Parkview Junior School

(GAUTENG DEPARTMENT OF EDUCATION)

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GAUTENG DEPARTMENT OF EDUCATION

JHB NORTH

PARKVIEW JUNIOR SCHOOL

ADMISSION POLICY

July 2025

DEFINITIONS

- Applicant – any learner who applies or intends to apply to Parkview Junior School for admission
- BELA - Basic Education Laws Amendment Act, 2024
- HOD - Head of Department/ Head of the Provincial Education Department
- Parent\Guardian – Parent or legally appointed guardian of a learner.
- Feeder Area- The school nearest to the parents' home address or workplace in relation to the parent\learner's choice of medium of instruction.
- Foreign learner – refers to someone who is neither a citizen, nor permanent resident and not in possession of an asylum/refugee permit, and whose presence in South Africa is subject to the provisions of the Immigration Act, as amended.
- Grade R means the Reception Grade
- Learner – refers to any person receiving education or obliged to receive education in terms of the Schools Act
- Required documents means the definition in the Basic Education Laws Amendment Act, 2024
- Senior grades – refers to grade 2 and 3 at Parkview Junior School
- School – refers to Parkview Junior School, a public school with legal capacity as contemplated in Chapter 3 of the Schools Act
- SGB – The School Governing Body, as contemplated by section 16(1) of the Schools Act
- SASA – "South African Schools Act" means the South African Schools Act.1996 (Act 64 of 1996)
- "The Act" means the School Education Act of 1995 (Act No. 6 of 1995)

1. INTRODUCTION

1.1. As a public fee-paying school, the School Governing Body must determine the Admissions Policy in terms of section 5(5) of the Schools Act.

1.2. The SGB has accordingly constituted the following as the Admissions Policy of the school, in accordance with the following legislation:

1.2.1. The Constitution of the Republic of South Africa Act 108, 1996

1.2.2. National Education Policy (Act 27 of 1996)

1.2.3. South African Schools Act (Act 84 of 1996)

1.2.4. Admission of Learners to Public Schools (General Notice 4138 of 2001)

1.2.5. Education Law Amendment Act (The amendment of Section 5 of Act 84 of 1996)

1.2.6. Gauteng School Education Act 1995 (Act 6 of 1995 Notice 61 of 1998)

1.2.7. GDE Circular 36 of 2003

1.2.8. Regulations for Admission of learners to Public Schools, 2012

1.2.9. Basic Education Laws Amendment Act ("No. 32 of 2024) ("BELA")

1.2.10. The Promotion of Access to Information Act 2, 2000.

1.2.11. Judgements of the Constitutional Court on school governing bodies' rights, powers, and obligations.

2. POLICY AIMS AND PRINCIPLES

2.1. It is the aim of the school to:

2.1.1. To facilitate the admissions of learners at school in accordance with National and GDE policies and in compliance with code of reference SASA and GDE circulars (and amendments), as and when promulgated.

2.1.2. Ensure that no learner is unfairly discriminated against, in term of race, culture, ethnicity, religion, language or socio-economic status.

2.2. PVJ must admit and provide education to learners and must serve their educational requirement for the duration of their school attendance without unfairly discriminating in any way.

3. ADMISSIONS PROCESS

3.1. Applicants are given preference for admission to

3.1.1. **Grade R**: in the year they turn six; and

3.1.2. **Grade 1**: in the year they turn seven.

3.1.3. Applicants admitted to **grades 2 or 3**, must fall within two years of the average age within the grade cohort they are applying for.

3.2. PROCESS TO BE FOLLOWED FOR FIRST TIME ADMISSIONS

3.2.1. Applications for admission to grades 1, 2 and 3 for the following year will open and close at the dates declared by the GDE. Applications to grade R will open and close at the dates announced by the school.

3.2.2. Applicants for grade 1 are conducted online using the GDE online admissions portal. Parents who require assistance in completing the application may approach the school for assistance.

3.2.3. All parents seeking admission to grade 2 or 3 will be provided with the official school application form, without prejudice. Placement of learners in these grades is subject to the availability of capacity at the school at the time of application.

3.2.4. If acceptance of admission is not confirmed within the period set, the offer will be deemed to have lapsed, and the allocated place may be offered to another applicant.

3.2.5. A compulsory registration fee, not exceeding 1\12 of the annual school fee may be levied on registration for first time applicants. This will be used to offset the school fees for the following year.

3.2.6. Two waiting lists will be kept to record all applicants received:

Waiting List A -

- Applicants who reside within the feeder zone of the school
- Applicants with a sibling attending the school.
- Applicants with at least one parent working within the feeder zone.

Waiting List B – applicants living and working outside the feeder area.

3.2.7. All late applications will be referred to the admissions officer, at the district office. (Provincial Gazette No 439 – Notice 61 of 1998 4 (9))

3.2.8. 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.

3.2.9. In the event of a school being declared full by the Head of the district, the principal will submit waiting list to the Head of the District to facilitate placement. Each applicant will be given a waiting list number. The parent\guardian will be informed, timeously of acceptance or non-acceptance.

3.3. RE-REGISTRATION OF LEARNERS ENROLLED AT THE SCHOOL

3.3.1. All learners enrolled at the school and who wish to continue their studies at the institution during the following year will be required to re-register.

3.3.2. Enrolled learners will have to confirm their continued enrolment at the school annually.

3.3.3. Parents will be required to complete the prescribed re-registration form. This process will take place annually from September to November.

4. ADMISSIONS REQUIREMENTS

The following documents are required for admission (Where at least one or more biological or adoptive parents of a learner are South African citizens):

4.1. Copy of the applicants certified birth certificate or proof of application thereof.

4.2. Copy of both parents' identify documents or foreign passport(s) if either parent is not a holder of a South African identity document. Where the parent is not the natural parent of the applicant, documentation supporting the parent's legal relationship with the learner.

4.3. Proof of residence (certified copy of a valid municipal account, not older than 3 months, or a lease agreement, along with the landlord's ID)

4.4. Proof that applicant has been immunised against polio, measles, tuberculosis, diphtheria, tetanus, and hepatitis B, and all communicable diseases as required by law. In the event that parent is unable to show proof of immunisations, the principal must advise parents to have the applicant immunised prior to commencement of enrolment in the school.

4.5. The transfer card of the applicant if he or she is currently enrolled at another school.

4.6. The most recent school report of the applicant if he or she is currently enrolled at another school.

4.7. Where a applicant, 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.

4.8. Where either or both parents are deceased, the relevant death certificate.

4.9. Where the learner is in alternative care, the following documents: (i) the relevant court order granting guardianship or custody; and (ii) the learner's unabridged birth certificate

5. ADMISSION OF UNDOCUMENTED SOUTH AFRICAN AND FOREIGN APPLICANTS

5.1. Undocumented South African citizens, and where both parents of the learner are foreign nationals and hold either permanent residence permits or temporary residence visas will be considered for enrolment.

5.2. If the parent or legal guardian does not have any of the required documentation, the learner can be enrolled at the school provided that the parents submit a sworn written affidavit that confirms the learner's details, the parents details, and the date of birth.

5.3. This applies to learners without any of the following:

5.3.1. South African birth certificate/ identity document

5.3.2. Foreign issued birth certificate

5.3.3. Foreign passport (in the case of a foreign learner); parents' passports

5.3.4. Asylum seekers permit

5.3.5. Refugee permit

5.3.6. Study permit

5.3.7. Parent's temporary residence visas or permanent residence permits

6. SCHOOL ZONING/FEEDER AREA

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

7. LEARNERS WITH SPECIAL NEEDS

7.1. 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. ASSESSMENT TESTS

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

8.1.1. Where the applicant 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.

8.1.2. Where the applicant may be experiencing difficulties with the curriculum, because of the language barriers, more especially with regards to the medium of instruction.

8.1.3. In the case of foreign applicants, where the placement level needs to be determined.

8.2. 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.

9. POSSIBLE REASONS FOR REFUSAL FOR ADMISSION

9.1. An applicant may only be refused admission for the following reasons:

9.1.1. The school is officially declared full by the Senior District Manager.

9.1.2. The applicant is no longer of compulsory school going age in terms of SASA and may be referred to an ABET centre. (Fair Discrimination).

10. APPEALS OF ADMISSION DECISIONS

10.1. If a learner is refused admission to a school, the principal on behalf of the HOD must, inform the parent and/or guardian in writing of the refusal, the reasons thereof and the right to objection and appeal.

10.2. Any learner, parent and/or guardian of a learner who has been refused admission to a public school may appeal against the decision to the Member of the Executive Council ("MEC") within 14 days of receiving the notification of the refusal of admission to the public school.

10.3. If the SGB is not satisfied with the decision of the HOD after consultation with the HOD, the SGB may appeal against the decision to the MEC within 14 days after receiving the decision of the HOD.

10.4. If an appeal contemplated in paragraph 5.10.2 has been received, the MEC must, within 14 days after receiving such appeal, consider and decide on the matter and inform the SGB of the outcome of the appeal.

11. ROLES AND OBLIGATIONS

11.1. ROLE OF THE HEAD OF DEPARTMENT:

The HOD is responsible for managing learner admissions to public schools. This includes: Ensuring fair access for all learners; Promoting equity and redress; Making sure learners attend school as required by law; Overseeing and monitoring the entire admissions process to ensure compliance with legislation.

11.2. ROLE OF THE HEAD OF THE DISTRICT:

The HOD delegates day-to-day admissions responsibilities to the District Director. This includes:

11.2.1. Reviewing and approving the admissions policy submitted by each school's governing body (SGB)

11.2.2. Ensure policy compliance by principals and to institute disciplinary measures if non-compliance is proved.

11.2.3. Establish a District Admissions Team and centralise clusters that will oversee and support schools in the administration of learners.

11.2.4. The District Admissions Team will be supported by the IDS Officials in clusters who will work with the relevant schools.

11.2.5. The Head of the District should ensure that by the end of November, all learners on the waiting list are placed.

11.2.6. Districts will take responsibility for learners who are not placed.

11.3. ROLE OF THE SCHOOL GOVERNING BODY (SGB)

11.3.1. 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)

11.3.2. 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.

11.3.3. 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.

11.3.4. The SGB must make a copy of the admissions policy available for ratification by the Head of the District.

11.4. ROLE OF THE PRINCIPAL:

11.4.1. The principal will be responsible for the admissions of learners in accordance with circular and related legislation.

11.4.2. Keeping a register of admissions to the school.

11.4.3. Maintaining the required waiting lists.

11.4.4. The principal remains accountable for the administration of admissions.

11.4.5. Issuing of transfer cards to learners moving to another school and forwarding learner information to the new school.

11.5. ROLE OF PARENT/LEGAL GUARDIAN:

11.5.1. 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.

11.5.2. Parents\Guardians are expected to uphold the school code of conduct and regulations, as long as it is not in conflict with SASA regulations.

11.5.3. Parents\Guardians are required to ensure that their child\ren attends school regularly. The onus rests with the parent to inform the school if the learner is ill and will not be attending school.

11.5.4. 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.

12. POLICY REVIEW

12.1. When the School Governing Body ("SGB") considers this Policy or any amendment thereof, it must be satisfied that this Policy or the amendment thereof takes into account the needs of the broader community in the education district in which Parkview Junior School ("Parkview") is situated, and must take into account factors including, but not limited to:

12.1.1. the best interests of the child (emphasis on equality and equity);

12.1.2. whether there are other schools in the community that are accessible to learners;

12.1.3. the available resources of Parkview and the efficient and effective use of state resources; and

12.1.4. the space available at Parkview for learners.

12.2. To maintain its relevance and effectiveness, the SGB should review this Policy every 3 (three) years. Additionally, reviews will occur whenever the factors outlined in the paragraph 12.1 change; when circumstances necessitate it; or upon the request of the Head of Department ("HOD"). This regular review process ensures that this Policy remains current and responsive to evolving needs and conditions.

12.3. After consultation with the SGB, the HOD holds the ultimate authority for learner admissions to a public school.

ACCEPTANCE OF POLICY:

Adopted at PARKVIEW JUNIOR on this day 24 July of 2025.

Signed:

Principal: FIONA PENNINGTON.
[print name]

[Signature]

Chairperson of school governing body: Craig Beringer.
[print name]

pp. *[Signature]*.

District Official: _____.
[print name]

_____.
[Signature]