



PAROW HIGH SCHOOL ADMISSION POLICY

POLICY FOR THE MANAGEMENT OF ADMISSION AND REGISTRATION OF LEARNERS AT PAROW HIGH SCHOOL.

1. INTRODUCTION/PREAMBLE

- 1.1 PAROW High School, hereafter referred to as “the School”, is a public school having juristic personality; the governance of said school is entrusted to the SGB (School’s Governing Body).
- 1.2 The SGB is empowered to determine the admission policy of the school subject to the applicable statutory provisions.
- 1.3 The school is committed to provide a school environment which strives for excellence in academic, cultural and sporting areas.
- 1.4 The best interest of each learner is paramount and this aspect will be taken into account whenever admission is considered.
- 1.5 It is the aim of the school to create a school environment where the race, gender, culture, religion, sexual orientation, sexuality, marital status, ethnicity, social origin, colour, disability(ies), HIV status, conscience, language, immigration status, nationality and economic status or any other arbitrary position of the learner will in no manner be an impediment to a learner’s access to the School.
- 1.6 Therefore, the SGB has constituted the following policy as the admission policy of the school (“the admission policy”) in the belief that its provisions are consistent with the legislative framework below.

2. LEGISLATIVE FRAMEWORK

- 2.1 The admission of learners to the School is subject to the following statutory provisions:
 - 2.1.1 The Constitution of the Republic of South Africa, No. 108 Of 1996 (“the Constitution”) and any amendments thereto;

- 2.1.2 The South African Schools Act, No.84 of 1996 (“the SASA”) and any amendments thereto;
- 2.1.3 The National Education Policy Act, No. 27 of 1996 and any amendments thereto;
- 2.1.4 The Admissions Policy for Ordinary Public Schools, Government Gazette Volume 400 Notice number 19377 of 19 October 1998, notice No. 2432 of 1998, (“the National Policy”);
- 2.1.5 The Western Cape Provincial School Education Act, No. 12 of 1997 as amended (“the WCPSEA”);
- 2.1.6 The WCED Policy for the Management of Admission and Registration of Learners of Ordinary Public schools (“the Western Cape Policy”);
- 2.1.7 The Promotion of Administrative Justice Act, No. 3 of 2000;
- 2.1.8 The Refugees Act, No. 130 of 1998 and any adjustments thereto;
- 2.1.9 The Immigration Act, No. 13 of 2002 and any adjustments thereto;
- 2.1.10 Any other Legislative and Policy Act which regulates and governs the education, learning, teaching and religious instruction within South African Public Schools with accompanying amendments;
- 2.1.11 Any legal framework with reference to admission, teaching and learning in South Africa.

3. GENERAL PROVISIONS

3.1 The SGB acknowledges that:

- 3.1.1 it stands in a position of trust towards the School⁴.
- 3.1.2 it has been entrusted with a public resource that must be managed in the interest of learners, parents and the broader community in which the school is located; and
- 3.1.3 the admission policy has to adhere to and must be consistent with the relevant legal provisions and enactments to the extent that they are valid and binding upon them and take precedence over the right of the SGB to determine the admission policy to the School⁶.

3.2 The SGB strives to:

- 3.2.1 ensure the lawful administration of learner admission and registration in the School;
- 3.2.2 facilitate the timeous admission of learners to the School in an efficient manner;
- 3.2.3 enable effective teaching and learning to commence on the first day of the school year and on the first day of successive school terms;

- 3.2.4 ensure the School's development by providing quality education and promoting the best interest of the learners attending the school⁷;
- 3.2.5 to promote the best interest of each and every learner in the School, with reference to Section 28(2) of the Constitution.

4 LEGAL RESPONSIBILITY FOR THE PROCESS REQUIRED TO CO-ORDINATE AND ADMIT LEARNERS TO ORDINARY PUBLIC SCHOOLS

- 4.1 The Constitution stipulates that a child's best interest is of paramount importance in every matter concerning the child. The School and SGB require strict observance by the Head of Department ("the HOD") / the HOD delegate(s) / the Headmaster or -mistress of the aforesaid provision, as a prerequisite to any decision to be taken regarding the admission of a learner to the school.
- 4.2 The SGB determines the admission policy of the School.
- 4.3 The HOD is responsible for the administration of the admission of learners to a public school. The HOD may delegate the responsibility to admit learners to a departmental official.
- 4.4 The HOD must co-ordinate the provision of schools and the administration of admissions of learners to ordinary public schools with governing bodies to ensure that all eligible learners are suitably accommodated in terms of the SASA.
- 4.5 The HOD must determine a process of registration to public schools. The Western Cape Education Department (WCED) has developed the CEMIS registration system for the registration of learners in accordance with the provisions of the National Policy. This system is aimed at enabling the admission of learners in a timely and efficient way, as well as the tracking of all learners who enter the school system.¹⁵
- 4.6 According to the National Policy, the SGB requires and expects that the Deputy Head and or a representative and/or the Headmaster or -mistress co-ordinate all supportive structures in determining the placement of each suitable learner applying for appropriate admission.
- 4.7 The HOD/ the delegate HOD/ the Headmaster/Headmistress must take the admission policy into account fairly and in accordance with the law at all times whilst engaged in the process of deciding upon application for admissions. The SGB stipulates and requires the HOD/ the HOD delegate/the Headmaster/ Headmistress to allow the SGB full access to and copies of any registration files kept as part of the admission process.
- 4.8 The member of the Executive Council for Education, known as the Provincial Minister of Education in the Western Cape ("the Minister") considers appeals from a parent or a learner who has been refused admission to a public school.

5 LEGAL PRINCIPLES

5.1 The admission policy of the School must be in accordance with the Constitution, the National Policy, the SASA, the WCPSA and the WCED policy.

5.2 To reach aforementioned goal the following points have to be considered:

5.2.1 The School will not unfairly discriminate against a learner who applies for admission to the School. No learner will be refused admission on grounds of race, gender, sex, marital status, ethnicity or social origin, colour, sexual orientation, age, disability, HIV status, religion, conscience, belief, culture, language, birth, immigration status or nationality or any other arbitrary ground.

5.2.2 The School will not administer any test relating to the admission of a learner to the School, or direct or authorise the Headmaster/-mistress or any other person to administer such a test.

5.2.3 The School acknowledges the fact that the WCED has not determined any feeder zones for public schools in the Western Cape.

5.2.4 The SGB determines the language policy of the School, subject to the Constitution, the SASA and any other applicable law in this regard.

5.2.5 The School will, subject to the provisions set out below, not refuse continued education at the School to learners for whom school attendance is still compulsory according to age requirement of the SA Schools Act, but who have become over-age because of repeating grades. An over-age learner is one who is more than two years older than the age group norm (the Grade plus six years).

5.2.6 The provision mentioned above in 5.2.5 is subject to the following conditions:

5.2.6.1 When an over-age learner is transferred from one public school to the next, they may only be admitted with the permission of the circuit team manager.

5.2.6.2 A learner who has repeated one or more years at school is exempt from the age grade norm, except when a learner is three years older than the norm age per grade, in which case the HOD must determine whether the learner will be admitted to that grade.

5.2.6.3 Multiple repetitions in one grade is not permissible.

5.2.7 Where insufficient vacancies exist in the School, **learners of the compulsory school-going age shall have preference of admission over deregistered learners who are no longer of the compulsory school-going age and overage or underage learners.** Deregistered learners who are above the compulsory school-going age will be referred to an AET centre or an FET college.

5.2.8 Parental responsibility: Every parent must ensure that a child for whom the parent is responsible (this includes adoptive and foster parents) attends school from the first school day of the year in which the child turns seven, until the last school day in which the learner reaches the age of 15 years or the ninth grade, whichever occurs first.

6 THE CAPACITY OF THE SCHOOL

6.1 In consideration of its budget and compliance with the prescribed norms and standards, the SGB has determined that the capacity of the School shall be limited to 1200 learners, made up of an average capacity of 35 learners per class.

6.2 Nonetheless, the total number of learners of all grades will never exceed the maximum capacity of 1200 learners. If the maximum of a class or grade is exceeded as referred to in 6.3 below, the maximum capacity of the other grades will be adjusted downwards accordingly.

6.3 The final number of learners accepted into the School at any one time shall not exceed the capacity of 260 in any one grade without the motivation of the Headmaster/ Headmistress and ratifications by the chairperson of the SGB.

6.4 In reaching a decision on this figure, all relevant factors will be taken into account, including, but not limited to the following:

6.4.1 The educational needs, safety and well-being of the learners, which are of paramount importance in determining the capacity of the school;

6.4.2 The number of available teachers at the School;

6.4.3 The number and size of appropriate, and /or designated classrooms;

6.4.4 The maximum number of learners permitted to class as determined by the Headmaster/-mistress and the SGB as mentioned in 6.1;

6.4.5 Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education;

6.4.6 Space requirements, including areas for administrative needs for teachers and non-teaching staff;

6.4.7 The need to provide sufficient, reasonable and fair workspace for the teaching and learning situations that arise spontaneously when teachers provide quality education to learners; this includes specially allocated, designated and exclusive workspace for the following parties:

6.4.7.1 the School Management Team

6.4.7.2 general admin personnel without which the School will not be able to perform and complete daily tasks both within the scope of the school day as well as after hours for supervision and extra-curricular activities;

- 6.4.7.3 staff room;
- 6.4.7.4 offices, spaces where vital community services can be utilised by teachers, assistants, non-teaching personnel and essential support staff in order to complete tasks, perform important and subject-related administration;
- 6.4.7.5 any other allocated space where continuous educational activities can take place for the purpose of educating the learners, in the care of the school, teachers, non-teaching personnel and essential support staff.
- 6.4.7.6 A room, classroom or an office, which is not used specifically for teaching a subject but is used as storage space by maintenance or ground staff in the fulfilment of their duties;
- 6.4.8 The size and floorplan of suitable classrooms;
- 6.4.9 Space for sport equipment, learner support, cultural and recreational programmes as well as a diverse array of activities which the School offers, whether it be curricular or extra-curricular, and any other activity which is approved by the national and provincial legislation and/or policies by the School and the WCED, can or should be offered.
- 6.4.10 The provision of continued space for IT education, Drama and Creative Arts
- 6.4.11 Computer facilities, a function venue and the School Hall should all be available for essential gatherings, administrative operations, daily and general school business;
- 6.4.12 Natural Science, Physical Science, Life Sciences, and Technology laboratories;
- 6.4.13 The provision of sufficient sanitation and ablution facilities and playground space for learners to mingle during leisure time;
- 6.4.14 The prevention of the spread of pandemics as well as any other related, relevant bacteria or virus which will affect the education of learners caused by national and/or provincial regulations and legislation; to thereby uphold and ensure the safety, well-being and health of the learners and staff of the School as far as possible;
- 6.4.15 Space for the total number of learners and staff of the School which is conducive to quality learning as is required.

7. ADMISSION CRITERIA

- 7.1 The School currently follows a parallel-medium language policy in the Language of Teaching in the classroom for Grade 8 and 9. Furthermore, the School currently follows a dual-medium language policy in the Language of Teaching and Learning in the classroom for Grade 10, 11 and 12.
- 7.2 The School's human and physical facilities are geared towards servicing the needs of learners whose home language or chosen language of tuition is the medium of instruction at the School.
- 7.3 The School will, where it is reasonably practicable and where the School has the relevant educational support, admit learners with special educational needs.
- 7.4 **Application for admission to Grade 8 is open to anyone from any area. The School and the SGB support the attitude of the WCED that no feeder-zones exist when applying to attend this School. The so-called "closest school policy" similarly does not exist.** However, the School and the SGB are aware of parental and learner expectations that learners will automatically be admitted to the School if their permanent residence or employment is in close proximity to the School. **The School and the SGB acknowledge permanent residence or the fact that employment within reasonable proximity will be taken into account when admission is considered. The fact that the School is the closest school in the vicinity of the parent's employment does not guarantee a learner's admission to the School.**

Applicants who are a biological sibling of a learner of the School (for the relevant year of admission) will be given preference where possible.

- 7.5 Admission to Grade 9-11 will be considered only if there are vacancies in the relevant grade, and will always be subject to the absolute permissible capacity of the grade and School.
- 7.6 Only in exceptional circumstances will applications be considered for learners wishing to enter Grade 12.
- 7.7 Where it becomes necessary to evaluate learners because the number of applicants exceeds the number of available places in the School, grade or class, admission shall be based on the criteria listed below.
- 7.8 Applicants should note that the absence or presence of one or more of these criteria does not mean that a learner will necessarily be refused or guaranteed admission to the school.
- 7.9 The evaluation of a learner will be based on the following criteria which are set out in no particular order:
- 7.9.1 the timely submission of a duly completed application form together with all the required supporting documentation;
 - 7.9.2 the successful completion of or promotion from the grade immediately preceding the grade to which admission is sought;
 - 7.9.3 the learner's proficiency in English and Afrikaans, which are the languages

of instruction, learning, teaching and communication at the School as explained fully in the School's language policy;

- 7.9.4 the learner's choice and preference to attend the School and become part of the scholastic atmosphere;
 - 7.9.5 the willingness of the learner to participate in the unique school experience offered by the School; the preparedness to add value to his/her own experience and the experience of other learners;
 - 7.9.6 school sport participation and achievements;
 - 7.9.7 participation and achievements in cultural and other extramural and community activities;
 - 7.9.8 leadership positions and academic excellence or potential;
 - 7.9.9 disciplinary and behavioural record, diligence and social skills;
 - 7.9.10 the available number of places in the School, determined by the capacity of the School and the School's commitment to providing quality education to all who attend;
- 7.10 The precise application of the admissions criteria, the evaluation of each application shall remain within the discretion of the SGB.
- 7.11 The Admission policy as contained in this document is the all-encompassing policy with relation to the admission of learners to the School and no exception or deviation from set policy will be accepted unless it is put in writing and examined by the SGB during a proper scheduled meeting with this matter on the agenda.
- 7.12 The SGB reserves the right to review and amend the Admissions policy on an annual basis.

8. SCHOOL FEES

8.1 The School is a fee-paying high school.

8.2 The SGB accepts the responsibility of raising the money needed to run the School through charging school fees, to collect such fees and to administer the fees effectively.

8.3 The SGB will take all reasonable measures within its means to supplement the resources supplied by the State in order to improve and ensure the quality of education for all learners at the School.

8.4 The SGB will raise additional funds through the active involvement of the parents of learners, who in return for their regular payment of school fees and other financial contributions are given a direct and meaningful say in school governance and the expenditure of school funds.

8.5 The SGB therefore sets its own school fees and will prepare budgets for approval at

an annual general meeting of parents.

- 8.6 School fees payable in respect of each learner admitted to the School shall be determined by the SGB with the approval of a majority of parents attending a general parent meeting which shall be arranged annually by the SGB.
- 8.7 A schedule of the annual school fees payable to the School for the relevant year of admission is attached to/included in the admission application form and is also available from the Admissions Manager or from the administrative office at the School.
- 8.8 A parent is liable to pay the school fees determined by the SGB unless or to the extent that the parent has been exempted from payment in terms of SASA.
- 8.9 A parent who wishes to be exempt from the payment of school fees for a learner at the School must apply in writing annually to the chairperson of the SGB for full, conditional or partial exemption. The form to be completed for the application of exemption is available on request from the School.
- 8.10 A parent may appeal to the HOD against a decision of the SGB regarding the exemption from payment of school fees.
- 8.11 The School may enforce payment of school fees by process of law enforcement from parents who are liable and able to pay school fees.
- 8.12 In the case of divorced, separated or estranged parents, the School has the right to enforce payment of school fees against any one of the parents or against both parents irrespective the divorce order provisions between the parents or an agreement between the parents.
- 8.13 The School will not charge a registration fee, a deposit, readmission fee or any such fees when application for admission is made to the School.
- 8.14 School fees, or any other fees, will only be charged after the learner has been informed in writing of his/her acceptance for admission to the School.

9 THE ENROLMENT OF LEARNERS AT THE SCHOOL

- 9.1 **Parents of learners are obliged to apply for admission of a learner to the School at the WCED by making use of the Online System.**
- 9.2 The WCED application must be strictly adhered to with reference to WCED criteria, instructions and due dates of that particular year.
- 9.3 The School is moving away from handwritten applications due to the application requirements for the online process of the WCED. Parents must therefore familiarise themselves with the prescribed method in order to prevent incomplete or unsuccessful applications. The School and the SGB cannot be held accountable for the negligence of parents with the administrative procedure regarding applications.prescribed.
- 9.4 There are TWO distinct phases when applying for admission to the School. Both

phases are covered in the following:

9.5 **Phase 1:** Application for admission. The following steps are involved and should be carefully adhered to:

9.5.1 An applicant must apply **electronically** on the WCED's SOBIS registration system for admission to the School. The applicant must submit the application and the required documents together.

9.5.2 The School in turn has to notify the parent or learner in writing that the application for admission has been successful. If successful, the parent or learner must either accept or reject the place at the School within the time framework given by the WCED.

9.5.3 The Headmaster/-mistress will notify the parent or the learner in writing whether the learner has been admitted to the School or not by no later than the date determined by the WCED each year.

9.5.4 **The School will exclusively communicate via e-mail in this regard.**

9.5.5 If successful, the parent or learner must either accept or reject the place at the School in writing within the time framework given by the WCED. If this confirmation does not reach the School by the specified date, the learner will lose his/her place at the School.

9.5.6 **There is no waiting list for applications.** Parents are advised to apply at other schools as well in order to ensure admission to a school the following year.

9.6 **Phase 2:** Registration of applications. The second phase commences after acceptance of a learner with the compulsory registration of the learner on the Central Education Management Information System (CEMIS) as part of the school enrolment.

10. **DOCUMENTATION REQUIRED FOR ADMISSION TO AND ENROLMENT AT THE SCHOOL.**

10.1 Different documents are necessary for admission to and enrolment in the School. A list of documents needed are given below.

10.2 Admission documents

- 10.2.1 Besides the compulsory CEMIS information, the School also requires additional information for its own administrative records;
 - 10.2.2 The following documents must accompany the duly completed and signed form. The form is to be signed by both parents and the learner, or in the case of a single parent it has to be co-signed by the learner, in order for the further consideration of the application.
 - 10.2.2.1 An official birth certificate, or **in the absence of such a document, official proof that application has been made** to the Department of Home Affairs to procure a birth certificate or identification document.
 - 10.2.2.2 An academic report issued by the school last attended by the learner as indicated on the application form;
 - 10.2.2.3 A certified copy of a utility account such as a municipal account or lease agreement in the case of a residence rented by the parents;
 - 10.2.2.4 A passport-size photograph of the learner;
 - 10.2.2.5 A certified copy of each parent's identification document or passport;
 - 10.2.2.6 If the parent does not reside in the vicinity of the School, but instead works in the area of the school, a certified letter from the employer of the parent is needed – including all relevant documents – which indicates that the parent is employed by the stated company and that the offices of the company are in proximity of the school.
 - 10.2.2.7 From time to time additional documents can be added to the list as required by the School.
 - 10.2.3 To align the admission process with the WCED CEMIS, an original school transfer letter is required from the school where the learner is enrolled in cases where a learner wishes to transfer to the School from another WCED school;
 - 10.2.4 Learners transferred to the School from an Independent School also require all afore-mentioned documents.
 - 10.2.5 Learners transferred to the School from Home Schooling also require all afore-mentioned documents, except the transfer letter or certificate when applying for admission.
- 10.3 The WCED policy applies equally to learners who are not citizens of South Africa and whose parents are in possession of temporary or permanent permits for residents issued by the Department of Home Affairs.

- 10.4 **In addition to the aforesaid compulsory documents, NON-SOUTH AFRICAN CITIZENS also need to submit the following documents:**
- 10.4.1 A certified copy of the official permit of residence must accompany the application form in order for the application to be considered OR
- 10.4.2 A certified copy of an official, valid study permit if the learner or the learner's parents entered the country with such a document. Failure to produce such a document will mean that an application for admission will not be considered. An exception to this provision will apply when learners come from countries where a study permit is only issued when the learner can prove that he/she has been accepted at a South African school. Such learners will not be required to submit study permits when submitting their applications for admission to the School. Should such a learner's application be successful, he/she will be admitted provisionally on condition that he/she has to submit the study permit when he/she registers at the School.
- 10.5 Individuals who want to apply for admission to the School for their children or for themselves but who are classified as illegal immigrants, are required to show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Immigration Act No. 13 of 2002 and the amendments thereto or the Refugees Act No. 130 of 1998 and the amendments thereto.
- 10.6 Registration documents
- 10.6.1 All learners in the WCED school system must be registered with the WCED's CEMIS system.
- 10.6.2 A learner registration form is used to register learners who enter the WCED school system for the first time and must accompany the application when the learner registers at the School from another province or country.
- 10.6.3 The CEMIS transfer certificate is required when the learner leaves the School for another WCED school. This certificate is used to remove the learner from one school and register the learner at the next school.
- 10.6.4 The CEMIS de-registration certificate is used to de-register learners who leave the school system permanently. It is also required when learners of compulsory school age previously left the WCED school system and wish to return and enrol at a WCED public school once more.
- 10.6.5 The WCED CEMIS replaces the manual (hand-written) admission register as required by National Policy. Details of every learner regarding admission, parental addresses, medical information, etc. will be kept by the School in a register or file since such particulars are not required on the CEMIS system. The School will also regularly update relevant information regarding learners.

- 10.6.6 The School will request a learner profile from the school previously attended by said learner. The learner profile will contain the latest learner information, assessment record and a record of the learner's grade progression during his/her school career.

11 ANNUAL ADMISSION TIME FRAMES

- 11.1 Application for the admission of learners who apply for the first time at the School for the following year starts on the first school day of every year as indicated by the National Department of Education in the National School Calendar and closes on a date as prescribed by the WCED. It is up to the applicant to make sure of the closing date for each year.
- 11.2 Parents who wish to enrol their children at the School for the first time are advised to apply for admission and register the learner at the School in the year preceding the school year in which the learner intends enrolling at the school.
- 11.3 All applications for admission must be made to the Headmaster/-mistress of the School.
- 11.4 The learner's parents will be notified in writing whether the learner's application was successful or unsuccessful by no later than the date determined each year by the WCED.
- 11.5 Late applications will only be considered after the timeous applications have been dealt with. If there are still places available, the late application will be considered for such a place.
- 11.6 The School would like to reiterate that no waiting list is kept for applications.
- 11.7 The School will keep an organised register of all applications for admission.

12 LEAVE TO APPEAL

Any learner or parent of the learner who has been refused admission by the School at the end of the application process may appeal in writing against the decision of the School to the Member of the Executive Council (MEC) also known in the Western Cape as the Minister of the WCED.

