

MILNERTON PRIMARY SCHOOL



Admissions Policy

POLICY REGISTER DETAILS

TITLE OF POLICY	Admissions Policy
POLICY NUMBER	3
DATE APPROVED BY SGB	2024-05-06
EFFECTIVE DATE	
EXPIRY DATE	This Admissions Policy remains in force until amended or replaced <u>and</u> approved by the SGB.
REVIEW DATE (The SGB will review this policy at least once during its term of office.)	2024-05-06
AMENDMENT HISTORY	i) 2024-05-06 ii) 2025-05-12 2025-07-25

THE ADMISSIONS POLICY OF MILNERTON PRIMARY SCHOOL

Preamble

The Admissions Policy for Milnerton Primary School is consistent with The National Admission Policy for Ordinary Public Schools, (Gov. Gaz. 19377 of 1998) as promulgated in terms of the National Education Policy Act (Act 27 of 1996), as amended (NEPA). The purpose of the Admission Policy is to provide a framework to all PDEs and GBs of public schools for developing the Admission Policy of the school (Section 3, NEPA). The Head of Department is responsible for the administration of the admission of learners to a public school, (Section 6, NEPA). The Admission Policy of the school is determined by the Governing Body and is consistent with the The Constitution of the RSA (Act 108 of 1996), The South African Schools Act (Act 84 of 1996), as amended (SASA) and all applicable Provincial law, and therefore does not unfairly discriminate in any way against an applicant for admissions.

1. THE SCHOOL

- 1.1. Milnerton Primary's medium of instruction is exclusively English. It aims to realise the full academic potential and holistic development of all its learners in an orderly and structured environment where rights are balanced by responsibilities in a disciplined and purposeful school environment.
- 1.2. While this objective is not a criterion for admission, it does undergird how the School works and should be understood to outline the system for admission for which application is being made.
- 1.3. Milnerton Primary School provides quality education in the context of a school aged population poorly matched geographically to accessible primary school infrastructure.
- 1.4. Milnerton Primary is a fee-paying school.

2. DEFINITIONS AND ACRONYMS

- 2.1. The School: Milnerton Primary School
- 2.2. Parent:
 - 2.2.1. The biological parent or legal guardian of the learner,
 - 2.2.2. The person legally entitled to the custody of the learner, or
 - 2.2.3. The person who undertakes to fulfil all the obligations of a person

referred to in (2.2.1.) and (2.2.2.) towards the learner's education at Milnerton Primary School.

- 2.3. The Department: The Department of Basic Education
- 2.4. WCED: The Western Cape Education Department
- 2.5. LoLT: Language of Learning and Teaching (and communication)
- 2.6. Admission: admitted to the school from outside
- 2.7. Enrolment: admission is accepted by the applicant
- 2.8. Placement: the process where an enrolled learner is placed in a class

3. GUIDING LEGISLATION, CIRCULARS AND MINUTES

- 3.1. The Constitution of the RSA (Act 108 of 1996).
- 3.2. The South African Schools Act (Act 84 of 1996), as amended (SASA).
- 3.3. The Promotion of Access to Information Act, 2000 (Act 2 of 2000).
- 3.4. The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000).
- 3.5. The National Admission Policy for Ordinary Public Schools, Gov. Gaz. 19377 of 1998) as promulgated in terms of the National Education Policy Act (Act 27 of 1996), as amended (NEPA).
- 3.6. The Regulations relating to: Exemption of parents from the payment of school fees in public schools (Government Gazette 29311 of 18 Oct 2006) – SASA.
- 3.7. Norms & Standards for Language Policy in Public Schools, (Gov. Gaz. 18546, Dec 1997).
- 3.8. The Western Cape Provincial School Education Act, 1997 (Act 12 of 1997).
- 3.9. WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools, Circular 26/2010.
- 3.10. Circular 0121/2003: WCED policy on managing learner pregnancy in public schools.
- 3.11. Circular 0240/2003: Admission of over-age learners to public schools.
- 3.12. Circular 0046/2004: Admission policy for pre-Grade R learners to ordinary public schools.
- 3.13. Circular 0006/2021. Dates and time frames for applications for admission to ordinary public schools and the management of school admission information for 2022/2023.
- 3.14. Circular 0053/2021. Admission of undocumented South African/Foreign

learners for 2021/22.

- 3.15. Circular 0059/2021. Unlawful practices associated with school admission, the payment of school fees and the levying of other fees.
- 3.16. Circular 0018/2022. Reminder: On-line admissions system as the ONLY official system or form to be used by schools for admission to ordinary public schools in the Western Cape.

4. ADMISSION CRITERIA.

- 4.1. Since applications routinely exceed places available, it is impossible to accommodate every applicant. The purpose of this admission policy is not exclusion, but the rational and objective management of over subscription for the available places.
- 4.2. According to the South African Schools Act and the WCED, preference will be given to learners who apply in the predetermined window period. The sequence of application within the window period is not taken into account.
- 4.3. No feeder zone has been established, nor are any feeder schools recognised as giving preference.
- 4.4. Subject to compliance with all the formal requirements, placement of timeous applicants for whom Milnerton Primary School is the closest school to the place they reside with their parents (see 10.4) will be prioritised.
- 4.5. "Parent" means:
 - 4.5.1. the parent or legal guardian of a learner;
 - 4.5.2. the person legally entitled to custody of a learner; or
 - 4.5.3. the person who undertakes to fulfil the obligations of a person referred to in points 4.5.1. and 4.5.2. towards the learner's education at school.
- 4.6. Remaining places after implementing 4.4. in respect of applicants for whom Milnerton Primary School is not the closest school to their place of residence but have applied on time and have met all the formal requirements, will be allocated on an equitable basis without any preference related to distance. Where numbers exceed places available, criteria advancing one applicant ahead of another will include the following:
 - 4.6.1. sibling application
 - 4.6.2. application by an ex-pupil
 - 4.6.3. academic diligence
 - 4.6.4. leadership qualities

4.6.5. sporting commitment

- 4.7. Admission is subject to timeous application, availability of capacity, compliance with statutory requirements, practical considerations relating to the nature of existing infrastructure and any special needs of an applicant learner.
- 4.8. The school will not make use of testing of candidates in order to decide on admission to the school, neither will they direct, authorise, instruct, request or demand the principal and/or any person and/or third party to administer such test, however baseline assessments may / may not be used to facilitate the correct placement of learners within the school and to assess academic needs that may / may not need to be addressed in the following academic year. The Head of Department (HOD) may request a test to assist a placement decision.
- 4.9. When the school (or grade) is full, as determined by the SGB, in line with the SASA (1996) and WCED guidelines, applicants will be placed on waiting lists. The lists are addressed when a vacancy arises on the withdrawal of a learner from the school. In order to remain on the waiting list, parents need to re-apply every year. Parents also have the right of appeal.

5. LEARNERS WITH SPECIAL EDUCATION NEEDS

Learners with special educational needs may be admitted if this is reasonably practical, but subject to 6 and 7 below, and subject to the school being informed of the special needs upfront upon application to the school.

6. ACADEMIC LEVEL

For consideration under point 4. above, learners will need to prove that they have attained the appropriate academic level equipping them for admission to the level to which they seek admission.

7. AGE

7.1. In accordance with the South African Schools Act, 1996, as amended, and any applicable provincial law, **attendance of Grade R is compulsory.**

7.2. The admission age for learners applying to a public school is as follows:

7.2.1 The school does not accommodate Grade R.

7.2.2. **Grade 1:** Age five (5) turning six (6) by 30 June in the year of admission.

7.2.3. **Compulsory school attendance** begins from Grade 1 on the first school day of the year in which a learner reaches the age of six (6) years and continues until the last school day of the year in which the learner reaches Grade 7.

7.3. Special consideration may be granted for learners who are overage who apply for admission.

8. LEARNERS WHO ARE REPEATING

In principle, learners should progress with their age cohort. The norm for retention is one year per school phase. A learner who has repeated one or more years at this school in terms of this policy is exempt from the age grade norm. In cases where a learner is three years older than the age norm per grade, the Principal will seek direction from the Head of Department whether the learner may be admitted to that grade.

9. LANGUAGE PROFICIENCY

9.1. The medium of instruction is exclusively English and application will be taken to imply that this is understood and accepted. Such acceptance includes waiving any claim to special accommodation or special provision for any language other than English (LoLT).

10. CLASS SIZE

The school will strive to keep class size at an average that maximises the opportunities for teaching and learning. Remedial intervention will, of necessity, require smaller groups to ensure language potential is efficiently attained at best practice level for promotion purposes. Class size is informed by considerations including purposeful education, health and safety, and infrastructure constraints.

11. NON-CITIZENS

All legal conditions, as determined by the Department of Home Affairs, must be met before an application will be considered.

12. PAYMENT OF FEES

No learner will be denied admission on account of inability to pay the required fees.

13. APPLICATION FOR ADMISSION

- 13.1. Application for admission at the school will be recorded in the admission register and relevant electronic application management system.
- 13.2. Application for admission must be made electronically by the parent (as defined in 2.2. above) on the WCED portal.
- 13.3. On application the parent must be able to supply certified copies of all relevant documents (as referred to in paragraph 14. below).

14. ACCEPTANCE OF PLACEMENT AT THE SCHOOL

- 14.1. Final admission of the applicant learner at the school is determined on the criteria as set out herein and at the discretion of the Principal and Governing Body. A copy of the admissions will be made available to the HOD.
- 14.2. When an application for admission is successful, parents will be notified using the contact information supplied in the application for admission to the school.
- 14.3. Parents must respond by the stipulated deadline, indicating whether or not the learner will take up the place offered.
- 14.4. Upon acceptance of admission to the school, parents are required to complete the school enrolment form and submit relevant documents as stated in section 15. below.
- 14.5. Where an application for admission to Milnerton Primary School is unsuccessful, the applicants will be informed in writing.
- 14.6. Any learner or parent of a learner who has been unsuccessful for admission to a public school may appeal against the decision to the Member of the Executive Council in terms of section 5(9) of the South African Schools Act, 1996.

15. ADMINISTRATIVE MATTERS - ENROLMENT AT THE SCHOOL

- 15.1. When a parent accepts placement at Milnerton Primary School, they are required to submit a fully completed official enrolment form, which will be attached to the acceptance notification.
- 15.2. Only a dated official receipt with a tracking number, issued on receipt of the completed enrolment form together with all relevant documents, will be accepted as proof of submission.

- 15.3. Documents required to complete enrolment at the school must be submitted as certified copies of the original official documents and applicants may be required to provide the original documents as proof thereof. Parents must submit the following:
- 15.3.1. A certified copy of the official birth certificate of the prospective learner, showing the learner's full name and date of birth.
 - 15.3.2. A learner applying to Milnerton Primary School must have an official transfer certificate as well as the last report from his/her previous school (for Grade 2 to 7 particularly), plus the other documents required by the WCED.
 - 15.3.3. Proof of residence, as supplied in the application, must be supported by a certified copy of a current primary document, such as a lease agreement or municipal rates account. A mere affidavit will not suffice.
 - 15.3.4. Applicants who do not have the required documents will not be excluded from applying.
- 15.4. Applicants are responsible to ensure that their applications / enrolments are properly completed.
- 15.5. On discovery of any substantive omission, error or misrepresentation in any application documentation, no further consideration will be given and any decision already made in favour of the applicant will be suspended until the applicant corrects and/or completes aforesaid and resubmits. The date of resubmission will become the date of application.
- 15.6. The date of enrolment will be the date on which the school confirmed the enrolment of the learner.
- 15.7. A learner is admitted to the total programme and may not be suspended from classes, denied access to cultural, sporting or social activities of the school, denied a school report or transfer certificates or otherwise victimised on the grounds that his/her parent(s):
- 15.7.1. is unable to pay or has not paid the required school fees,
 - 15.7.2. do/does not subscribe to the mission statement,
 - 15.7.3. do/does not subscribe to the code of conduct of the school,
 - 15.7.4. has/have refused to enter into a contract into which the parent(s) waive(s) any claim or damages arising out of the education of the learner.

- 15.8. Upon successful enrolment of the learner, the subsequent placement within the school will be completed.

16. RIGHTS AND OBLIGATIONS OF PARENTS

- 16.1. The governing body of a school must inform all parents of learners enrolled at the school of their rights and obligations in terms of the South African Schools Act, 1996.
- 16.2. Parents must specifically be informed about their rights and obligations in respect to the governance and affairs of the school, including the process of deciding the school budget, any decision of a parent meeting relating to school fees, and the Code of Conduct for Learners.
- 16.3. Parents have an obligation to support their children to attend school regularly and to support their learning journey as part of the educational team.

This Admission Policy for Milnerton Primary School was adopted by the Governing Body of Milnerton Primary School at a meeting held at the school on the ____ day of _____ 202__.

SIGNED: _____

DATE: _____

HEADMASTER

SIGNED: _____

DATE: _____

CHAIRPERSON OF THE GOVERNING BODY

SIGNED: _____

DATE: _____

SECRETARY OF THE GOVERNING BODY

Policy Management Checklist

- ☐ Original 'soft' copy on the Drive (DO NOT EDIT)
- ☐ Original, signed 'hard' copy in the Policy File (NOT TO BE REMOVED)
- ☐ PDF of the original signed document on the Drive (SHORTCUT / COPY TO SGB Functionality Tool / Building Blocks reporting instruments)

This Admission Policy for Milnerton Primary School was adopted by the Governing Body of Milnerton Primary School at a meeting held at the school on the 25 day of

July 2025

SIGNED: _____

HEADMASTER

DATE: 2025/07/25

SIGNED: _____

CHAIRPERSON OF THE GOVERNING BODY

DATE: 2025/07/25

SIGNED: J White

SECRETARY OF THE GOVERNING BODY

DATE: 2025/07/25

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