

## **GOODWOOD PARK PRIMARY ADMISSION POLICY**

### **POLICY REGARDING THE ADMISSION OF LEARNERS TO THE SCHOOL OR VARIOUS GRADES AT THE SCHOOL.**

Whereas Goodwood Park Primary School (hereinafter referred to as “the School”) is a public school, having juristic personality by virtue of the provisions of Sections 15 of the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter referred to as “SASA”), the governance of which is entrusted to its School Governing Body (hereinafter referred to as “AGB”), referred to in Section 16 of SASA, Section 5(5) and the National Admission Policy par 7 the **Governing Body** of a public school **determines the admission policy** of the school.;

And whereas the SGB is empowered in terms of Section 5 of SASA to determine the School’s policy regarding the admission of learners to the School and grades at the School, subject to the provisions of SASA and any applicable Provincial Law;

And whereas the SGB is mindful of the following enactments (hereinafter referred to as “the enactments”) relating to the question of the admission of learners to the School or different grades at the School, namely:

- (i) The Constitution of the Republic of South Africa contained in Act No. 108 of 1996 (hereinafter referred to as “the Constitution”);
- (ii) Section 3(3)(4)(l) and 5 of the National Education Policy Act, No. 27 of 1996 (“**NEPA**”);
- (iii) The Admission Policy for Ordinary Public Schools, published by the Minister of Education in Government Gazette No. 19377 dated 19 October 1998 (Notice No. 2432/98) (hereinafter referred to as the “Ministerial Policy”); and
- (iv) the Education Laws Amendment Act, No. 50 of 2002;

And whereas the School and its SGB defer to the relevant provisions of the enactments to the extent that they may be valid and binding upon them and take precedence over the power of the SGB to determine the admission policy of the School, whilst being determined to ensure the full implementation of the School’s admission policy within the parameters of the enactments and any other applicable enactments from time to time;

Now therefore the SGB, on behalf of the School, declares the School’s Policy for Admission of Learners to the School or different grades at the School, to be as follows:

## **1. APPLICATIONS FOR ADMISSION TO THE SCHOOL**

1.1 It is acknowledged that –

- (a) The Head of Department (Education) (hereinafter referred to as “the HOD”) and/or officials of the Western Cape Department of Education (ECDOE) delegated by the HOD (hereinafter referred to as “the HOD delegate(s)”) is/are responsible for the administration of the admission of learners to the School; and
- (b) The HOD/the HOD delegate(s) must determine a process of registration for admission to public schools in order to enable the admission of learners to take place in a timely and efficient manner.

1.2 It is emphasised that the HOD/the HOD delegate(s)/the School Principal must (and will be required to) take this policy into account demonstrably, fairly, consistently and in accordance with law at all times whilst acting in accordance with paragraph 1.1 above, or whilst engaged in the process of deciding upon applications for admissions. The School and its SGB will also require the HOD/the HOD delegate(s)/the School principal to allow the SGB full access to and copies of any registers or files kept as part of the admission process.

1.3 School principals, as members of SGB, participate in the process to determine the admission policy of the school and School Principals administer the admission and registration of learners to schools in terms of the registration process determined by the HOD and the school’s admission policy. The School and the SGB require the HOD/the HOD delegate(s)/the School Principal to add to the prescribed application form, and ensure the completion by the Applicant of the Schedule of Information required by the governing body attached hereto.

1.4 The School and the SGB require the HOD/the HOD delegate(s)/the School Principal to ensure that Applicants upon being accepted as enrolled at Goodwood Park Primary are informed of and in writing acknowledge having read and understood:

- (a) The Code of Conduct for Learners

- 1.5 The School and the SGB subscribe to the view that according to law, and in the absence of a Court Order directing otherwise, the legal guardian(s) of a minor learner has/have the exclusive right to decide upon the school where their child/ward is to be enrolled. Consequently, the School and SGB do not recognise an application as being valid, unless made by the guardian(s) or person(s) by order of Court entrusted with the custody of the minor learner, or a person or persons thereto authorised by them in writing. The School and the SGB also regard adherence to this approach as being essential in that it ensures that valid permission may be given for the treatment of the learner **in loco parentis**, for the learner to embark on excursions, and so forth. Consequently, the HOD/the HOD delegate(s)/the School Principal in encouraging the persons referred to in paragraph 1.5 to apply for the admission of their children/wards as prescribed by the WCED.
- 1.6 The SGB undertakes to support the HOD/the HOD delegate(s)/the School Principal in encouraging the persons referred to in paragraph 1.5 to apply for the admission of their children/wards as prescribed by the WCED.
- 1.7 Subject to this Policy, the SGB requires the HOD/the HOD delegate(s)/the School Principal to co-ordinate the admission of learners to public schools, including the School, in consultation with it and undertakes to give constructive support in ensuring that all eligible learners are suitably accommodated. All decisions for future enrolments will be made based on a fair list of criteria that the applicants should qualify for, to ensure that no discrimination can take place.
- 1.8 Where a learner or prospective learner is three years or more above the normal, legally prescribed grade age for the grade in which he/she is, or for the grade to which admission is sought on his/her behalf, the School Principal must consult with the SGB regarding whether the learner must be admitted to an appropriate grade in the School, or be admitted to a bridging programme/fast tracking facility provided by the District Director of the Provincial Department of Education before deciding what action to take in the circumstances.
- 1.9 The School and the SGB require strict observance by the HOD/the HOD delegate(s)/the School Principal of the following provision of the Constitution as a prerequisite to any decision to be taken regarding the admission of a learner to the School - "28 (2) – A child's best interests are of paramount importance in every matter concerning the child.

In terms of SASA Section 5(2), governing body of a public school may not administer any test relating to the admission of a learner to a public

school, or direct or authorise the principal of the school or any other person to administer such a test. Goodwood Park Primary does not use interviews with parents or learners prior to the admission of the learner as a form of screening.

## **2. THE SCHOOL'S CODE OF CONDUCT FOR LEARNERS (INCLUDING DRESS CODE)**

The Applicant is to note that whilst his/her refusal to subscribe to the School's Code of Conduct for Learners (including dress code) cannot be an obstacle to the admission of the learner to the School, the Code is nevertheless binding on the learner. Section 8(4) of SASA provides as follows:

“Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner.”

All applicants as well as their parents/guardians should undertake to abide by the rules and norms of Goodwood Park Primary and with this they undertake to respect & promote Goodwood Park Primary.

The traditional values and “ethos” of Goodwood Park Primary should be valued and sustained at all times.

The Applicant is encouraged to support the School in familiarising him/herself with the School's Code of Conduct for Learners and seeing to the observance thereof by the learner.

## **3. SCHOOL FEES**

3.1 The Applicant is to note that the failure or refusal or inability of parents (as defined in Section 1 of SASA) to pay school fees cannot be an obstacle to the admission of the learner to the School.

3.2 In Terms of Sections 38-41 of SASA, an Annual General Meeting (“AGM”) of parents of learners enrolled at the School must be held on thirty (30) days' written notice to parents. At the AGM the majority of parents present decide whether or not to accept the budget prepared by the SGB for the next financial year. At the same meeting the majority of parents present and voting accepts the proposal made by the Governing Body for the compulsory payment of school fees. Parents who are unable to pay any of the fees or the full amount of the fees are **entitled to apply** to the SGB on the prescribed forms for alternative arrangements for exemption from the payment of school fees as determined by the WCED. Such applications must be dealt with in confidence by the SGB, which must act fairly and

apply the abovementioned criteria and the provisions of the applicable Ministerial Regulations, **a copy of which will be furnished to parent(s) on request.** Parents applying for relief may request an educator at the School or any other person to assist him/her/them with the application. Parent/parents who feel aggrieved at the decision of the SGB may appeal to the HOD, following the procedure set out in the said Regulations.

- 3.3 It is important, however, for Applicant(s) for exemption to note that the combined annual income of parents is taken into account in the decision as to whether or not the parent(s) qualify for exemption. “Combined annual gross income of parents” is defined in Regulation 1 of the aforesaid Regulations as –

“The gross income of all the parents of a learner as defined in the Act, calculated together ...”

- 3.4 “Parent” is defined in SASA to mean –
- (a) the parent or guardian of the learner;
  - (b) the parent legally entitled to the custody of the learner; or
  - (c) a person who undertakes to fulfil the obligations of the persons referred to in (a) and (b) towards the learner’s education at the school (guardian).

So, for example, if the learner has a father and mother, but lives with his/her guardian, who is a person such as the one referred to in (c) above, the combined gross income (before tax or deductions) of either parents or guardian will be taken into account in deciding whether there may be a total or partial exemption from the payment of school fees.

- 3.5 It is for this reason that the details of all persons who fall within the definition of “parent” must be furnished to the School in the application for admission.

- 3.6. The Applicant’s attention is drawn to the following provision of SASSA –

(Section 41) – “The governing body of a public school may by process of law enforce the payment of school fees by parents who are liable to pay”

- 3.7 Parents/Guardians have to accept responsibility for all financial obligations that is set by the school to ensure that a meaningful curriculum can be offered to all students. If parents are not able to reach their financial obligations, they have to apply for total or partial exemption of school fees required.

- 3.8 Parents of learners are encouraged to support the high standard of education and the sound school facilities and environment by paying school fees and, where they are exempted totally or partially from the payment of compulsory school fees, to offer their services to the SGB for the benefit of the School.

#### **4. SCHOOL PROPERTY**

The Applicant's attention is drawn to the following:

- 4.1 Every learner of a public school shall take good care of the property of the School which is placed at his/her disposal, and shall return it to the school on or before a date specified by any educator employed at the school.
- 4.2 The parents of a learner at a public school shall be liable for any damage to or loss of school property.
- 4.3 It is the duty of every parent to assist the State and the Governing Body of a school to promote a culture of respect for school property.

#### **5. RISK OF DAMAGE OR LOSS**

The Applicant is notified that the School accepts no liability for the damage to, or destruction or loss of any property brought on the School premises by the learner or his/her parent(s). It matters not who causes such damage, destruction or loss, how it is caused, whether it is caused by someone's act or failure to act, or whether it is caused by someone's intention or negligence. The School accepts no liability. Learners are encouraged to safeguard property brought onto the School premises, and Applicants and parents of learners are encouraged to take out their own insurance against such damage, destruction or loss.

#### **6. ORDER OF PREFERENCE REGARDING APPLICATIONS FOR ADMISSION**

- 6.1 Whilst the School and SGB know that they may not unfairly discriminate against a learner on whose behalf an application is made for admission, and have no intention thus to discriminate, and whilst they are desirous of playing their part in the education of learners in partnership with the State, they appreciate that Goodwood Park Primary cannot accommodate all learners and that some process of (fair) discrimination regarding admission of learners is inevitable. Therefore, and in view of the foregoing, it is the School's policy that the following preference be afforded to applications:

- 6.2 In future, it is advised that the SGB / delegated person assists to do the evaluation / sifting of all new applicants / enrolments each year. This will protect the principal and the staff of Goodwood Park Primary to ensure that all decisions were made based on a fair list of criteria.
- 6.3 Goodwood Park Primary has taken a long term project approach by determining and implementing our natural feeder area as the Goodwood Area.
- 6.4 Preference will be given to all applicants that reside within the feeder area of Goodwood Park Primary. First, those in respect of learners *bona fide* (genuinely) residing with their parents (as defined in SASA) within the natural feeder area of the School, as per defined in paragraph 6.1 and whose mother tongue is the medium of tuition of the School and whose chosen medium of tuition (the choice being exercised by the parent(s) in the application of admission) is the medium of tuition of the School.
- 6.5 The School is currently a Parallel-medium institution equipped with human resources to cater primarily for those learners whose mother tongue or chosen language of tuition is the medium of tuition at the School. All applicants' mother tongue or chosen language of instruction should be on par with Goodwood Park Primary's standard of education so that we can ensure that the child is taught in a meaningful manner. (Mother tongue equalling English / Afrikaans).
- 6.6 All learners should turn 7 before 31 December of the enrolment year. Furthermore, as to the best interest of the child, Goodwood Park Primary will advise that all applicants younger than the age of 6 (before 31 December) will be required to have clinical evaluation done by a profession clinical psychologist to ensure that the child meets the criteria for enrolment to Grade 1.

6.6.1 Our school class structure is as follows:

- |           |  |
|-----------|--|
| Grade 1-3 | 180 learners.                                |
|           | English – 5 classes of 30 learners each      |
|           | Afrikaans – 1 class of 30 learners.          |
| Grade 4-7 | 182 learners                                 |
|           | English – 4 classes of 38 learners each max. |
|           | Afrikaans – 1 class of 30 learners.          |

- 6.6.2 We make provision for learners repeating a Grade and also provide for 2 disabled seats per grade.
- 6.6.3 Parents need to apply at more than 1 school. Other schools in the Goodwood Area are Koos Sadie Primary, Acacia Park Primary and De Vrijzee Primary.
- 6.6.4 Educators who are HOD's have less learners per class due to extra responsibilities.
- 6.7 Secondly, subsequent to our numbers / target not being reached with the understanding that it has been filled with learners from the feeder area, then all learners will be placed on a waiting list, taking into consideration that we need to make provision for late applications first from within our feeder area and provision for students being held back in the current school year.
- 6.8 The SGB reserves the right to afford overriding preference to siblings of learners already enrolled at the School.
- 6.9 Goodwood Park Primary reserves the right to consider any written motivation for enrolment to the school based on merit taking into consideration that our numbers / target not being reached.
- 6.10 If we receive an application where a parent is stating that they will be moving to our area, we need sufficient proof of the rental agreement or deed of sale to purchase so that we can make a decision based on true facts.
- 6.11 All applications not accepted, will be placed on a waiting list.
- 6.12 All of the above measures are aimed to ensure that the best interest / safety of the learners are always taken into consideration. We know that the reality is that students that live outside of our natural feeder area / boundaries are often left unattended after school / extra mural activities. We also take cognisance of the fact that we are having difficulty with children arriving late for school each day. It is also found that these parents do not attend parent meetings / evenings as they do not reside in close proximity to the school. It can also not be expected of the staff of Goodwood Park Primary to be responsible / accountable for the safety of the children being left unattended. The principal and the SGB have the right to make decisions for the right to admission based on merit in certain circumstances.

## **RIGHT OF APPEAL**

In terms of SASA Section 5(9) any learner or parent of a learner who has been refused admission to Goodwood Park Primary School may appeal to the MEC against the decision.

The SASA defines a “school” as “public school or an independent school which enrolls learners in one or more grades from R – 12”.

Principals must inform parents and learners of their right to appeal against the decision of the school. When parents are not satisfied with a decision with regard to admission, they may appeal to the MEC, in writing, against the decision of the district director and / or the school.

## **7. REQUIREMENTS**

Except where the provisions thereof will not serve the best interest of a learner or other learners, the SGB and the School refer to the Ministerial Policy.

## **8. ADMISSION OF NON-CITIZENS**

As per regulation

## **9. THE SGB AND THE LEARNERS OF THE SCHOOL**

9.1 All learners will be required to observe their duties and are entitled to exercise their rights and require the observance of their rights as set out in the Code of Conduct (Prospectus).

9.2 The SGB considers itself to be duty bound to protect the educators, learners, parents and non-educators of the School from physical or mental violence to the full extent of its power to do so and further, to foster the physical, mental and moral welfare of learners. To this end, the SGB –

- (a) reserves the right to scrutinise the disciplinary and behavioural record of any prospective learner of the School, and to take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger the very interest the SGB considers itself to be duty bound to protect;
- (b) may enquire from and take advice from the HOD concerning the wisdom of admitting a learner to any grade in the School should the learner have difficulty in being communicated to or be communicated with at the level required for proper tuition to take place in that grade;
- (c) may take whatever steps may be reasonably practical, given the resources and circumstances of the School, to assimilate a disabled prospective learner into the School; and

- (d) requires a member of staff or a learner or any learner's parent(s) to report to it any matter relating to the abuse of the rights or invasion of the interests which it seeks to protect.

## **10. THE PARENTS AND THE SCHOOL/SGB**

10.1 The parents(s)/guardian(s) of learners are requested to complete the consent form, to enable the School staff to act in the best interest of the learner in cases of emergency or to relieve the learner's pain or discomfort until the "parent(s)" can intervene.

10.2 Parents of learners at the School have, apart from their duties, several rights. In this regard they are referred to the Code Conduct. Inter alia, they have the right to be consulted regarding the formulation of the School's language and religious policies and code of conduct, or any amendment of existing policies or the existing Code of Conduct for consideration by the SGB.

10.3 Parents are encouraged to become involved in all the activities of the School and offer to serve in the governance structures, support groups serving the interests of the School community, support the education process by interacting constructively with educators and ensuring that set work and homework is done by the learner conscientiously and punctually. Parents are also required to ensure that their children are properly equipped to participate fully in the tuition process and that they attend school punctually and regularly.

**11 This Policy may be amended, supplemented, modified or altered from time to time by the SGB.**

## **SCHEDULE**

Information required by the SGB in addition to that required to be furnished in terms of Ministerial Policy or Provincial Policy or Law.

1. Upon application to Goodwood Park Primary all applicants are required to provide the following documentation to the Admissions Officer: Identity Document or Birth Certificate of parents and learner, proof of immunisation, trustworthy scholastic records (Grade 2-7), proof of address (municipal account) and bank document. An official transfer letter from the previous school is required before final registration at Goodwood Park Primary.
2. The name, residential address, work address and all telephone numbers, or e-mail contact details of each person falling under the definition of "Parent" in SASA.
3. A certified copy of any Court Order confirming guardianship or custody or any similar right of the person ("Parent") claiming such right.
4. Municipal account, bank document or any other proof required by the SGB to verify the place of residence of a learner and his/her "parents" proving that they reside within the feeder area of Goodwood Park Primary.
5. A copy of the identity document / passport confirming the identity of each person defined as a "parent" in the SASA to the reasonable satisfaction of the SGB.

6. Written authority of the parent(s)/guardian(s)/person(s) referred to in paragraph 2, to any person to represent him/her/them in applying for the admission of the learner to the School or in any other matter affecting the learner.
7. The language of tuition chosen on behalf of the prospective learner.
8. Details of any notifiable disease from which the learner is or may be suffering.
9. Details of any serious misconduct of which the learner may have been found guilty by a Court of Law or an SGB at any school where the learner may previously have been enrolled.
10. Details of any condition of the learner which may endanger the physical welfare of any of the learners or staff members of the School.
11. Details of any specific needs the learner may have and which may require attention to maximise the learner's school experience or promote his/her best interests.
12. Details of any condition or circumstances of which the School should be aware of in order to protect the best interests of the learner and/or any other learners of the School.