



ADMISPOL1/2022

ADMISSION POLICY

2022-

The admission policy of Knysna Primary School is consistent with the “Admission Policy for Ordinary Public Schools” published under Gen 2432 in GG 19377 of 19 October 1998GGB and the Constitution of RSA, SASA and applicable Provincial law.

1.1. DEFINITION

To provide specific guidelines for admission of learners to **Knysna Primary School / Knysna Pre-primary School**.

1.2. PURPOSES, AIMS AND OBJECTIVES

To control the number and age of learners so as not to exceed the capacity of the school, so that planning for the next year can be implemented.

1.3. STIPULATIONS

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 the School cannot accommodate all learners and that some process of (fair) discrimination regarding admission of learners is inevitable.

1.3.1. Therefore, and in view of the aforementioned, it is the School’s policy that the following preference be afforded to applications –

1.3.2. Learners must be 6, turning 7 in the Grade 1 year. The learner’s age should not exceed his Grade plus 6 for admission. It is the responsibility of the parent in terms of SASA3 (1) and section 3(6) to adhere to compulsory school going. (Until 15 years old or Gr. 9 or whichever comes first.)

1.3.3. 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.

1.3.4. The learner should have completed a Reception year at a recognized Pre-School. The Pre-School Principal must sign the application form.

Knysna Primary School’s, Pre-Primary should automatically enjoy preference.

1.3.5. The age of the learner should not exceed two years above or below the chronological average age of the Grade.



- 1.3.6. Learners with siblings currently at Knysna Primary School, should enjoy preference.
 - 1.3.7. Those in respect of learners bona fide (genuinely) residing with their parents (as defined in SASA) within the natural feeder area (*Knysna municipal area*) of the School, and whose mother tongue is the medium of tuition of the School.
 - 1.3.8. Learners must be able to comprehend and communicate in either of the two languages of learning and teaching provided by this school. The learner's home language should be either English or Afrikaans as this is the language of tuition.
 - 1.3.9. Class sizes as determined by the SGB are: Knysna Pre-primary 25, Gr 1 to 3: maximum (25) children in a class plus 5 places reserved for children relocating or repeating. Gr 4 to 7: maximum (30) children in a class plus 5 places reserved for children relocating or repeating. The SGB under guidance of the GBF determined that due to the appointment of SGB staff, they may lower the learner/educator ration. Admission applications for the next school year takes place in the first quarter of the year as directed by the WCED. Knysna Primary reserves the right to keep a minimum of five (5) spaces available per class per grade after the early applications have been processed.
- 1.4. **SCHOOL FEES**
- 1.4.1 The Applicant's attention is drawn to the following provision of SASA – (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 ...”
 - 1.4.2 School fees will be charged as per the resolution adopted by a majority of parents attending the Annual General Budget meetings in accordance with the Knysna Primary School Constitution.
 - 1.4.3 Parents who are unable to pay any of the fees or the full amount of the fees are required to apply to the SGB on the prescribed forms for total or partial exemption from the payment of school fees. Such applications must be dealt with in confidence by the SGB.
 - 1.4.4 Parents must indicate this by signing the enrolment form.
 - 1.4.5 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.
 - 1.4.6 The school budgets for Subsidies from the income. This Subsidy is made available by the School Governing Body after perusing detailed documents completed by the parents.
 - 1.4.7. 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.



1.4.8. By enrolling your child at Knysna Primary School, you indicate that you have read, acknowledged and understood the Code of Conduct of Knysna Primary School and you undertake to ensure that your child abides by the school rules. Failure to sign said Code of Conduct, does not exempt the learner and parents from being held accountable for any breach(es) of the Scholl's Code of Conduct.

1.4.9. Learners who have let their schooling lapse for a long period of time will not be accepted. The matter should be taken up with the EMDC.

1.4.10. Learner pregnancy will be dealt with in accordance with Circular 0121/2003.

1.5. ADMISSION OF LEARNERS WHO ARE NOT SOUTH AFRICAN CITIZENS AS PER NO. 44139 GOVERNMENT GAZETTE, 10 FEBRUARY 2021

In terms of the applicable legislation, non-South African citizens are categorised as either foreigners who are in possession of a temporary residence visa, permanent residence permit or any other special dispensation residence document.

a) ***A foreign learner in possession of a permanent residence permit must submit:***

- i. a birth certificate issued by the relevant authority from his or her country of origin;

b) ***A foreign learner in possession of a temporary residence visa must submit:***

- i. a birth certificate issued by the relevant authority from his or her country of origin; or
- ii. a copy of his or her identity document from his or her country of origin.

c) ***A foreign learner in possession of an asylum seeker visa or refugee visa must submit:***

- i. a copy of his or her birth certificate from his or her country of origin;
- ii. a copy of his or her asylum seeker visa issued in terms of section 22 of the Refugees Act, 1998;
- iii. a copy of his or her a refugee permit issued to him or her in terms of section 24 of the Refugees Act, 1998.

Circular 053/2021 serves to inform schools that children not in possession of official identification documents must not be refused admission solely on the basis that the parent/guardian/ward cannot provide proof of birth in South Africa or a foreign country. If the parent/guardian/ward does not have any of the following required documentation, the learner must be enrolled at a school provided that the parent/guardian/ward submits a sworn written affidavit which confirms the learner's details, the parent's details, and date of birth.

This is applicable to learners without a:

1. South African birth certificate/identity document
2. Foreign passport (in the case of a foreign learner)
3. Asylum seekers permit
4. Refugee permit



5. Study permit

Principals can enrol 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 (DHA). 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 a false statement or cause a false statement to be made about the age of a child.

1.6. OPERATIONAL ASPECTS

ALL applications for admission to the school will be captured and processed using the WCED Online Admission System.

1.6.1 Application forms to be collected from the administration officer.

1.6.2 No learner will be enrolled at KPS without a correctly completed WCED application form and supporting documents.

1.6.3 On acceptance parents will be required to fill in enrolment forms with additional information required for the effective running of the school.

1.6.4 Admission time frames and procedures will be communicated by the WCED prospective Grade 1 learners and learners who will be relocating, for the following year.

1.6.5 Documentation required by the school will be:

1. COMPLETED FORM SIGNED	5. TRANSFER FORM FROM PREVIOUS SCHOOL
2. BIRTH CERTIFICATE (certified)	6. PROOF OF RESIDENCE (CERTIFIED COPY)
3. CLINIC CARD (INNOCULATIONS)	7. PHOTO COPY OF ID (certified) (BOTH PARENTS OR GUARDIAN)
4. REPORT FROM PREVIOUS SCHOOL (Gr. R – 7)	

1.6.6 On application for admission, a parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

1.6.7 If a parent is unable to show proof of immunisation, the principal must immediately advise the parent in writing to have the learner immunised as part of the free primary health care programme.

1.6.8 If the parent refuses or fails, within seven days from the date of the written communication referred to above, to submit proof of immunisation, the principal must not admit the learner to the school and must refer the matter to the Head of Department for further direction.



1.6.9 It is in the best interest of other learners that a learner without proof of immunisation must not be allowed on the school premises during the seven days' period referred to above.

NO waiting list will be drawn up for learners in excess of class capacity as laid down in stipulations.

1.7 PROCEDURES FOR MONITORING OF IMPLEMENTATION

Knysna Primary reserves the right to have a discussion with prospective learners for non-entry grades to determine education level for placing them.

1.8 PRE-PRIMARY EDUCATION

Admission of pre-Gr R and Gr R learners will be dealt with in accordance with Circular 046/2004.

1.9 TOOLS TO BE USED

Admission form and other relevant documents as previously mentioned.

1.10 PROCEDURES FOR NON-COMPLIANCE

Each situation is dealt with according to the circumstance or referred to the EMDC Circuit 4 for advice.

1.11 ALIGNMENT OF POLICIES WITH NATIONAL AND PROVINCIAL LEGISLATION

This admission policy must be read in conjunction with:

- 1.11.1 The Constitution of the RSA (Act 108 of 1996),
- 1.11.2 The South African Schools Act (Act 84 of 1996), as amended (SASA)
- 1.11.3 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]
- 1.11.4 The Regulations relating to: Exemption of parents from the payment of school fees in public schools (Government Gazette 29311 of 18 Oct 2006) – SASA
- 1.11.5 Norms & Standards for Language Policy in Public Schools, (Gov. Gaz. 18546, Dec 1997)
- 1.11.6 The Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)
- 1.11.7 The Promotion of Access to Information Act, 2000 (Act 2 of 2000)
- 1.11.8 The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)
- 1.11.9 The Knysna Primary School Constitution

1.12 THE SCHOOL'S ADMISSION POLICY IS IN LINE WITH AND REFERS TO THE FOLLOWING RELATED POLICIES:

- 1.12.1 WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools, Circular 26/2010
- 1.12.2 Circular 0121/2003: WCED policy on managing learner pregnancy in public schools
- 1.12.3 Circular 0240/2003: Admission of over-age learners to public schools
- 1.12.4 Circular 0046/2004: Admission policy for pre-Gr. R and Gr. R learners to ordinary public

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- 1.12.5 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
- 1.12.6 Circular 0053/2021 Admissions of undocumented South African / Foreign learners for 2021/22
- 1.12.7 Circular 0059/2021 Unlawful practices associated with school admissions, the payment of school fees and the levying of other fees.
- 1.12.8 Circular 0018/2022 Reminder: Online admissions system as the ONLY official system or form to be used by schools for admission to ordinary public schools in the Western Cape.