



Sunridge Circle Primary

Admission Policy

In terms of Section 5(5) of the South African Schools Act, No 84 of 1996, the Governing Body of SUNRIDGE CIRCLE PRIMARY SCHOOL has approved the following policy for the admission of learners to the school.

1. LEGISLATIVE FRAME WORK

This document is situated within the framework provided by the following documents:

- 1.1 Circular 0026/2010
- 1.2 Circular 0121/2003
- 1.3 Circular 0240/2003
- 1.4 Circular 0046/2004
- 1.5 Circular 0059/2021
- 1.6 Circular 0018/2022
- 1.7 Circular 0053/2021
- 1.8 Circular 0006/2021
- 1.9 The National Admission Policy for Ordinary Schools, Gov. Gaz 19377 of 1998) as promulgated in terms of the National Education Policy Act (Act 27 of 1996), as amended.
- 1.10 The regulations relating to: Exemption of parents from the payment of school fees in public schools, (Government Gazette 29311 of 18 Oct 2006)- SASA
- 1.11 Norms and Standards for Language Policy in Public Schools, (Gov. Gaz. 18546, Dec 1997)
- 1.12 The Western Cape Provincial School Education Act, 1997, Act 12 of 1997.
- 1.13 The Promotion of Access to Information Act, 2000 (Act 2 of 2000)
- 1.14 The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)

2. DEFINITIONS AND ACRONYMS USED

PARENT (a) the parent or guardian of a learner,
 (b) the person legally entitled to the custody of a learner, or
 (c) the person who undertakes to fulfill all the obligations of a person referred to in (a) and (b) towards a learner's education at SUNRIDGE CIRCLE PRIMARY SCHOOL.

School fees School fees as determined in Section 39 of the SASA and which includes any form of contribution of a monetary nature made or paid by a person or body in relation to the attendance or participation by a learner in any programme of a public school.

3. POLICY OBJECTIVE

The purpose of the policy is to:

- Meet the objectives of the Bill of Rights as contained in the Constitution of the Republic of South Africa's Act 1996 (Act 108 of 1996), as amended.
- Provide a framework to all SGB's and PDE's of public schools for developing the admission policy of the school. The Policy is in line with National and Provincial Policies in relation to unfair discrimination. (Unfair discrimination is defined in the SA Constitution and the National Admission Policy Par. 9)
- The HOD is responsible for the administration of the admission of learners to public schools (Section 6)
- The admission policy is determined by The SGB OF THE SCHOOL (Section 5) SASA
- Afford all children access to school within the prescript of the law. Be consistent with the Constitution of the RSA, SASA and applicable Provincial law.
- Ensure the lawful administration of learner admission and registration in schools;
- Enable effective teaching and learning to commence on the first day of the school year and the first day of successive school terms; and align the admission processes with the WCED CEMIS.

4. POLICY STATEMENT

Facilitate the admission of learners to Sunridge Circle Primary in a timely, non-discriminatory and efficient manner.

5. POLICY SCOPE

This policy is applicable to Sunridge Circle Primary School serving as an ordinary public school in the Western Cape Province. The Policy is available on the online admissions page of the WCED for the HOD and prospective parent's perusal. The policy may not unfairly discriminate in any way against an applicant. No stipulated feeder zones, feeder schools or feeder area exists as per WCED Admission Policy. The admission policy of the school promotes full access to the Curriculum.

6. POLICY IMPLEMENTATION

Enrolment will take place as per provincial dates as announced in the year prior. Circular 63/2021 stipulates that schools adhere to the official timeframes which have been published. Schools may not require that parents confirm acceptance dates as given by WCED. Parents have a right to wait until all schools have responded to their application before making a final decision. Parents have a limited time to make their decision.

7. ADMISSION AND PLACEMENT

Selection of a learner applicant for admission to Sunridge Circle Primary School shall be based on the following criteria, which are set out in no order.

- All applications for admissions to the school will be captured and processed using the WCED Online Admissions system.
- The timely submission of a duly completed online application form together with all the required supporting documentation (See section 8). No Additional hard copy documents will be required.
- "Admissions" means the child is being admitted to the school from outside.
- "Placement" means the child has already been admitted to the school and is now an enrolled learner that is awaiting placement into a class.
- The online system or a hard copy of the online application form is the only valid application form. No admission forms or any other hard copy or online forms for admission purposes is allowed.
- A parent shall be entitled to submit, together with the application, such additional documentation that may demonstrate compliance with the admission criteria as set out in the policy.
- Failure to fully complete the prescribed online application form in full shall render the application null and void.
- Providing misleading information and/or misrepresenting facts in the prescribed application shall render the application null and void.
- The available number of places at the school given the maximum class sizes as determined by the Governing Body, in accordance with the school's commitment to providing quality education to all its learners.
- No repetition of learners may appear on the admission list.
- No registration fees, a deposit, re-admission or pre-admission or testing fees or any other fees at the time of application will be charged. School fees, and any other fees, will only be charged after the learner has been informed in writing of his or her acceptance for admission to the school.
- The school does not use academic performance of learners to determine admission.

- The age of the Applicant learner who is two years above the statistical age norm per grade (which is the grade number plus 6), will only be accepted in exceptional circumstances.
- The Applicant learner's age must conform to accepted norms of the school. This age must be confirmed by an official identity document/ Birth Certificate. Learners are usually admitted to Grade 1 in the year that they turn seven (7) years of age.
- Proximity of the permanent residence of the learner to the school:
- The fact that the learner has a sibling at Sunridge Circle Primary School, except where this is not in the best interest of the learner.
- The parent and Applicant learner may be required to attend an information session if required to do so by the Principal after acceptance. The school does not use interviews with parents or learners prior to admissions of the learner as a form of screening, except for learners with learning barriers who wish to enter an ordinary public school.
- Learners already enrolled will not need to re-register.
- The Parent/ Guardian(s) of the Applicant learner is employed in formal employment in the area for which Sunridge Circle Primary is the nearest Primary School.
- A learner will not be refused admission on the grounds of race, religion or culture.
- The SGB may not and will not administer any test related to admissions, or direct or authorize, the principal of the school or any person to administer such a test.
- Where placement in a specific course or programme is required and it would be in the educational interest of a learner, he/she may be requested by the HOD to undertake a suitable test to assist a placement decision.
- The school must keep and update an admissions register that is signed and verified by district officials.
- Learners that do not progress at the end of the year do not need to re-apply. They will be a part of the expected enrolment figure for the following year.

8. DOCUMENT REQUIRED FOR ADMISSION OF A LEARNER

- The **Online documents to be**, duly completed by the parent/legal guardian. (The documents listed below must be certified copies unless otherwise stated).
- The following documents must be submitted together with the completed and application form: For the learner

- ID or Birth Certificate -** An **official abridges birth certificate of identity document**; or, in the absence of such documents, official proof that the application has been made to the Department of Home Affairs for a birth certificate or identity document.
- Proof of Immunisation -** **Written proof of immunisation** against the following contagious diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.
- School report -** The most **recent original school report** issued by the school last attended.
- School transfer letter -** To align the admission process with the WCED CEMIS or ISAM, an **original school transfer letter** is required from the school where the learner is enrolled (in all cases where a learner wishes to transfer to another WCED school).

Learners transferring to **SUNRIDGE CIRCLE PRIMARY SCHOOL** from an independent school also need to have all the documents mentioned above.

Learners transferring to **SUNRIDGE CIRCLE PRIMARY SCHOOL** from home education also need to provide all the above-mentioned documents, except the transfer letter or transfer certificate, when applying for admission.

- For the parent -** **Both parents certified copies of their ID documents.**
Proof of Residence.

- **Non-South African Admissions policy is aligned to circular 0053/2021 Admissions of undocumented South African/ Foreign Learners and that the application of such learners will be processed and accepted if the learner meets admission criteria. Amended SASA/BELA Act inserts new subsection 1A an 1B into section 5 of SASA, explicitly states that any learner whose parent or guardian has not provided any “required documents” during the application for admission, shall nonetheless be allowed to attend school. Non- Citizens also need the above documents for admission, as well as the following documents for both learner and parent. The principal will advise parents without said documents must make application within three months of application.**

Residence permit - In terms of the National Admission Policy, this Sunridge Circle Primary School policy applies equally to learners who are not citizens of South Africa and whose parent are in possession of a temporary or permanent **permit for residence** issued by the Department of Home Affairs. The school must acquire and keep **a certified copy of the official permit of residence**

Study Permit - A learner, or a learner’s parent(s), who entered the country on a **study permit**, shall present the study permit when making application for admission. The school must obtain a certified copy of the study permit.

9. LEGAL PRESCRIPTIONS FOR SCHOOL ADMISSION POLICIES

The SASA at Section 5(3) determines that no learner may be refused admission to a public school on the grounds that:

- The learner is admitted to the total programme and will not be suspended from class, denied access to cultural, sporting or social activities of the school, denied a school report or transfer certificates or otherwise victimized on the grounds that his/her parent (s) are unable or has not paid the required school fees. does not subscribe to the mission statement of the school and does not subscribe to the code of conduct of the school
- has refused to enter into a contract in terms of which the parent waives any claim for damages arising from the education of the learner.

Compulsory School-going age

In terms of SASA Section 3(1), school attendance is compulsory for all learners starting from Grade R on the first school day of the year in which such learner reaches the age of six years until the last school day of the year in which the learner reaches the age of fifteen or the ninth grade, whichever comes first.

Under-age learners who are younger than the admission age stipulated in SASA Section 5(4)(a), may be admitted to a public school only in terms of SASA Section 5(4)(b); which stipulates that subject to the availability of suitable school places and other educational resources, the Head of Department may admit a learner who

- is under the age, contemplated in Section 5(4)(a), if good cause is shown; and who
- complies with the criteria that the Minister may, by regulation, prescribe for the admission to a public school of a learner at an age lower than the admission age.

Section 5(5)(d) states "For the purpose of Section 5(4)(b)(i), 'good cause is shown' means that:

- it can be shown that exceptional circumstances exist which necessitate the admission of an underage learner, because admission would be in his or her best interest; and
- the refusal to admit that learner would be severely detrimental to his or her development".

Over-age learners:

The age of the Applicant learner who is two years above the statistical age norm per grade (which is the grade number plus 6), will only be accepted in exceptional circumstances. In terms of par 30 of the National Admission Policy, learners who are in the school system, but who have become over-age because of repeating grades, may not be refused continued education at a school, but, when transferring from one school to another, may be admitted only with the approval of the circuit team manager. The prescripts and procedures are described in Circular 240/2003.

Parental responsibility:

In terms of SASA Section 3(6), every parent must ensure that a child for whom the parent is responsible, attends a school from the first school day of the year in which such a learner turns seven, until the last school day of the year in which the learner reaches the age of 15 years or the ninth grade, whichever occurs first.

Special educational needs learners:

SASA Section 12(4) provides that, where it is reasonably practicable, learners with special educational needs should be admitted to ordinary public schools with relevant educational support.

Admissions of undocumented South African or foreign learners

- Clause 15 of the National Policy applies to South African children who do not have official birth certificate. This policy makes the admission of South African children to public schools conditional upon the production of a birth certificate within three months, failing which. The child of the defaulting parent will be excluded from enrolment.
- Therefore children not in possession of official identification documents must not be refused admission solely on the basis that the parent/guardian cannot provide proof of birth in South Africa or a foreign country.
- If the parent/ guardian does not have any of the following required documentation, the learner must be enrolled at a school provided that the parent/ guardian submits a sworn written affidavit which confirms the learners details, the parent details and date of birth. This is applicable to learners without;
 - South African birth certificate/ identity document
 - Foreign passport
 - Asylum seeker permit
 - Refugee permit
 - Study permit
- Principals can enroll learners without the above documents, but must, however, inform parents of their obligation to apply for the necessary documents at the Department of Home Affairs.
- Principals must also inform the parent that section 31 of the Births and Deaths Registration Act. 1992 (Act 51 of 1992), makes it an offence to make false statements or cause a false statement to be made about the age of a child.

10. ADMINISTRATIVE PROCEDURES FOR ADMISSION OF LEARNERS

Information to parents. When a parent or learner applies for admission to a school, the school shall make the following information available to all applicants:

- The school's admission policy
- The school's learner code of conduct
- The School Language Policy
- The school fees payable – including all hidden or additional fees
- The exemption from payment of school fees dates and times for collection.

11. SCHOOL FEE INFORMATION

Parent(s) or learners must be fully informed about the school fee policy of the school at the time of application. Dates as agreed the previous year for the collection and processing of exemption forms will be made available in the year planner.

Parents who cannot meet the fee requirements must be informed of the payment options and of the procedures for fee exemptions as per the Regulations for the exemption of parents from payment of school fees, promulgated in terms of the SASA Section 39(4), (as amended) in Government Gazettes 29311 and 29392 of 2006, and the new exemption table as contained in WCED Circular 0001/2007. These regulations came into effect on 1 January 2007.

Parents must also be informed of the period of time within which such applications must be submitted and the right to appeal to the Head of Department against the decision of the SGB on exemption from payment of school fees. Schools must assist parents with these processes.

The proposed compulsory school fee payment must include all additional fees for books, stationery or any other fees required for school activities during the year, as well as the financial formula stipulated in the regulations contained in the Government Gazette 29311 of 2006 for the exemption of parents who are unable to pay the fees. Such exemptions could be either automatic, total, partial or conditional. Where a school has been declared a 'No-fee school' in terms of Section 39(7) of the SASA, no compulsory school fees may be levied.

12. LANGUAGE

The language of teaching and learning is English. We offer Afrikaans as a First Additional Language. All communication from the school is done in English, this includes reports, meetings, newsletters, assemblies and any other forms of communication. The BELA Act empowers the HOD to direct a public school to adopt more than one language of instruction where applicable after a public consultation process.

13. PROCEDURES AND SANCTION

Application documents are screened for eligibility by the admission officer.

Fraudulent documents received will be reported to SAPS and the application for placement will be deemed unsuccessful. The BELA Act creates an offence liable to fine or imprisonment for parents/persons providing false or misleading information or forged documents when applying for admission or fee exemption.

When an application for admission is successful; parents will be notified via sms and must respond in writing by the stipulated deadline, indicating whether the learner will take up the place offered and must then complete the required document.

Where an application for admission to SUNRIDGE CIRCLE PRIMARY is refused, the online admission process will inform the parent, the reason for non-admission will be provided.

Right of appeal

In terms of SASA Section 5(9), any learner or parent of a learner who has been refused admission to a public school may appeal to the MEC against the decision.

SUNRIDGE CIRCLE PRIMARY – ADMISSION POLICY

The SASA defines a school as "a public school or an independent school which enrolls learners in one or more grades from grade R to grade twelve".

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.

DECISION MAKING AUTHORITY

Final admission of the Applicant learner of the school is determined on the criteria as set out herein and the Head of Department, after consultation with the governing body, has the final authority to admit a learner to a public school.

POLICY APPROVAL

DESIGNATION		DATE
PRINCIPAL	<i>Dou</i>	2026.03.24
SGB CHAIR		2026.03.24
REVUE DATE	2029.06.04	