

# BRYANDALE PRIMARY SCHOOL

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## ADMISSIONS POLICY 2019

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This Admissions Policy has been established subject to the;

- Constitution of the Republic of South Africa, 1993.
- National Policy on Education Act, Act 27 of 1996
- South African Schools Act, Act 84 1996
- Immigration Act No 13 of 2002
- Education Laws Amendment Act (Section 5 of act 84 of 1996)
- Gauteng School Education Act 1995 (Act 6 of 1995 Notice 61 of 1998)
- Immigration Regulation dated 22 May 2014 Section 12(1)(h)
- Admission of pupils to Public Schools (GN 4138 of 2001)
- Admission Policy for Ordinary Public Schools (GN. 2432 OF 1998 GG 19377)
- Promotion of Administrative Justice Act (Act 3/2000)
- Minimum Norms and Standards for School Infrastructure
- Health and Safety Act
- Judgements of the Constitutional Court on the rights, powers and obligations of SGB's.

<b>Date Created:</b>  9/10/2004	<b>Date Modified:</b>	<b>Area changed</b>
<b>Principal J N Griebenow</b>	2005	Reviewed
	2006	Reviewed
<b>Admissions Secretary P H Bryce-Borthwick</b>	2007	Reviewed
	2008	Reviewed
<b>Chairman C Marshall</b>	2009	Reviewed
	2010	Policy re-written
	2011	"Waiting list" replaced by "Application list"
		Capacity modified
	2012	Capacity modified
	2013	(Pupil) pupil
	2014	Updated for 2015
	2015	Updated for 2016
	2016	Updated for 2017. Capacity/Area/Online applications
	2017, 8.9	Updated to accommodate Gauteng online admissions. Capacity for 2018.

Changes	Change	Author	Ratified
	2012	C Osmond	SGB 31/01/2012
	2013	C Osmond	SGB 28/01/2013
	2014	C Osmond	SGB 23/04/2014
	2015	C Osmond	SGB
	2016	C Osmond	SGB 26/02/2016
	2017	C Osmond	SGB 24/04/2017
	2018	C Osmond	SGB 12/02/2018

M Taylor \_\_\_\_\_

Principal

12 March 2018

T Liebenberg \_\_\_\_\_

Chairman

12 March 2018

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## INTERPRETATION

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In this policy document, unless the context indicates otherwise: -

Act	Means the South African Schools Act No. 84 of 1996 (as amended);
Department	Gauteng Department of Education
Normal Grade Age	In terms of GN 4138 of 2001 the normal grade age is grade number plus 6.
Parent means	The parent or guardian of a pupil; the person legally entitled to custody of a pupil; or a person who undertakes to fulfill the obligations of a pupil, towards the pupil's education at the School;
Pupil	Means any person receiving education or obliged to receive education in terms of the Act;
School	Means Bryandale Primary School.
SGB	Means the duly elected School Governing Body

## PREMISE

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Whereas Bryandale Primary School is a public school, the Governing Body:

- acknowledges that it has been entrusted with a public resource, which must be managed not only in the interests of those who are pupils and parents at the time, but also in the interests of the broader community in which the school is located, and in the light of the values of our Constitution;
- defers to 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 Governing Body to determine the admissions policy of the School;
- 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, including disputes over this policy and any decision taken on the basis thereof;
- agrees thereto that any such engagement will be directed towards furthering the interests of pupils, taking account of the best interests of the child insofar as this does not impinge upon the rights or best interests of other children;
- requires of the Principal, the Head of Department and their delegates that they will at all times during any admissions process take the provisions of this policy into account (including the calculated capacity of the school which has been set at 1110 pupils) and apply it demonstrably fairly and in accordance with the law; and

- accepts 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. Thus, the final number of pupils accepted into the school at any one time may vary on the basis of specific enrolments and the subject choices of individual pupils 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 in consultation, reasonably and in a procedurally fair manner.

## POLICY

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Our Vision is to be an exceptional, value-inspired educational community, where all can develop and flourish.

In order to achieve this, it is the aim of the School to provide an environment where the race, culture, religion and economic standing of the individual are in no instances an impediment to his/her access to, or progress in, any aspect of school life.

Bryandale will admit pupils and serve their educational requirements without unfairly discriminating in any way.

No pupil will be refused admission on grounds of race, gender, culture, language, religious belief or financial circumstance.

## CAPACITY

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The School Governing Body will determine the optimum capacity of the School with due regard to the needs of the State, the School and the pupils and will take into account inter alia;

- Vision and Mission of Bryandale Primary School
- The Strategic Plan
- The Budget
- Post Establishment for the year
- Classroom size and utilization of available normal classrooms.
- Specialist classrooms will not be used.
- Grade (number educationally sound for that age)
- Demand in geographical area; capacity of other schools in the area
- Physical infrastructure and other facilities (ablutions, furniture, playgrounds, etc.)
- Health and Safety, Building Regulations and any other applicable regulations
- Inclusion Policy and weighting afforded by the Department where applicable.

The capacity will be determined annually when the Strategic Plan is developed, generally during the second term for the following year. A resolution must be passed by the School Governing Body, which relates specifically to the capacity for the next year.

## ROLES AND RESPONSIBILITIES

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### THE SCHOOL GOVERNING BODY

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Section 5 (5) of the South African School's Act, Act 84 of 1996 provides that the admission policy of a public school is determined by the Governing Body of that school.

The policy must be consistent with the Constitution of the Republic of South Africa, 1996 (No. 108 of 1996), the South African Schools Act, 1996 and applicable provincial law.

In accordance with National Policy, a copy of the Policy will be submitted to the HOD.

### THE MEMBER OF THE EXECUTIVE COUNCIL

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In terms of SASA 3(3) it is the responsibility of the MEC to ensure that there are enough school places so that every child who lives in his or her province can attend school as required by SASA.

However, this right does not extend to placement in a specific school being guaranteed.

### THE HEAD OF DEPARTMENT

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The HOD is responsible for the administration of the admission of pupils to a public school. The HOD will ensure that the issue of access, equity, redress and compulsory attendance of pupils at school is realised through monitoring of the admission process.

The Head of Department must determine **a process** of registration for admission to public schools in order to enable the admission of pupils to take place in a timely and an efficient manner. The Head of Department and the School Governing Body should encourage parents to apply for the admission of their children before the end of the preceding school year.

The Head of Department is responsible for the administration of the admission of pupils to a public school. The Head of Department **may delegate** the responsibility for the **(process of)** admission of pupils to a school to officials of the Department. The process must be implemented in accordance with the Admissions Policy as determined by the School Governing Body.

The Head of Department must **co-ordinate** the provision of schools and the administration of admissions of pupils to ordinary public schools with governing bodies to ensure that all eligible pupils are suitably accommodated in terms of the South African Schools Act, 1996. Subject to this policy, it is particularly important that all eligible pupils of compulsory school going age are accommodated in public schools.

## THE PRINCIPAL

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The HOD has delegated the power to administer the admission of pupils to a school to the Principal. The Principal is obliged to administer the admissions in accordance with the admission policy as determined by the SGB.

The Principal must apply the Admissions Policy and must guide and direct the Admissions Committee.

The Principal may, at her discretion, deviate from the capacity determined by the SGB for the year by a maximum of 5 pupils in a grade, but after that must expressly seek the approval of the SGB, via the Admissions Committee for further admissions.

The Principal must keep a register of Admissions. Entries must be verified against unabridged birth certificates.

Transfer cards must be issued to students who are transferring to other schools.

## THE DISTRICT

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The HOD delegates the responsibility for the administration of admissions to the Head of the District. The District must establish a District Admissions Team to support the admissions process, supported by the Circuit Manager.

The Head of the District will ensure that all pupils are placed in a school by the end of the Admissions Period and will take responsibility for pupils who are not placed.

## THE PARENT

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A parent has the right to apply for admission of his child at any school and to be treated justly and without unfair discrimination.

It is the responsibility of every parent to register their child in a school. Failure to do so could lead to prosecution.

Every parent is expected to encourage their child/ren to uphold the Code of Conduct and other school regulations of Bryandale Primary School.

Punctuality is observed at all times. Pupils must be on time for school and must be collected within ½ an hour of the school day or an event concluding.

If the parent is not the biological parent, a legal order of guardianship, or other substantiated proof of legitimate grounds for the arrangement must be provided. Acceptance is at the discretion of the School Governing Body.

A parent is liable to pay the school fees determined in terms of section 40 of SASA, unless or to the extent that he or she has been exempted from payments in terms of this Act. Every parent will ensure that their child attends school regularly and that reasons are given to the school if the child is absent.

## THE PUPIL

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Pupils are required, by statute, to observe the Code of Conduct.

## LANGUAGE

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The Language Policy has been determined by the Governing Body. This policy has been entrenched in the Constitution of the School Governing Body.

English is the primary medium of instruction (LoLT) and communication and is taught at a Home Language level.

The languages which may be studied at the school are English, Afrikaans (First Additional Language) and Zulu (Second Additional Language-being implemented incrementally).

Parents of pupils whose home language is not English must be aware of their responsibility to provide additional support to the pupil.

## ETHOS

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Bryandale Primary School promotes the values of integrity, diversity, honesty, love, loyalty, the pursuit of excellence, respect, responsibility and trust.

## THE ADMISSIONS COMMITTEE

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The Admissions Committee will be made up of at least the Principal, the Chairman of the SGB, the Manager and the Admissions Secretary.

The Admissions Committee will be responsible for assisting the Principal to carry out the admissions process as determined by the HOD and will assist with the application of the Admissions Policy.

The Admissions Committee will revise the Admissions Policy by the end of February each year and will ensure that a copy thereof is sent to the Department.

The Admissions Committee will assist with the process and decision making once the admissions period opens.

## ADMISSION CRITERIA

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### 1 AGE

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Attendance at a school during school hours shall be compulsory for a person from the first school day of the year in which he or she reaches the age of seven years.

The statistical age norm per grade is the grade number plus 6.

A learner who falls outside the age norm by more than 2 years will not be considered for admission.

### 2 FEEDER ZONE

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A Head of Department, after consultation with representatives of governing bodies, may determine feeder zones for ordinary public schools, in order to control the learner numbers of schools and coordinate parental preferences. Such feeder zones need not be geographically adjacent to the school or each other.

If a feeder zone is created preference must be given to a learner who lives in the feeder zone of a school or who resides with his or her parents at an employer's home in the feeder zone;

A feeder zone has not been determined for Bryandale Primary School.

In accordance with the request of the HOD, a 5km radius is currently being applied. A pupil who lives outside of the catchment area is not precluded from seeking admission.

Admissions List A. Pupils whose parents live or work in the feeder zone.

Admissions List B. Pupils who live outside the feeder zone.

A pupil who lives with a relative or any other person, other than their parent, who resides in the catchment area does not acquire preference.

### 3 RELOCATIONS

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A number of places may be reserved for relocation of pupils who move into the feeder area from another province.

## 4 TESTING

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Pupils transferring from other schools may be required to undergo an assessment for correct placement.

Pupils from foreign countries will be assessed and will be placed in age appropriate grades unless the results prove otherwise.

## 5 SIBLINGS

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Biological siblings of pupils currently registered at Bryandale will be allocated a place on Waiting List A, on a first – come – first served basis, even if they do not live within the defined area.

## 6 LATE APPLICATIONS

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Late applications will only be considered once other applications have been dealt with, provided that there are still spaces available.

## 7 APPLICATION LIST

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Each grade will be filled with pupils, on a first come, first served basis, according to Waiting List A and B as described above.

Only fully completed applications, with all the required documentation, will be processed. Where online applications have been made, the original documents must be received by the school before the end of the admissions period.

## **PUPILS WITH SPECIAL EDUCATION NEEDS**

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The rights and wishes of pupils with special education needs are taken into account when an application is made. The South African Schools Act, 1996 requires ordinary public schools to admit pupils with special education needs, where this is reasonably practical. Necessary arrangements, as far as practically possible, will be made to make our facilities accessible to all pupils.

Where the necessary support which would facilitate the integration of a pupil in a particular educational context, cannot be provided, the Principal will refer the application for admission to the Head of Department to have the Pupil admitted to a suitable public school in that province or to a school in another province.

Before the Head of Department refers a pupil to a suitable public school, the Head of Department must arrange for consultation with parents, educators and other support personnel concerned. These consultations must form part of the assessment of the pupil before the pupil is referred to another public school. This process should be handled as a matter of urgency to facilitate the admission of a pupil as soon as possible to ensure that the pupil is not prejudiced in receiving appropriate education.

Assessment and consultation relating to a change of placement must be carried out by a team based at the school in consultation with parents, educators and other relevant support personnel. The Head of Department of the province concerned must approve the placement and pupil ratio for that class must be adjusted to accommodate the pupil.

## THE ADMISSIONS PROCEDURE

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Applications for the registration of a pupil must be made on the dates determined by the Department.

Registrations after the tenth school day of a new year may be allowed under special circumstances, but only with the permission of the District Director.

Online application will be made in Grade 1.

Parents of pupils on the waiting lists will be advised that they are on an Application list and will be notified of the outcome of the application.

The school will abide by the order of the waiting lists and the provisions of this policy and will not unfairly discriminate against any applicant by allowing an application to be accepted that is further down on the waiting list.

All applications are processed via Scadsys Online Applications.

## DOCUMENTATION

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An application for the registration of a pupil, supported by a certified, unabridged birth certificate, must be made by the parents of the prospective pupil.

An original, correctly completed application form with all supporting documentation is required for an application to be processed.

### DOCUMENTS NECESSARY FOR REGISTRATION.

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1. Certified copy of an Unabridged Birth Certificate. It is an offence in terms of the Births and Deaths Registration Act, 1992 (No. 51 of 1992) to make a false statement about the age of a child.
2. Proof of residence. An offer to Purchase or Affidavit will not be accepted.
3. Certified copy of proof of immunization from the following communicable diseases. (polio, TB, diphtheria, tetanus, measles, Hepatitis B)
4. Transfer card (if transferring from another school)
5. Latest report (if transferring from another school)
6. Study visa if applicable.

Any such additional documents as may be prescribed by the school from time to time.

The Learner Profile, will be requested from the previous school once the child has been enrolled.

Incomplete or incorrect applications will be disregarded.

The authenticity of all documents will be assessed. The provision of falsified information may lead to legal action being taken against the applicant and possible deregistration and consequent placement at relevant schools.

## NON-CITIZENS

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This policy applies equally to the admission of non-South African citizens, whose parents are in possession of a permanent or temporary residence visas or are legal aliens.

Persons classified as illegal aliens must, when applying for admission for their children, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country.

Study visas must be produced.

All fees must be in full on application.

Should a pupil be admitted conditionally because of a pending study visa, the parent must ensure that the admission is finalized within 3 months of the conditional acceptance, or the place will be forfeited.

## RE-REGISTRATION

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A pupil who is currently enrolled at the school and who intends to remain enrolled at Bryandale Primary School must confirm his/her attendance at the school in writing for the following year before the end of the current school year at a date determined by the Department.

## APPEALS

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Section 5(9) SASA – a parent’s right of Appeal must be directed to the MEC. A directive to the school to accept a pupil can only be made by the MEC after due consideration of a properly lodged, formal appeal i.t.o. S5(9)

A parent of a pupil, who is dissatisfied with the decision of the Principal and the HOD not to admit the pupil to the school, will be given reasons in writing and a copy of the District Objection Form and GDE Admission.

## LENIENCY

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No indulgence, leniency or extension of time, which any party (“the grantor”) may grant or show the other party, shall in any way prejudice the grantor or preclude the grantor from exercising any of its rights in the future.

**Bryandale Primary School (For school use only)**

**Admissions Check List**

PUPIL'S NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

CATCHMENT AREA

Y	N
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CONTACT NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

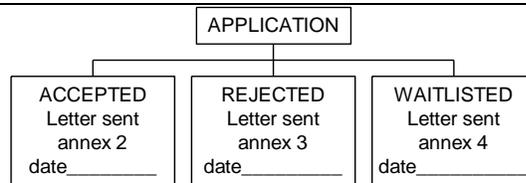
CLASS: \_\_\_\_\_ AGE: \_\_\_\_\_

STATISTICAL NORM \_\_\_\_\_

Y
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**DOCUMENTS VERIFIED**

DOCUMENT	INITIAL
<b>1. AGREEMENT OF TUITION</b>	
completed	
initialled	
signed in full	
<b>2. PAYMENT SCHEDULE</b>	
completed	
initialled	
signed in full	
Annexure A: completed, initialled, signed in full	
<b>3. FIRST INSTALMENT</b>	
<b>4. ID DOCUMENT</b>	
<b>5. TRANSFER CARD</b>	
<b>6. PUPIL PROFILE</b>	
<b>7. HEALTH DECLARATION</b>	
<b>8. UNABRIDGED BIRTH CERTIFICATE</b>	
<b>9. INNOCULATIONS</b>	
<b>10. REPORT</b>	
11 STUDY VISA	
12 STUDY VISA ENTERED IN REGISTER	



# CAPACITY

The School Governing Body will determine the optimum capacity of the school with due regard to the needs of the state, the school and the pupils and will take into account inter alia;

1. The Strategic Plan

Extract from Strategic Plan for 2019

F.A. 4	Quality of teaching and learning and educator development.	Use all spaces effectively	In 2014 the Department requested that we accept siblings who had not been enrolled and an extra 30 children. We had reached capacity, but decided to use GoL and increase Grade 1 capacity from 120 pupils to 150 pupils.	Going forward, suitable accommodation must be found so that specialist spaces can to be used effectively	SMT/SGB	Unknown	Principal
F.A. 3	Governance and relationships Financial strength, sustainability and stability.	Keep parents eager to contribute by demonstrating continuous improvement in resources and facilities and value-added services.  (Improve A&C, extra-murals, ICT, facilities and branding. See below.)	Admissions are strictly monitored and controlled.  All applications are examined and are complete and correct in all respects.  Capacity 2019  150 Grade 1.  160 Grade 2-7  Register of foreign pupils is always up-to-date.	New enrolments perfectly administered	Admissions committee	Nil	SGB

2. Post Establishment for the year

- o Posts 29 (1:2:4:22) GDE
- o Posts 23 SGB

3. Classroom size and utilization of available classrooms

- o Classes available as register classes 32.

4. Grade (number educationally sound for that age)

5. Demand in geographical area, capacity of other schools in the area

- o Take cognisance of the fact that there is a high demand in the area and we are a public school.

6. Physical infrastructure and other facilities (ablutions, furniture, playgrounds, etc.)

- o Infrastructure (except sports fields) support current numbers.

7. Health and Safety, Building Regulations and any other applicable regulations

- o As above.

**CAPACITY 2019**

	Gr1	Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	TOTAL
<b>Headcount 2018</b>								
<b>Pupils</b>	164	161	160	159	160	158	158	1120
<b>Classes</b>	5	5	5	5	4	4	4	32
<b>Projected 2019</b>								
<b>Pupils</b>	150	160	160	160	160	160	160	1110
<b>Classes</b>	5	5	5	5	4	4	4	32

Infrastructure	Classrooms Standard					
<b>Standard Classrooms</b>						
Brick and mortar		23				
Prefab		9				
<b>Total standard classrooms</b>		<b>32</b>				
<b>Specialist rooms</b>						
<b>Brick and mortar</b>		3				
<b>Prefab</b>		1				
<b>Total Specialist Rooms</b>		<b>4</b>				
<b>Notes</b>						
<b>Specialist rooms</b>						
Science lab		1				
Computer room		1				
GoL		1				
Art room		1				
Music room		0				
Technology room		0				
<b>Post Establishment 2017: CS Educators</b>				<b>29</b>	<b>Ratio</b>	<b>38.1</b>
<b>Results of External Building Evaluation</b>						
<b>Class sizes</b>						
Senior block and prefabs		53m2				
F Ph		59.86m2				
<b>Calculation</b>						
Area of classroom		53	m2			
Teaching area		7	m2			
Learner's space		46	m2			
Area per learner		1.5	m2			
Pupils per class		31				
Double desks in most classes therefore		32	Pupils per class.			
<b>Total capacity</b>		<b>1024</b>	<b>Pupils per class x standard classrooms.</b>			
Current enrolment		1120				
Over capacity		<b>96</b>	Using Science Lab, Art Room, Computer Room, GoL			

**Decisions;**

Capacity for 2019 remains unaltered

Grade 1	150
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Grade 2 - 7	160
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Total capacity for the school	1110
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