



KLIPSPRINGER

PRIMARY SCHOOL

EMIS N°: 08177
Pay Point 400601

P.O. Box 16174
West Acres Nelspruit 1211

41 Koraalboom Ave,
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The Admissions Policy

1. Purpose

The Admissions Policy is one of the critical guiding documents of Klipspringer Primary School. It seeks to ensure:

- a. That there is no unfair discrimination in the admission of learners to the school.
- b. That no learner is unlawfully refused admission to the school.
- c. That the administrative procedures for admission to the school are clearly defined and known to all affected parties.
- d. That the admission of learners to the school is carried out in a smooth and professional manner.

2. Preamble

The South African Schools Act, (SASA) No. 84 of 1996, stipulates that the SGB of a school has the responsibility to establish and adopt an admission policy for its school. The policy shall be in line with the directives of the Constitution of the Republic of South Africa, the SASA, and any Provincial Regulations. The laws of the country shall always take primacy over this policy in cases where contrasting stipulations exist.

3. The School Admissions Committee

- a. The SGB shall establish a School Admissions Committee (SAC) for the school.
See Addendum A
- b. The School Admissions Committee (SAC) shall be chaired by a member of the SGB or a person delegated with such a responsibility.
- c. The SAC shall ensure that this Policy is adhered to at all times.
- d. The following are the duties of the SAC:
 - i. To develop policy for admission, ensuring the policy is in line with the law and with SASA
 - ii. Oversee the process of admission to KPS and to ensure that the school is not forced to admit learners if there is no space.
 - iii. Update the policy on a regular basis if needed.
 - iv. Hand out Application forms.
 - v. Sort application forms according to zones.
 - vi. Compile database.
 - vii. Selection of learners.
- e. The members of the SAC shall serve for a period of 3 (three) years.





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4. Rights of learners to admission

- a. No learner shall be denied admission to the school on the basis of gender, race, colour, creed, or cultural background.
- b. No intelligence determining tests or related aptitude tests shall be administered to learners to determine their admission to the school. The school reserves the right to administer a language assessment in order to ensure timeous support for learners who would benefit from this.
- c. In case where a parent is unable to pay the required school funds, the school shall invite the parent to the school for a discussion with the principal.
- d. No learner shall be denied his/her results/certificate on the grounds that the parent:
 - i. Is unable to pay the required school funds
 - ii. Does not subscribe to the mission statement of the school
 - iii. Has refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of the learner.
 - iv. Language assessment may be administered to ensure support of students.
- e. No learner shall be denied admission to the school on the basis of the bad behaviour of his brothers/sisters who were previously admitted to the school.
- f. On admission parents have to be made aware of the schools code of conduct and rules and sign that they agree with the rule of the school.

5. Age norms

The following are requirements for admission to the specific grades.

(According to S.A Schools Act 84 of 1996)

Grade	Permissible maximum age
R	5 Turning 6 before 30 December
1	6 Turning 7 before 30 December
2	7 Turning 8 before 30 December
3	8 Turning 9 before 30 December
4	9 Turning 10 before 30 December
5	10 Turning 11 before 30 December
6	11 Turning 12 before 30 December
7	12 Turning 13 before 30 December





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6. Admission procedures

a. Responsibility

- a. The admission of learners for the following academic year shall be done during the months of **May to 31 August** of the current year.
- b. **No admission of learners shall be carried out in the beginning of the academic year.**
- c. The following procedure shall be carried out during the admission of learners in the school:
 - i. Complete application form
 - ii. Required certified documents must be attached
 - iii. Age norms must be reviewed
 - iv. There must be a vacancy in that specific grade.
- d. A school's admission is electronically done on the Edupac system.
- e. It is the responsibility of the principal to verify and ensure that all learners enrolled in the school appear in the school's electronic system.
- f. Check class analysis using class List

b. Admission to the entry grade

- a. In the case of learners being admitted to the entry grade to the school, the following shall be required from the learner:
 - i. A duly completed application form.
 - ii. Certified latest school report.
 - iii. Certified Birth Certificate.
 - iv. Clinic Card or Medical aid.
 - v. Proof of Residence in the name of the parents.
 - vi. Certified ID copies for Parents.
 - vii. Child's ID photo.
 - viii. Latest school fees statement. (If in a pre-school)
- b. If the learner does not have some of the required documentation, such a learner may be admitted provisionally pending the submission of such outstanding documents.
- c. The age norm of for admission to the school's entry grade shall be consistent with the departmental norms.





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- d. Learners who have taken transfer from other schools shall be required to submit the following documents in order for their application for admission to be considered:
- i. Transfer card
 - ii. Latest report
 - iii. A duly completed application form.
 - iv. Certified latest school report.
 - v. Certified Birth Certificate.
 - vi. Clinic Card or Medical aid.
 - vii. Proof of Residence in the name of the parents.
 - viii. Certified ID copies for Parents.
 - ix. Child's ID photo.
 - x. Latest school fees statement.
- e. The school reserves the right to verify any documentation submitted to the school for admission purposes by requesting information from previous school.
- c. Admission to other grades**
- a. The admission of a learner to any other grade other than the entry grade shall require the approval of the School Management Team (SMT).
 - b. The following procedure shall be effected in the case of new learners who require admission to other grades at the school:
 - i. Availability of a space must be considered
 - ii. A learner whose siblings are already enrolled at Klipspringer must be considered.
 - iii. Reason of leaving the previous school must be known.
- d. Admission of foreign learners**
- a. The school shall give priority to local learners for admission over foreign learners providing there is space in the grade.
 - b. In the case of a foreign learner applying for admission, the following documents shall be required:
 - i. Study Permit
 - ii. Transfer card
 - iii. Latest report
 - iv. A duly completed application form.
 - v. Certified latest school report.





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- vi. Certified Birth Certificate.
 - vii. Clinic Card or Medical aid.
 - viii. Proof of Residence in the name of the parents.
 - ix. Certified ID copies for Parents.
 - x. Child's ID photo.
 - xi. Latest school fees statement.
- c. A school fees levy applicable to foreign learners shall be determined by the SGB.

e. Admission of learners with special needs

- a. **Wherever reasonably possible**, the school shall admit learners with special needs.
- b. In the case where the school cannot provide the necessary support, which would allow for the integration of the learner, the principal shall refer the application of such a learner to the provincial department of education for the learner to be placed in a suitable school.
- c. Learners with special needs should not be admitted and places in mainstream until staff and facilities are available.

f. Closing dates for admission

- a. The school shall observe the following dates regarding the admission process:

Activity	Date
Closing dates for new applicants	31 August
Closing date for payment of admission fees	N.A.
Closing dates of all admission/re-registration	30 October

g. Additional information

- a. The following responsibilities to be carried out during the admission of learners are assigned to the specified officer:





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Activity	Responsible officer
Capturing of admissions	Kanya Mjongile
School Fees	Nonhlanhla Zitha
Develop policy for admission	SAC

7. Removal of learners from the admissions register

- a. A learner shall be removed from the school's admission register when the learner:
 - i. Leaves the school after completing the highest grade at the school,
 - ii. Applied and granted transfer to another school and the transfer accepted in the other school,
 - iii. Is expelled from the school in terms of the procedures and stipulations outlined in the Act,
 - iv. Passes away
- b. Once a new school or parent requests a transfer card, the child will be removed from the school admission register.
- c. It is the responsibility of the Principal and the register class educators to ensure that no learner appears in the school admissions register if the learner is no longer at the school.
- d. The teacher must be informed as soon as possible.

8. Repeating learners

- a. A learner who has repeated a grade one or more times at the school shall be exempted from the applicable age norm.
- b. **A learner who is three years older than the grade year norm will require the permission of the Provincial Education Department to be readmitted to the grade.**

9. Feeder zone for the school

- a. The SGB, in consultation with the Provincial Education Department, shall determine the feeder zone for the school.
- b. **Learners from the identified feeder zone for the school shall be given preference for admission to the school.**
- c. The school shall not out rightly deny learners from outside the feeder zone, admission to the school.

10. Right to appeal





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The SASA stipulates that any learner or parent of a learner who has been refused admission to a public school may appeal against the decision to the Member of the Executive Council. The school shall put the following procedure to deal with appeals to its non-admission of learners:

- a. Principal to be notified.
- b. Committee to review the case.
- c. Inform SGB of findings.
- d. SGB to make recommendation.
- e. Should the admission refusal stand, should be referred back to the HOD.

11. Recruitment

The school shall employ the following mechanisms to recruit learners from the feeder communities:

- Not applicable. School currently overflows without recruitment.

12. Policy review

The policy shall be reviewed every three years.

13. Policy effective date

This Policy becomes effective as from the date when it is adopted and signed into effect by the Chairperson of the SGB, the Principal and the Circuit Manager.

14. Conclusion

The admission of learners to Klipspringer Primary School is of utmost importance and critical to the growth and development of the school. It is important that the functionaries of the school ensure adherence to this policy for a smooth admissions process to be pursued in the school. Violations of this policy may lead to disciplinary action taken against the culprit. Only learners that are in adherence and observance of this policy shall be admitted to the school.

