

1. ADMISSION POLICY

AIM

We the SGB of Hopolang Combined School have drafted this admission policy whose aim is to ensure that the school follows the right procedures when doing its admissions. The aim of this policy document is to promote and facilitate the admission of learners from any race to the school. It reflects the democratic principles of the National Education Department to comply with its constitutional responsibility to ensure learner's access to quality education.

FUNDAMENTAL PRINCIPLES

The right to basic education and equal access to educational institutions is not only contained in the Constitution, it is also included in Education Bill that has been adopted by the Legislature. Subject to the stipulations no learner may be refused access to a school on grounds of race, gender, origin (ethnic or social), religion, belief, colour, and culture, provable inability to pay school fees, language or age.

COMPULSORY SCHOOL ATTENDANCE

- According to the South African School's Act and any applicable acts, every parent should make sure that his/her child attends school.
- It is the responsibility of each parent to register her/his child at the school of choice.
- The parent must make sure that his/her child is at school on the first school day of every year.

WHO SHOULD REGISTER AT HOPOLANG COMBINED SCHOOL

- Learners who are currently registered at school should in principle stay in the same school and therefore do not need to register annually.
- Learners, who wish to register at Hopolang Combined School for the first time, should register before the end of the relevant year for the beginning of the following year.
- Learners registering in Grade R must produce evidence that they attended pre-grade R.
- At Hopolang Combined School learners registering for Grade R must be 5 years of age or completing 5 years before the 1st of July in that year.
- We expect a grade 1 learner to be six or turning six before the 1st July of that year.
- The maximum school going age to be registered in grade 9 should be at least 16 years of age unless convincing evidence is provided to admit such a learner to our school.
- Persons older than 16 years who have never before attended school and who want to be admitted for the first time, should obtain permission from head of education (or the person authorised by him or her), before they may be admitted to a school.
- Learners of school age who have been out of school for a period of time, or not been attending school at all, or who are above age for the specific grade, should be brought to attention of the circuit manager.
- If the school holds the view that a learner is under the school age and no documentary proof to the contrary can be submitted, the principal may in consultation with the district office refuse the relevant learner admission to the school, while attention should be given to the official channels through which proper documentation can be obtained.
- All registrations should be completed by the tenth school day of the following year.

REQUIREMENTS FOR ADMISSIONS (Grade R-3)

- Learners coming to register must be in possession of the following documents: clinic card, birth certificate, proof that the child attended pre-school, latest report, transfer from the previous school, profile, parents ID and proof of address.

REQUIREMENTS FOR ADMISSIONS (Grade 4-9)

- Learners coming to register must be in possession of the following documents: birth certificate/ID, latest report, transfer form/letter from the previous school, profile, parents ID and proof of address.
- Learner portfolio will only be requested if the child is transferring from the other school in the middle of the year due to relocation of parents etc.

PARENTS NEED TO NOTE THE FOLLOWING:

- If a learner who is subject to compulsory school attendance, according to the SASA, is not enrolled at a school or fails to attend one, the head of the department can:
 - Investigate the circumstances regarding the learner's absence from School;
 - Take applicable steps to correct the matter and at failing to effect such correction, direct a written notice to the parent of the learner demanding compliance with the sub-sections.

According to this Act and any other applicable act:

-Any parent who fails to comply with SASA without sound reason and after a written notice from the head of department, is guilty of an offence and at being found guilty, subject to a fine or prison sentence for a period of no more than six months

Or

-Any person who prevents a learner, who is subject to compulsory attendance, from attending school, is guilty of an offence and at being found guilty, subject to a fine or a prison sentence for a period of no more than six months.

EXEMPTION OF COMPULSORY ATTENDANCE

- A head of department can exempt a learner fully, partially or conditionally from compulsory school attendance if it is in the best interest of the learner.
- Each head of department should keep a register of the learners who are exempt from compulsory school attendance.

ADMISSION TO PUBLIC SCHOOL

- A public school should admit learners and serve their educational needs without any unfair discrimination
- A public school may not apply any test that relates to the admission of a learner to a public school, or instruct or authorise the principal or any other person to apply such test.

NO LEARNER MAY BE REFUSED ADMISSION TO A PUBLIC SCHOOL ON GROUNDS OF HIS OR HER PARENTS;

-not being able or failing to pay school fees as determined by the governing body according to Section 39;

-not subscribing to the mission of the school;

-refusing to enter in to a contract in terms of which the parent relinquishes any claim for damages that may result from the education of the learner.

- The Minister can, in consultation with the Council of Education Ministers, by means of notice in the Government Gazette, determine age requirement for the admission of learners to a school or to different grades in a school.
- According to this Act and any applicable act, this admission police of a public school is determined by the governing body of such school.
- In the determining of the placement of a learner with special educational needs, the head of department and principal should take into consideration the rights and wishes of the parents of such learner.
- An application for admission of a learner to a public school should be addressed to the Education Department in a way determined by the head of the department.
- If any application is refused according to any sub-section, the head of the department should notify the parent in writing of such refusal and the reason for it.
- Any learner or parent, who has been refused access to a public school, can lodge an appeal against the decision at the Member of the Executive Council.

RESPONSIBILITY FOR ADMINISTRATION OF ADMISSIONS

- Principals, in the first instance, and their deputy principals and staff members to whom authority has been delegated, should be responsible for the administration of admission to a school.
- District directors should inform principals and/or other educational structures regarding the admission policy and the procedures that should be followed.
- District coordinators should render continuous support to schools.
- Principals, or groups of schools, may in cooperation with district director organize themselves into Registration and Admission Committees in order to facilitate and organize the admission of learner to their schools more effectively, as well as to monitor and verify the movement of learners between schools.

MOVEMENT OF LEARNERS BETWEEN SCHOOLS

- ❖ Principals and central registration offices should ensure that preference is given to learners whose mother tongue is Sesotho.
- ❖ Transfer of learners from other schools should only be done if valid reasons are supplied for such transfers.

LEARNERS WITH SPECIAL EDUCATIONAL NEEDS

Learners with special educational needs (LSEN) should be admitted to the LSEN class only when they have been recommended for such class by an educational resource centre, and only after thorough and valid evaluation.

FEEDING AREAS

- Learners who live in the surrounding area will be given first preference provided such learner's mother tongue is Sesotho.

- The home address as on the municipal water and electricity account of the parents who live within the natural feeding area of the school is regarded as the permanent residential address, only if the school has accommodation for the child.
- An electricity and water account can also be requested as proof of residence.