

THE GROVE PRIMARY SCHOOL



ADMISSION POLICY

ADOPTED BY THE SCHOOL GOVERNING BODY ON: 20201125

PRINCIPAL: Mrs S. Shield

CHAIRPERSON: Mr D. Wray

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DEFINITIONS

“**Applicant**” or “**Child**” means any Learner who applies or intends applying to The Grove for admission;

“**Budget Meeting**” means the annual meeting convened by the Governing Body to vote on the budget for the year in question;

“**Constitution**” means the Constitution of the Republic of South Africa Act 108 of 1996;

“**Education Legislation**” means the SA Schools Act, the National Policy Act and the WC Act;

“**Governing Body**” means the body vested with the governance of The Grove as contemplated in section 16(1) of the Schools Act;

“**Grove**” and “**The Grove**” means The Grove Primary School in Grove Avenue, Claremont, Cape Town, being a public school with legal capacity as contemplated in chapter 3 of the Schools Act;

“**Learner**” means any person receiving education or obliged to receive education in terms of the Schools Act, subject to any amendment of the term as defined in the Schools Act from time to time;

“**Head of Department**” means the Superintendent-General of the Western Cape Department of Education;

“**National Policy**” means the admission policy for learners to ordinary public schools issued by the Minister of Education in terms of section 3(4)(i) of the National Policy Act and as Notice No 2432 of 1998;

“**National Policy Act**” means the National Education Policy Act 27 of 1996;

“**Parent**” means:

- the biological or adoptive parent or legal guardian of a Learner;
- the person legally entitled to custody of a Learner; or
- the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the Learner’s education at school,

subject to any amendment of the term as defined in the Schools Act from time to time;

“**Policy**” means this admissions policy of The Grove, as amended from time to time;

“**Primary Residence**” means the home or residence at which the Learner resides permanently and for the major part of the school week;

“**Place of Employment**” the address of a parent of a learner who is in full time employment for a period of one year at least;

“Principal” means the principal of The Grove as appointed by the Governing Body from time to time;

“Schools Act” means the South African Schools Act 84 of 1996;

“Sibling” Each of two or more children having one or both parents in common; a brother or sister, including step-brother or step-sister;

“WC Act” means the Western Cape Provincial School Education Act 12 of 1997;

“WCED” means the Western Cape Education Department; and

“WCED Policy” means the WCED’s policy for the management of admission and registration of learners at ordinary public schools, published as Circular 0026/2010.

1. INTRODUCTION

1.1 As a public fee paying school, The Grove Governing Body must determine the Admissions Policy in terms of section 5(5) of the Schools Act. The Governing Body is required to reduce the Admissions Policy to writing and to make a copy of it available to the head of the WCED.

1.2 The Governing Body of The Grove has accordingly constituted the following as the Admissions Policy of the school, in the belief that its provisions are consistent with:

- The Constitution of the Republic of South Africa Act 108, 1996;
- The National Education Policy Act 27, 1996 and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools;
- The South African Schools’ Act 84, 1996 and subsequent amendments;
- Regulations relating to minimum uniform norms and standards for public school infrastructure 2013;
- The Western Cape Provincial School Education Act 12, 1997;
- The promotion of Administrative Justice Act 3, 2000;
- Judgments of the Constitutional Court on the rights, powers and obligations of school governing bodies.

1.3 This policy:

1.3.1 regulates and clarifies the principles of, the requirements for and the expectations attendant upon the admission of Applicants to The Grove;

1.3.2 seeks to ensure the correct and fair handling of applications, the lawful administration of learner admission and registration, the commencement of effective teaching and learning on the first day of the school year, and the long-term maintenance of the special ethos and vision of The Grove; and

1.3.3 is subject to, and shall be read in conjunction with the Constitution and National and Provincial Education Legislation, the provisions of which shall prevail to the extent of any conflict with the provisions of this Policy.

1.4 Whereas The Grove school is a public school, the Governing Body:

1.4.1 acknowledges that it has been entrusted with a public resource which must be managed not only in the interests of those who are learners and parents at the time, but also in the interests of the broader South African community, and in the light of the values of our Constitution;

1.4.2 commits to working in partnership with the Head of Department to find workable solutions to matters of disagreement, and to engage meaningfully and in good faith on any disputes over this policy and any decision taken on the basis thereof; and

1.4.3 agrees that any such engagement will be directed towards furthering the interests of learners, taking account of the best interests of the child insofar as this does not impinge upon the rights or best interests of other children.

1.4.4 with the sole exception of requiring reasonable proof of ability to pay fees (due to ineligibility for fee exemption), the private Grade R of The Grove is bound by all other aspects of this clause.

2. POLICY AIMS AND PRINCIPLES

2.1 It is the aim of the school to:

2.1.1 Provide an environment where the race, culture, religion and economic status of the individual are in no instances an impediment to his/her access to, or progress in, any aspect of school life.

2.1.2 Make provision during the enrolment process for applicants from a diversity of backgrounds, including race, culture, religion, language, socio-economic status.

2.1.3 Promote transformation in line with the country's Constitution and eradicate direct and indirect discriminatory practices.

2.2 It is the policy of the school that:

2.2.1 No pupil will be refused admission on grounds of race, gender, culture, language, religious beliefs or financial circumstance, save for the exception below.

This aspect of the admissions policy will be applied with due cognisance that the language of teaching and learning is English. Learners applying to be admitted to the school may need to be supported to become sufficiently proficient in English so as not to prejudice their ability to progress academically.

2.2.2 Applicants for Grade R will be required to demonstrate reasonable proof of ability to pay fees for so long as Grade R remains private.

2.2.3 Applicants who are non-nationals, and who are required by the Immigration Act and other appropriate legislation to warrant their ability (or the ability of their parent(s)) to pay fees will also be required to demonstrate reasonable proof of ability to pay fees for any grade applied for.

2.3 Applicants will not benefit from an ‘inherited advantage’ during the admissions process. This aspect of the policy will, however, be applied with due cognizance of the following:

a) It is regarded as unreasonable that a learner should be forced by the school’s admission policy to travel to an institution which is not the closest suitable school to where he/she lives with his/her parent/s or caregivers. Consequently, in the absence of telling and objective reasons why this should not be so, primary preference will be given to those applicants who live with their parent/s in closer proximity to this school than any other public school.

b) Children of all WCED/SGB permanently full time staff employed at The Grove are automatically considered based on valuing staff and their place of employment as below in c)

c) Similarly, in the absence of reasons why this should not be so, secondary preference will be given to those applicants whose parent/s or caregivers places of employment are closer to this school than any other suitable public school.

d) The above criteria will apply to Grade R admissions in spite of Grade R being private. As a result, applicants who are enrolled at The Grove Pre-Primary will proceed and be enrolled into Grade 1 unless it is not in the best interests of the child to do so.

e) It is regarded as unreasonable to disrupt family relationships by splitting the schooling of siblings. Any applicant who does not meet any of the criteria above but has a sibling will receive consideration over other applicants who similarly fail to meet any of the criteria above.

f) Places that are not filled by the above criteria, will be prioritised for applicants who fulfil the pillar of diversity and inclusion.

3. FACTORS TAKEN INTO ACCOUNT IN CONSIDERING APPLICATIONS

3.1 In considering applications, the factors set out in clauses 3.2 to 3.3.7 below will be taken into account as far as reasonably possible, however the fulfilment of any one or more of the following provisions does not guarantee admission.

3.2 General Expectations

In considering applications, the potential learner will be expected to:

- 3.2.1 Be able to cope academically with the specific demands of the grade.
- 3.2.2 Have successfully completed or been promoted out of the grade immediately below the grade in which the admission is sought, except that this requirement is not applicable to applicants for entry into Grade R or Grade 1.
- 3.2.3 Contribute in the four critical areas of school life: i.e. academically as well as sport, culture and service, and to participate in activities offered by the school.
- 3.2.4 Abide by the code of conduct.

3.3 Factors considered in admissions decision processes

In considering applications, the following factors will be taken into account:

3.3.1 Diversity

The Grove strives to maintain racial, gender and cultural diversity in its enrolment, as part of the transformation aims and strategic pillars of the school. The admission of applicants will be so managed that the school's intake includes representation of the major demographic segments (including, but not limited to cultural, religious, racial, ethnic and socio-economic segments) broadly reflective of the Western Cape community.

3.3.2 Gender

Balancing of genders in the intake will be a consideration.

3.3.3 Capacity

Enrolment numbers are limited to a maximum of 730 (seven hundred and thirty) learners in the primary school and 50 in Grade R (in accordance with teaching requirements and the capacity of the building).

3.3.4 The circumstances of the applicant

- 3.3.4.1 Admission must be considered to be in the best interests of the applicant. Every application will be considered on its merits as determined by the Principal, the Admissions Secretary, one other staff member; and, where necessary, in consultation with other professionals.
- 3.3.4.2 The Grove will consider admitting applicants with special education needs, where this is reasonably practical and is in the best interest of the applicant and where the school believes it can fully support these needs.

3.3.5 Age

The Education Laws Amendment Act of 2003 provides that the admission age of a Learner to a public school for Grade 1 is “age five turning six by 30 June in the year of admission”.

However, the school’s experience has been that it benefits children to enter Grade 1 in the year they turn seven. Children are therefore given preference for admission to:

3.3.5.1 Grade R in the year they turn six; and

3.3.5.2 Grade 1 in the year they turn seven.

3.3.5.3 Applicants admitted to senior grades at The Grove must fall within two years of the average age within that grade cohort.

3.3.6 School zoning

Learners residing permanently with their parents as nominated by official bodies and whose closest public school is The Grove.

3.3.7 Parental Involvement

The educational environment at The Grove is supported by strong parental involvement and commitment. The commitment by parents in support of their children’s learning and of the ethos of the school will be encouraged.

4. ADMINISTRATION OF THE ADMISSIONS POLICY

In order to achieve the aims above, but also to ensure a just and equitable selection process, the measures listed below will be implemented during the admissions process.

4.1 In January each year the closing date for applications will be in line with WCED.

4.2 Applications received by the closing date will be given preference over and processed before late applications. Late applications are subject to the provisions of clause 8 below.

4.3 It is specifically noted that the parent of a minor learner has the exclusive right to take an initial decision concerning which school they wish to apply to for their child/ward to be enrolled. Consequently, no application will be accepted or regarded as being valid unless it is made by the parents, or legal guardians, or persons entrusted with the care of the minor learner by order of a competent court, or by a person authorised thereto, in writing, by one of the foregoing.

4.4 Where the number of applicants exceeds the number of available places in the school, grade or class for which application is made, applicants will be placed based on the criteria outlined in 2.3 (f), which places due emphasis on the diversity imperatives of the school.

- 4.5 All applicants and their parent(s) will be invited to attend a meeting with the Principal or delegated representative to facilitate due consideration of the factors set out above, establish the strengths and needs of each Applicant, and to assist with appropriate placement decisions. 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 and the School will be entitled to verify the authenticity of any documentation submitted.
- 4.6 A written response from the Admissions Administrator to every application received by the closing date will be forwarded to parents.

5. APPLICATION DOCUMENTS AND PROCEDURE

- 5.1 An application for the admission of a learner to The Grove is made to the Principal. The parent applies for admission by presenting the required compulsory documents, including:
- 5.1.1 The most recent certified copy of the applicant's school report (where an applicant is currently enrolled in schooling);
 - 5.1.2 A fully completed hardcopy application form (available from the school or the website www.thegrove.co.za) ;
 - 5.1.3 a certified copy of the applicant's unabridged birth certificate or proof of application thereof;
 - 5.1.4 certified copies of both parents' identity documents or foreign passport(s) if either parent is not a holder of a South African identity document;
 - 5.1.5 Where the applicant is not a South African citizen, permanent resident or in possession of a refugee permit, a written undertaking from the parent(s) to apply timeously for a study permit in accordance with the Immigration Act in the event a place is granted to the applicant
 - 5.1.6 proof of residence (a lease agreement, deed of sale or rates account, not older than 3 months, will be accepted). A lease agreement should state the original date of occupation and duration of lease.
 - 5.1.7 proof of full time permanent work status from the human resources department or director of employer outlining the position held, date of commencement of employment and place of employment.
 - 5.1.8 should an applicant be required to show proof of ability to pay fees in accordance with the exceptions outlined in 2.2.3 and 2.2.4, then reasonable proof of ability to pay fees must be provided, such as salary slips, bank statements or letters of surety from a sponsor that can demonstrate suitable ability to pay fees
 - 5.1.9 proof that the applicant has been immunised against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B (and, in the event that the parent is unable to show proof of immunisation, the Principal must advise the parent on having the applicant immunised as part of the free primary health care programme); and
 - 5.1.10 Parents who require assistance in completing the application forms may approach the school for assistance.

- 5.2 Except where one parent is deceased, both parents must indicate their agreement by signing the application form. In the case of divorced or separated parents, it is the responsibility of the parent applying for application at the school to obtain a signed copy of the application form from the other parent.
- 5.3 If parents are divorced or separated and a parent is unable to contact the other parent for their personal or financial information or signature, or in any circumstances where only one parent has applied for admissions for their child, an affidavit must be produced by the applicant parent detailing the circumstances.
- 5.4 If a child is adopted, parents must supply a copy of the adoption order with the application.
- 5.5 If a child is in foster care, the carers must supply a copy of the court order legalising the foster relationship with the application.
- 5.6 Single parents whose circumstances are not addressed by any of the clauses above shall submit an affidavit attesting to their particular circumstances (for example 'other parent unknown').
- 5.7 A parent who has submitted a complete application will be issued with a numbered receipt. This receipt constitutes acknowledgement that the application has been received; it does not constitute acceptance of the application. Parents should retain these as documents of proof for any future follow up.
- 5.8 Once all applications have been considered and the admissions process has been completed, parents will be informed in writing whether the applicant has been admitted to The Grove or not.
- 5.9 If a parent does not confirm acceptance of admission within the period set , the offer will be deemed to have lapsed and the allocated place may be offered to another applicant.
- 5.10 The Member of the Executive Council for Education will consider appeals from a parent or applicant who has been refused admission to a public school in terms of section 5(9) of the Schools Act.

6 ADMISSION OF NON-CITIZENS

- 6.1 Children of parents who are not South African citizens will be considered for enrolment, subject to the relevant legal documentation being in order at the time of application and at all times during the course of their enrolment.
- 6.2 Depending on the category of immigration status, certified copies of the following documents need to be submitted at the time of application, in addition to the documentation specified at clause 5.1 above:
- 6.2.1 For children who are holders of a permanent residence permit – a certified copy of the permanent residence permit of the applicant and, if applicable, the applicant's parents
- 6.2.2 For children who are holders of a refugee permit/asylum seeker - a certified copy of the refugee/asylum seeker permit for the applicant and, if applicable, the applicant's parents. Should the permit expire prior to completion of the child's studies suitable proof of application for an extension should be provided to the

school three months prior to its expiry and the school should be notified of the result of the application as soon as it has been decided.

6.2.3 In all other cases – a certified copy of the temporary residence document for the applicant and, if applicable, the applicant’s parents. A study permit is not required at time of application, however **upon admission** for enrolment the applicant must have been issued a study permit/proof of application listing The Grove as the place of instruction prior to commencement of studies. Should this permit expire prior to completion of the child’s studies suitable proof of application for an extension should be provided to the school three months prior to its expiry and the school should be notified of the result of the application as soon as it has been decided.

6.2.4 Study permit holders who either fail to keep their permits current at all times and/or fail to settle outstanding fees prior to the start of a new academic year may be de-registered, in accordance with the provisions of the Immigration Act and other applicable legislation.

7 INCOMPLETE OR IRREGULAR APPLICATIONS

7.1 An application will be rendered null and void if:

- 7.1.1 the prescribed form is not completed in full;
- 7.1.2 is unsigned
- 7.1.3 the supporting documentation is not attached; or
- 7.1.4 the content is misleading or misrepresents the facts.
- 7.1.5 should the school discover at any stage that the application is fraudulent, legal action can be taken.

8 LATE APPLICATIONS

Applications submitted after the applicable closing date will only be considered:

- 8.1.1 After the applications received by the closing date have been processed; and
- 8.1.2 If there are still places available at The Grove.

9. READMISSION AFTER REMOVAL FROM THE ROLL

It may happen that a learner has been removed from the roll following poor attendance and in accordance with the procedures enumerated in the national or provincial attendance policies. Should such a learner apply for readmission to the school, the application will be considered and the admissions policy and its various criteria applied only after:

- 9.1 It has been ascertained that there is a vacant place in the school;
- 9.2 The pupil and his/her parents have convinced the school that his/her re-enrolment will be in the best interests of the applicant and the school. Every application will be considered on its merits as determined by the Principal and in consultation with other professionals.

- 9.3 The school is convinced that the learner's future attendance is likely to accord with expectations.

10. FINAL TOTAL NUMBER OF ADMISSIONS

- 10.1 It is accepted that the School Governing Body's powers in respect of admissions are not unfettered, that this policy is not immune to intervention, and that the policy does not inflexibly bind other decision-makers in all circumstances.
- 10.2 The final number of learners accepted into the school at any one time may vary from the above on the basis of specific enrolments and the subject choices of individual learners in a particular year, or upon the intervention of the Head of Department, with the understanding that any decision to overturn an admission decision of the principal, or depart from this admissions policy, must be exercised reasonably and in a procedurally fair manner. The class, grade and school enrolment shall in any event not exceed the calculated capacity by more than two learners in any one class, without the ratification by the School Governing Body of a motivated explanation from the School Management Team or Head of Education for such excess.

11. BUILT-IN DISCRETION OF THE PRINCIPAL

The School Governing Body grants the principal the right to accept two additional learners per class in any one grade at the request of the Education Department, or in the light of sound and valid reasons/circumstances, and on condition that education levels/standards are not unreasonably diminished if the Principal applies such discretionary right. The Principal is authorised to act in that manner in the first instance, and must then inform the Governing Body. Where exceptional circumstances require, the admission of additional learners above two per class in any grade must be ratified by the School Governing Body.

12. INTERPRETATION

In addition to the definitions set out above, unless the context requires otherwise:

- 12.1 the singular shall include the plural and vice versa;
- 12.2 a reference to any one gender, whether masculine, feminine or neuter, includes the other two;
- 12.3 references to a statutory provision include any subordinate legislation made from time to time under provision and references to a statutory provision include that provision as from time to time modified or re-enacted as far as such modification or re-enactment applies, or is capable of applying, to this Policy;
- 12.4 references in this Policy to "clauses" and "sub-clauses" are to clauses and sub-clauses of this Policy;
- 12.5 the headings and subheadings in this Policy are for convenience only and are not to be taken into account for the purpose of interpreting it; and

12.6 words and expressions defined in the Education Legislation, but which are not defined in this Policy, shall bear the same meaning in this Policy as those ascribed to them in the Education Legislation.

ACCEPTANCE OF POLICY

Adopted at _____ on this _____ day of _____ 20 _____

Signed: _____
Chairperson of School Governing Body Principal

School Stamp:



ANNEXURE A: DEFINING DESIGNATED SCHOOLS AND CAPACITY

1. CAPACITY

The capacity of the school is 730 learners, distributed as equally as possible across grades and classes.

The capacity of the school is based on:

- 1.1 The number and size of classrooms in the school.
- 1.2 The need to provide space for class teaching which is not less favourable than that laid down in the norms and standards legally enacted in respect of public schools.
- 1.3 The need to provide an educational milieu which includes a subject delivery based on educationally valid principles.
- 1.4 The creation and maintenance of a stimulating and sustainable educational environment. This is in part dependent on having designated, exclusive and appropriately-developed space for the following broad educational facilities, at least to the levels envisaged in the state's norms and standards for school infrastructure:
 - 1.4.1 A Library.
 - 1.4.2 Science, and Computer laboratories.
 - 1.4.3 Technology workshops
 - 1.4.4 Music rooms (for individual music instruction as well as large-group music productions/practices).
 - 1.4.5 A school Hall
 - 1.4.6 A Learner 'Forum' (e.g. Tuckshop, Minor Hall or similar.)
 - 1.4.7 A team-teaching venue. E.g. conference room.
 - 1.4.8 A physical fitness and wellness centre (sick bays, hall and pavilion).
 - 1.4.9 The need to support the educational process administratively for providing designated, appropriately furnished, relevantly equipped and exclusive space for:
 - 1.4.9.1 A Staff common room and staff workroom
 - 1.4.9.2 Offices and working spaces for management, administrative and support staff.
 - 1.4.9.3 A learning support / counselling centres
 - 1.4.9.4 Clothing shop
 - 1.4.9.5 Store rooms.

2. PROXIMITY

The area identified by the attached maps is regarded as being in such close proximity to the school that the exclusion of a learner living within its bounds would be so unreasonable as to be indefensible, save in the instance of specific disqualifying factors, including but not limited to: not meeting the age norm or academic requirements for entry, late submission of an application or identified behavioural disruptiveness. The area concerned will include all dwellings and workplaces which are closer to this school than any other, following the shortest practicable and reasonable route from that place to an entry point to the school, and in approximate terms is bounded as follows:

Map A - Boys



