

		ADMISSIONS POLICY	
Approved by:	Governing Body	Policy custodians:	School's Senior Management
Signature of GB chairman:		Approved on:	23/01/2025

POLICY FOR THE MANAGEMENT OF ADMISSION AND REGISTRATION OF LEARNERS AT STELLENBERG HIGH SCHOOL

1. INTRODUCTION / PREAMBLE

- 1.1 Stellenberg High School, hereafter referred to as “the School”, is a public school having juristic personality¹; the governance of said school is entrusted to the SGB² (School's Governing Body).
- 1.2 The SGB is empowered to determine the admission policy of the School subject to the applicable statutory provisions³.
- 1.3 The School is committed to provide a school environment which strives for excellence in academic, cultural and sporting areas.
- 1.4 The best interest of each learner is paramount and this aspect will be considered whenever a learner applies for admission.
- 1.5 It is the aim of the School to create a school environment where the race, gender, culture, religion, sexual orientation, sexuality, marital status, ethnicity, social origin, colour, disability(ies), HIV status, conscience, language, immigration status, nationality and economic status or any other arbitrary position of the learner will in no manner be an impediment to a learner's access to the School.
- 1.6 Therefore, the SGB has constituted the following policy as the admission policy of the School (“the admission policy”) in the belief that its provisions are consistent with the legislative framework below.

2. LEGISLATIVE FRAMEWORK

- 2.1 The admission of learners to the School is subject to the following statutory provisions:
 - 2.1.1 The Constitution of the Republic of South Africa, No. 108 Of 1996 (“the Constitution”) and any amendments thereto;
 - 2.1.2 The South African Schools Act, No. 84 of 1996 (“the SASA”) and any amendments thereto;

¹ Section 15 of SASA; Section 15 of WCPSEA

² Section 16 of SASA; Section 13 of WCPSEA

³ Section 5 of SASA; paragraph 7 of the National policy; Section 41 of WCPSEA; Pages 3 and 4 of the WCED policy

- 2.1.3 The National Education Policy Act, No. 27 of 1996 and any amendments thereto;
- 2.1.4 The Admissions Policy for Ordinary Public Schools, Government Gazette Volume 400 Notice number 19377 of 19 October 1998, notice No. 2432 of 1998, ("the National Policy");
- 2.1.5 The Western Cape Provincial School Education Act, No. 12 of 1997 as amended ("the WCPSEA");
- 2.1.6 The WCED Policy for the Management of Admission and Registration of Learners of Ordinary Public schools ("the Western Cape Policy");
- 2.1.7 Circulars 53/2021, 59/2021 and 63/2021;
- 2.1.8 The Promotion of Administrative Justice Act, No. 3 of 2000; and any amendments thereof;
- 2.1.9 The Refugees Act, No. 130 of 1998 and any adjustments thereto;
- 2.1.10 The Immigration Act, No. 13 of 2002 and any adjustments thereto;
- 2.1.11 Any other Legislative and Policy Act which regulates and governs the education, learning, teaching and religious instruction within South African Public Schools with accompanying amendments;
- 2.1.12 Any legal framework with reference to admission, teaching and learning in South Africa.

3. GENERAL PROVISIONS

3.1 The SGB acknowledges that:

- 3.1.1 it stands in a position of trust towards the School⁴.
- 3.1.2 it has been entrusted with a public resource that must be managed in the interest of learners, parents⁵ and the broader community in which the School is located; and
- 3.1.3 the admission policy has to adhere to and must be consistent with 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 SGB to determine the admission policy to the School⁶.

3.2 The SGB strives to:

- 3.2.1 ensure the lawful administration of learner admission and registration in the School;
- 3.2.2 facilitate the timeous admission of learners to the School in an efficient manner;
- 3.2.3 enable effective teaching and learning to commence on the first day of the school year and on the first day of successive school terms;

⁴ Section 6 of SASA; Section 13 of WCPSEA

⁵ Any reference to parents includes the singular as well as the legal guardian or guardians of a learner.

⁶ Section 7 of the National Policy

- 3.2.4 ensure the School's development by providing quality education and promoting the best interest of the learners attending the School⁷; and
- 3.2.5 to promote the best interest of each and every learner in the School, with reference to Section 28(2) of the Constitution.

4. LEGAL RESPONSIBILITY FOR THE PROCESS REQUIRED TO CO-ORDINATE AND ADMIT LEARNERS TO ORDINARY PUBLIC SCHOOLS

- 4.1 The Constitution⁸ stipulates that a child's best interest is of paramount importance in every matter concerning the child. The School and SGB require strict observance by the Head of Department ("the HOD") of the Western Cape Education Department (WCED) and/or the HOD delegate(s)/the Principal⁹ of the aforesaid provision, as a prerequisite to any decision to be taken regarding the admission of a learner to the School.
- 4.2 The SGB determines the admission policy of the School¹⁰. The admission policy is drafted in line with the above legislation, and the purpose of the National Policy is to provide a framework to all provincial departments of education and governing bodies of public schools for developing the admission policy of the school.
- 4.3 The SGB will make a copy of the policy available the HOD. The HOD is responsible for the administration of the admission of learners to a public school¹¹. The HOD may delegate the responsibility to admit learners to a departmental official¹².
- 4.4 The HOD must co-ordinate the provision of schools and the administration of admissions of learners to ordinary public schools with governing bodies to ensure that all eligible learners are suitably accommodated in terms of the SASA¹³.
- 4.5 The HOD must determine a process of registration to public schools¹⁴. The WCED has developed the CEMIS (The Central Education Management Information System) registration system for the registration of learners in accordance with the provisions of the National Policy. This system is aimed at enabling the admission of learners in a timely and efficient way, as well as the tracking of all learners who enter the school system. The WCED will be using the SAMI online admission system for applicants who wish to apply for admission at public schools.¹⁵
- 4.6 According to the National Policy, the SGB requires and expects that the Deputy Head and/or a representative and/or the Principal coordinate all supportive structures in determining the placement of each suitable learner applying for appropriate admission in adherence to the regulations as stipulated in this policy.
- 4.7 The HOD/the delegate HOD/the Principal must consider the admission policy fairly and in accordance with the law at all times whilst engaged in the process of deciding upon application for admissions. The SGB stipulates and requires the HOD/the HOD delegate/the Principal to allow the SGB full access to any registration files (and copies of) kept as part of the admission process.

⁷ Section 20 of SASA

⁸ Section 28(2) of the Constitution

⁹ Any reference to the Headmaster in the Admission policy is a reference to the Head of the school.

¹⁰ Section 5 of SASA; Par.7 of the National policy; Section 41 of WCPSEA; Page 3 and 4 of the WCED policy.

¹¹ Section 5 of SASA; Paragraph 6 of the National policy; Page 4 of the WCED policy.

¹² Section 62 of SASA; Par. 6 of the National Policy; Page 4 of the WCED policy.

¹³ Paragraph 8 of the National Policy.

¹⁴ Paragraph 5 of the National policy.

¹⁵ Pages 4,8,9 as well as 16-19 of the WCED policy.

SAMI: School Admission Management Information.

- 4.8 The member of the Executive Council for Education, known as the Provincial Minister of Education in the Western Cape (“the Minister”) considers appeals from a parent or a learner who has been refused admission to a public school¹⁶.

5. LEGAL PRINCIPLES

- 5.1 The admission policy of the School must be in accordance with the Constitution, the National Policy, the SASA, the WCPSA and the WCED policy¹⁷.

- 5.2 To reach aforementioned goal the following points have to be considered:

5.2.1 The School will not unfairly discriminate against a learner who applies for admission to the School. No learner will be refused admission on grounds of race, gender, sex, marital status, ethnicity or social origin, colour, sexual orientation, age, disability, HIV status, religion, conscience, belief, culture, language, birth, immigration status or nationality or any other arbitrary grounds¹⁸.

5.2.2 The School will not administer any test relating to the admission of a learner to the School, or direct or authorise the Principal or any other person to administer such a test, except if a learner is being placed into a specific course or programme—such as technical fields, dance, visual arts, music, drama, or advanced academic streams—and it serves the educational interests of the learner, the HOD may request that the learner undergo a suitable test to aid in the placement decision.¹⁹

5.2.3 The SGB determines the language policy and religious policy of the School, subject to the Constitution, the SASA and any other applicable law in this regard.²⁰ These policies must be read in collaboration with this Application Policy and forms an integral part of this Application Policy.²¹

5.2.4 The School will, subject to the provisions set out below, not refuse continued education at the School to learners who are in the school system, but who have become over-age due to repeating grades. An over-age learner is one who is more than two years older than the age group norm (the Grade plus six years)²².

5.2.5 The proviso mentioned above in 5.2.4 is subject to the following conditions:

5.2.5.1 When an over-age learner is transferred from one public school to the next, they may only be admitted with the permission of the circuit team manager²³.

5.2.5.2 A learner who has repeated one or more years at school is exempt from the age grade norm, except when a learner is three years older than the norm age per grade, in which case the HOD must determine whether the learner will be admitted to that grade²⁴.

¹⁶ Section 5 of SASA; Par. 43 of the National Policy; Parts 4 and 13 of the WCED policy.

¹⁷ Paragraph 3 of the National Policy; Part 5 of WCED Policy.

¹⁸ Section 5 of SASA; Par. 9 of National Policy; Part 5 of National Policy.

¹⁹ Section 5 of SASA; Part 5 of WCED Policy. Paragraph 11 of National Policy.

²⁰ Section 6 of SASA; Part 5 of WCED Policy. Article 44 of WCPSEA

²¹ The Language Policy and Religious Policy are available for this purpose at the school on request

²² Part 11 of WCED Policy; WCED Circular minute 240/2003

²³ Part 5 of WCED Policy; WCED Circular Minute 240/2003

²⁴ Paragraph 30 of the National Policy.

5.2.5.3 Multiple repetitions in one grade is not permissible²⁵.

- 5.2.6 Where insufficient vacancies exist in the School, learners of the compulsory school-going age will have preference of admission over deregistered learners who are no longer of the compulsory school-going age and/or are over-age or underage learners. Deregistered learners who are above the compulsory school-going age will be referred to an AET centre or an FET college²⁶.
- 5.2.7 Any learner admitted to the school is admitted to the total school programme, and will not be suspended from classes, denied access to cultural, sporting or social activities of the formal school programme on the grounds of an inability by his/her parents to meet the required school fees, or denied a School report or transfer certificates, or otherwise victimised on the grounds that he/she and/or his/her parent(s) do/does not subscribe to the Code of Conduct of the School and the vision and mission statements of the School. Also, on the grounds that the parent(s) has/have refused to enter into a contract in terms of which the parent(s) waive(s) any claim or damages arising out of the education of the learner.
- 5.2.8 Parental responsibility: Every parent must ensure that a child, for whom the parent is responsible (this includes adoptive and foster parents), attends school from the first school day of the year in which the child turns 7 (seven), until the last school day in which the learner reaches the age of 15 (fifteen) years or the ninth grade, whichever occurs first²⁷.

6. THE CAPACITY OF THE SCHOOL

- 6.1 With regard to the School's vision, the School's budget and compliance with the prescribed norms and standards, the SGB has determined that the capacity of the School shall be limited to 1485 learners. The SGB will determine the capacity of the School, from time to time, considering factors that have been identified, from time to time, by the SGB. These factors must keep the safety and well-being of the learners in mind, that is to remain the School's first priority.
- 6.2 With regard to the School's vision, the School's budget and compliance with the prescribed norms and standards, the SGB has determined the optimal capacity of a class as 33 learners. The SGB will determine the capacity of a classroom at the School, from time to time, considering factors as identified, from time to time, by the SGB. These factors must keep the safety and well-being of the learners in mind, that is to remain the first priority of the School.
- 6.3 The final number of learners accepted into the School at any one time will not exceed the capacity as mentioned in 6.1 above, nor will it exceed the optimal capacity per class as mentioned in 6.2 above, without the motivation of the Principal and ratifications by the SGB.
- 6.4 In reaching a decision on this figure, all relevant factors will be considered, including, but not limited to the following:

²⁵ Paragraph 31 of the National Policy.

²⁶ Part 10 of WCED Policy;

AET means Adult Education and Training Centre; means FET College: Further Education and Training College

²⁷ Section 3 of SASA; Part 5 of WCED Policy.

- 6.4.1 The educational needs, safety and well-being of the learners, which are of paramount importance in determining the capacity of the School;
- 6.4.2 The number of available teachers at the School;
- 6.4.3 The number and size of appropriate, and/or designated classrooms;
- 6.4.4 The maximum number of learners permitted in the School as determined by the Principal and the SGB as mentioned in 6.1;
- 6.4.5 Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education;
- 6.4.6 Space requirements, including areas for administrative needs for teachers and non-teaching staff;
- 6.4.7 The need to provide sufficient, reasonable and fair workspace for the teaching and learning situations that arise spontaneously when teachers provide quality education to learners; this includes specially allocated, designated and exclusive workspace for the following parties:
 - 6.4.7.1 the School Management Team
 - 6.4.7.2 general admin personnel without which the School will not be able to perform and complete daily tasks both within the scope of the school day as well as after hours for supervision and extra-curricular activities;
 - 6.4.7.3 staffroom;
 - 6.4.7.4 offices/spaces where vital community services can be utilised by teachers, assistants, non-teaching personnel and essential support staff in order to complete tasks, perform important and subject-related administration;
 - 6.4.7.5 any other allocated space where continuous educational activities can take place for the purpose of educating the learners, in the care of the School, teachers, non-teaching personnel and essential support staff.
 - 6.4.7.6 A room, classroom or an office, which is not used specifically for teaching a subject but is used as storage space by maintenance or ground staff in the fulfilment of their duties;
- 6.4.8 Space for sport equipment, learner support, cultural and recreational programmes as well as a diverse array of activities which the School offers, whether it be curricular or extra-curricular, and any other activity which is approved by the national and provincial legislation and/or policies by the School and the WCED, can or should be offered;
- 6.4.9 The provision of continued space for consumer studies, dramatic arts, art and design;
- 6.4.10 Computer and music facilities, which include an Activity Centre, a Function Venue and the School Hall, should all be available for essential gatherings, administrative operations, daily and general school business;

- 6.4.11 Laboratories for subjects such as: natural science, physical science, life sciences, EDGES and technology, (including the i-Hub);
- 6.4.12 The provision of sufficient sanitation and ablution facilities and playground space for learners to mingle during leisure time;
- 6.4.13 The prevention of the spread of COVID-19 or any related pandemics as well as any other related, relevant bacteria or virus which will affect the education of learners caused by national and/or provincial regulations and legislation; to thereby uphold and ensure the safety, well-being and health of the learners and staff of the School as far as possible;
- 6.4.14 Space for the total number of learners and staff of the School which is conducive to quality learning as is required.

7. ADMISSION PRINCIPLES

- 7.1 The SGB and the School will never deliberately discriminate against the application of a learner, nor will it ever be the intent to discriminate against any applicant. Although the SGB and the School are committed to education in partnership with the state, the SGB does acknowledge that it is not always possible to accept all learner applications and that a form of fair and reasonable discrimination will always exist and cannot be eradicated entirely. Applicants must pay specific attention to this.
- 7.2 The School maintains a dual-medium language policy. This entails that teaching is provided alternately in Afrikaans and English in all classes from Grades 10-12. (The Language of Instruction and Learning in Grades 10-12 is dual medium.) However, a parallel-medium language policy (mother-tongue teaching) applies ONLY to Grades 8 and 9. Please refer to the School's Language Policy in this regard. The School's human resources and logistic facilities are geared towards servicing the needs of learners whose home language or chosen language of tuition is the medium of instruction at the School, which is: Afrikaans and English.
- 7.3 The Governing Body reserves the right to reject applications if parents submit false or fraudulent documents.
- 7.4 The School will, where it is reasonably practicable and where the School has the relevant educational support, admit learners with special educational needs²⁸.
- 7.5 Admission to Grades 9-11 will be considered only if there are vacancies in the relevant grade and will always be subject to the regulations of the WCED and the absolute permissible capacity of the School. Only in exceptional circumstances will applications be considered for learners wishing to enter Grade 12.
- 7.6 The consideration of a learner's application will be made according to criteria with a merit weighting. It will be based on the following principles, which are set out in no particular order:
 - 7.6.1 the distance, measured from the main entrance of the School to the applicant's permanent place of residence. When applying said criteria the SGB and the School reiterate the following:

²⁸ Section 12(4) of SASA; Part 5 of WCED Policy.

7.6.1.1 Section 3(1)(a) of the Western Cape Provincial School Education Act, No 12 of 1997 states that:

“every learner shall be entitled to basic education his or her nearest ordinary public school, insofar as it is reasonably practical”;

7.6.1.2 the WCED did not determine any feeder zones for the admission of learners to public schools;²⁹

7.6.1.3 that parents might have an expectation that learners will be accepted at a School because parents have a permanent place of residence in the immediate vicinity of that School;

7.6.1.4 that a learner’s permanent place of residence provides no guarantee of admission to the School;

7.6.1.5 that the permanent place of residence is but one of the criteria used in the consideration of a learner’s application to the School;

7.6.2 the language skills and abilities of the applicant to converse, read and understand Afrikaans and English as languages of tuition, as stipulated in the Language Policy of the School;

7.6.3 the academic achievements and/or potential of a learner;

7.6.4 if a learner was enrolled at any of the preferred primary schools: Bastion Primary School, Brackenfell Primary School, Durbanville Primary School, Eversdal Primary School, Gene Louw Primary School, Kenridge Primary School, Panorama Primary School, Vredeloof Primary School and Welgemoed Primary School. These primary schools are defined, by the SGB, as preferred primary schools due to their shared values, similar curricular and co-curricular activities, a similar policy regarding Language of Teaching and Learning as well as a similar policy pertaining to e-Learning and/or a blended learning approach;

7.6.5 whether the learner is a sibling (brother or sister) of a current learner of the School that will still be enrolled at the School the following year;

7.6.6 whether the learner is a child of a former learner (alumni) of the School.

7.6.7 if the learner, applying for admission, is a child of an educator at the School;

7.6.8 the learner’s participation and achievements in sports codes offered by the School: athletics, cycling, golf, hockey, cricket, cross country, squash, netball, rugby, sevens rugby, chess, cheerleading, swimming, tennis, biathlon and archery;

7.6.9 the learner’s participation and achievements in culture codes offered by the School: choir singing, performing arts (dance / theatre), oratory arts (public speaking / debating / eisteddfod), creative arts (art and design) or music (instrumental / voice);

7.6.10 leadership positions;

²⁹ Sango Melikhaya Hesewu and Felicia Lenoholo Hesewu v School Governing Body, Sunningdale Primary School and Minister for Education: Western Cape, Case No. 15908/2020. Aangehoor op 20 Oktober 2021 en uitspraak gelewer op 26 Oktober 2021. WKOD-Beleid vir die bestuur van toelating en registrasie van leerders tot gewone openbare skole Omsendbrief 26/2010 gedateer 2010/08/24, The National Admission Policy for Ordinary Public Schools Government Gazette 19377 of 1998

- 7.6.11 whether the School awards a merit weighting to the applicant. The SGB and the School give consent to the Principal to apply his/her absolute discretion when awarding a merit weighting to an applicant with exceptional potential, talent or circumstances.
- 7.7 The SGB reserves the right to accept 15 (fifteen) applicants who might not necessarily answer to the criteria mentioned above in 7.6. The merit of each application, the potential of said applicants and/or whether it is in the best interest of the applicant to be accepted at the School, will determine the outcome of this decision. The SGB will determine the procedure of such an application, the procedure for consideration of such an application, and the procedure pertaining to the admission of such an applicant. This decision of the SGB will be final and binding.
- 7.8 When considering the application of possible applicants, the SGB and the School will:
- 7.8.1 determine if the admission of an applicant to the School, is in in the best interest of the learner;
 - 7.8.2 consider the preference and preferred choice of the applicant to attend the School as the preferred school of choice, and to engage in all the activities offered by the School;
 - 7.8.3 consider the willingness of the applicant to participate in the unique environment of the School, the willingness to add value to his/her own school experience and the collective experience of all other learners at the School.
- 7.9 Parents of an applicant should note that the admission of the applicant applies to the admission of said learner, and not the parents. Therefore, the applicant must have the necessary language skills in Afrikaans and English, as required. Parents of applicants who are not able to converse in, or understand, Afrikaans and English will in no way receive special treatment and no exceptions will be made in this regard.
- 7.10 Parents of an applicant must be aware that the School follows a blended learning approach to e-Learning. This academic approach requires parents to purchase a suitable device (according to the instructions and specifications of the School) or that a learner must be willing to hire, or use, the devices made available by the School (if such devices are available and according to the terms and conditions set out by the School).
- 7.11 When applying to the School, the parents of the applicant and the learner accept and adhere to the Language Policy, the Religion Policy and the Code of Conduct of the School.
- 7.12 Applicants should note that the absence or presence of one or more of these principles or provisions does not mean that a learner will necessarily be refused or guaranteed admission to the School. The precise application of the admissions principles and the consideration of each application shall remain within the discretion of the SGB.
- 7.13 The Admission Policy as contained in this document is the all-encompassing policy with relation to the admission of learners to the School and no exception or deviation from set policy will be accepted unless it is put in writing and examined by the SGB during a proper scheduled meeting with this matter on the agenda.
- 7.14 The SGB reserves the right to review and amend the admissions policy on an annual basis.

8. SCHOOL FEES

- 8.1 The School is a fee-paying high school. Parents must note that school fees are payable in advance. Permission to pay school fees monthly or quarterly must be requested in writing.
- 8.2 The SGB accepts the responsibility of raising the funds required to manage and operate the School through charging school fees, to collect such fees and to administer the fees effectively.
- 8.3 The SGB will take all reasonable measures within its means to supplement the resources supplied by the State in order to improve and ensure the quality of education for all learners at the School.³⁰
- 8.4 The SGB will raise additional funds through the active involvement of the parents of learners who, in return for their regular payment of school fees and other financial contributions, are offered a direct and meaningful say in school governance and the expenditure of school funds.
- 8.5 The SGB therefore sets its own school fees and will prepare budgets for approval at an annual general meeting of parents.³¹
- 8.6 School fees payable in respect of each learner admitted to the School shall be determined by the SGB with the approval of a majority of parents attending a general parent meeting which shall be arranged annually by the SGB.³²
- 8.7 A schedule of the annual school fees payable to the School for the relevant year of admission is available from the Admissions Manager or from the administrative office at the School.
- 8.8 A parent is liable to pay the school fees determined by the SGB unless, or to the extent that, the parent has been exempted from payment in terms of SASA.³³
- 8.9 A parent who wishes to be exempt from the payment of school fees for a learner at the School must apply in writing annually to the chairperson of the SGB for full, conditional or partial exemption.³⁴ The form to be completed for the application of exemption is available on request at the School.
- 8.10 A parent may appeal to the HOD against a decision of the SGB regarding the exemption from payment of school fees.³⁵
- 8.11 The School may enforce payment of school fees, by process of law enforcement, from parents who are liable and able to pay school fees.³⁶
- 8.12 In the case of divorced, separated or estranged parents, the School has the right to enforce payment of school fees against any one of the parents or against both parents, irrespective the divorce order provisions between the parents or an agreement between the parents.

³⁰ Section 36 of SASA; Section 49 of WCPSEA

³¹ Paragraph 39 of the National Policy

³² Section 39 of SASA; Section 49 of WCPSEA; Part 5 of WCED Policy

³³ Section 40 of SASA; Section 49 of WCPSEA; Part 5 of WCED Policy

³⁴ The Regulations relating to the exemption of parents from the payment of school fees (Government Gazette 29311 of October 2006); Part 10 of WCED policy

³⁵ Section 40 of SASA; Part 10 of WCED Policy

³⁶ Section 41 of SASA

- 8.13 The School will not charge a registration fee, a deposit, re-admission fee or any such fees when application for admission is made to the School.
- 8.14 School fees, or any other fees, will only be charged after the learner has been informed in writing of his/her acceptance for admission to the School.³⁷

9. PROCEDURE: ADMISSION AND ENROLMENT OF LEARNERS AT THE SCHOOL

- 9.1 It is compulsory for parents to apply for admission of a learner to the School at the WCED.
- 9.2 The WCED application must be strictly and timeously adhered to with reference to WCED criteria, instructions and due dates of that particular year.
- 9.3 Parents must familiarise themselves with the application procedure in order to prevent incomplete or unsuccessful applications. The School and the SGB cannot be held accountable for the negligence of parents regarding applications.
- 9.4 There are TWO distinct phases when applying for admission to the School. Admission to the school is when a learner is being admitted to the school from the outside and placement refers to admitted learners placed in a class. Phase 1 is the application for admission via the WCED's online system, and Phase 2 is the enrolment of the applicant according to the WCED's registration process. Both phases are covered in the following explanation.

Phase 1: Application for admission³⁸

The following steps are involved:

- 9.4.1 An applicant must apply electronically on the WCED's SAMI registration system. The applicant must complete and present the application form and the required documents.
- 9.4.2 The School, in turn, has to notify the parent or learner in writing that the application for admission has been successful or unsuccessful. If successful, the parent or learner must either accept or reject the place at the School within the time framework provided by the WCED.
- 9.4.3 The Principal will notify the parent or the learner in writing whether the learner has been admitted to the School or not, by no later than the date determined by the WCED each year.
- 9.4.4 If unsuccessful, the letter shall provide the reason for the learner's non-acceptance³⁹
- 9.4.5 The School will exclusively communicate via e-mail in this regard.
- 9.4.6 If successful, the parent or learner must either accept or reject the place at the School in writing within the time framework determined by the WCED. If this confirmation does not reach the School by the specified date, the learner will forfeit his/her place at the School.
- 9.4.7 There is no waiting list for applications. Parents are advised to apply at multiple schools in order to ensure admission to a school the following year.

³⁷ Section 39 of SASA

³⁸ Parts 7,8,10 and 11 of WCED policy

³⁹ Section 5 of SASA

9.4.8 In Phase 1 the criteria, as mentioned in paragraph 7, will be followed until the capacity of the School and/or a classroom has been reached.

9.5 **Phase 2: Registration of applications**⁴⁰

The second phase commences after acceptance of a learner with the compulsory registration of the learner on the Central Education Management Information System (CEMIS) as part of the School enrolment.

10. **DOCUMENTATION REQUIRED FOR ADMISSION AFTER ENROLMENT AND ACCEPTANCE AT THE SCHOOL AND REGISTRATION WITH THE WCED**

10.1 The WCED's SAMI online learner registration form is used by the School.

10.2 Various admission documents ⁴¹ are necessary for admission to and enrolment in the School. A list of required documents is provided below. The following documents must accompany the duly completed and signed form. The form is to be signed by both parents and the learner or, in the case of a single parent, must be co-signed by the learner. The information document must be submitted after acceptance. The Governing Body reserves the right to reject applications if parents submit false or fraudulent documents.

10.2.1 An official birth certificate or, in the absence of such a document, official proof that application has been made to the Department of Home Affairs to procure a birth certificate or identification document;

10.2.2 An academic report issued by the school last attended by the learner as indicated on the application form;

10.2.3 A certified copy of a utilities account, such as a municipal account or lease agreement in the case of a residence rented by the parents, as proof of the permanent residential address of the learner;

10.2.4 A certified copy of each parent's identification document or passport;

10.2.5 A subject choice form where the choice of subjects is indicated by the parents for Grade 8 subjects or Grade 9 to 12 subjects as is relevant to the learner;

10.2.6 From time to time, additional documents can be added to the list as required by the School.

10.3 To align the admission process with the WCED CEMIS, an original school transfer letter is required from the school where the learner is enrolled, in cases where a learner wishes to transfer to the School from another WCED school.

10.4 Learners transferred to the School from an Independent School also require all aforementioned documents.

10.5 Learners transferred to the School from Home Schooling also require all afore-mentioned documents, except the transfer letter or certificate when applying for admission.

⁴⁰ Parts 7,8, 12 & 13 of WCED Policy

⁴¹ Paragraphs 14 – 17 of the National Policy; Part 8 and 11 of the WCED policy

- 10.6 The WCED policy applies equally to learners who are not citizens of South Africa and whose parents are in possession of temporary or permanent permits for residents issued by the Department of Home Affairs.⁴²
- 10.7 In addition to the aforesaid compulsory documents, non-South African citizens must also note the circulars/principles from the WCED regarding their children's admission.
- 10.8 All learners in the WCED school system must be registered with the WCED's CEMIS system and various registration documents⁴³ are required.
- 10.9 A learner registration form is used to register learners who enter the WCED school system for the first time and must accompany the application when the learner registers at the School from another province or country.
- 10.10 The CEMIS transfer certificate is required when the learner leaves the School for another WCED school. This certificate is used to remove the learner from one school and register the learner at the next school.
- 10.11 The CEMIS deregistration certificate is used to de-register learners who leave the school system permanently. It is also required when learners of compulsory school age previously left the WCED school system and wish to return and enrol at a WCED public school once more.
- 10.12 The WCED online CEMIS replaces any previous admission processes as required by National Policy.
- 10.13 The Governing Body reserves the right to reject applications if parents submit false or fraudulent documents.

11. ANNUAL ADMISSION TIME FRAMES

- 11.1 Application for the admission of learners who apply for the first time at the School for the following year starts as indicated by the National Department of Education in the National School Calendar and closes on a date as prescribed by the WCED. It is the applicant's responsibility to make sure of the closing date for each year.
- 11.2 Parents who wish to enrol their children at the School for the first time are advised to apply for admission and register the learner at the School in the year preceding the school year in which the learner intends enrolling at the School.
- 11.3 All applications for admission must be made on the WCED online system for consideration of the Headmaster/-mistress.
- 11.4 The learner's parents will be notified in writing whether the learner's application was successful or unsuccessful by no later than the date determined each year by the WCED.
- 11.5 Late applications will only be considered after the timeous applications have been handled. If there are still places available, the late application will be considered for such a place.

⁴² Paragraphs 20 – 21 of the National Policy; Part 8 of the WCED policy

⁴³ Part 8 of the WCED policy

12. ADMISSIONS REGISTER

- 12.1 The principal will keep a register of admissions to the school. All admissions of learners to the School must be recorded in the register of admission. The register contains the name, date of birth, age, Identity Number, if applicable, and address of the learner, as well as the names of the learner's parent(s) as defined in the SASA, 1996 and their addresses and telephone numbers, where applicable.

13. LEAVE TO APPEAL

- 13.1 Any learner or parent of the learner who has been refused admission by the School at the end of the application process has the right to appeal in writing against the decision of the School to the Member of the Executive Council (MEC) also known in the Western Cape as the Minister of the WCED.⁴⁴

⁴⁴ Section 5(9) of SASA; Par 43 of National Policy; Parts 4 and 13 of the WCED Policy