to place the learner in a fast track programme.

9. ASSESSMENT TESTS

Assessments may be carried out for placement purposes only and not for admission in to the school. This may be done for the following reasons, only:

- 9.1 Where the learner has not attended school for a period and needs to be placed, an assessment test will be conducted to determine the learner's level of skills and ability, for placement only.
- 9.2 Where the learner may be experiencing difficulties with the curriculum, because of the language barriers, more especially with regards to the medium of instruction.
- 9.3 In the case of foreigners, where the placement level needs to be determined.

In the above cases, the age cohort for placement purposes will be taken into account and a fast-tracking process may be followed. GDE assistance will be sought with the fast-tracking process.

10. ADMISSIONS REGISTER

The school will keep admissions register of all learners admitted to a school in the required format.

11. RIGHTS AND OBLIGATIONS OF THE PARENTS

- 11.1 All parents/guardians are expected to register their children/wards, of compulsory school going age, at a school. Failure to do so could lead to prosecution.
- 11.2 Parents/Guardians are expected to uphold the school code of conduct and regulations, as long as it is not in conflict with SASA regulations.
- 11.3 Parents/Guardians are required to ensure that their child/ward attends school regularly. The onus rests with the parent to inform the school if the learner is ill and will not be attending school.
- 11.4 The parent will be responsible for the school fees as determined and ratified by the General parent body of the school, at the annual budget meeting.
- 11.5 Parents are required to make input and suggestions, with regards to the learners schooling.

12. POSSIBLE REASONS FOR REFUSAL FOR ADMISSION

A learner may only be refused admission for the following reasons:

- 12.1 The school is gender based and does not cater for the gender of the applicant;
- 12.2 The school is officially declared full by the Senior District Manager;
- 12.3 The learner is no longer of compulsory school going age in terms of SASA, and may be referred to an ABET center (Fair Discrimination).

13. APPEALS

All unsuccessful applicants will be notified timeously. If parents/guardians are dissatisfied with the decision of a principal not to admit a learner to the school, reasons will be given in writing, and parents will be given an Appeal Form - Annexure D. The appeal form must then be submitted, by the parent, to the Senior Manager of the GET Directorate in the Head Office for the attention of the MEC.

14. REGISTRATION FEES

A refundable deposit is charge to secure a placement once an offer of placement has been extended. The deposit amount is determined annually by the finance department.

APPROVAL:

Date	Approved by SGB Chairperson (Print name)	SGB Chairperson Signature