

DIMANI AGRICULTURAL HIGH SCHOOL



ADMISSION POLICY

ADMISSION OF LEARNERS TO PUBLIC SCHOOLS

1. PURPOSE

The purpose of this policy is:

- 1.1.** To align the provincial admission processes with the latest legislation.
- 1.2.** To advise principals on the administrative procedures for admissions.
- 1.3.** To refer principals and school governing bodies to the relevant legislation in order to ensure compliance around admissions into public schools.

2. Legislative framework

- 2.1.** South African Schools Act, 1996 (Act No. 84 of 1996)
- 2.2.** Admission of Learners to Public Schools (Circular No. of 2016);
- 2.3.** Education Law Amendment Act, 2002 (The Amendment of Section 5 of Act 84 of 1996);
- 2.4.** Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001);
- 2.5.** Education White paper 5 as promulgated in 2004;
- 2.6.** Refugees Act No. 130 of 1998;
- 2.7.** Language in Education Policy (NEPA Act No. 27 of 1996)

3. INTRODUCTION

- 3.1.** This policy outlines management arrangements for admissions to public schools. Principals and school governing body must familiarize themselves with the legislations mentioned in paragraph 2 and the contents of this POLICY.
- 3.2. Each learner shall be required to apply for admission to Dimani Agricultural High School each school year. Application shall be made in the second half of the year for the coming academic year.**

4. REGISTRATION AND ADMISSIONS OF LEARNERS

- 4.1.** The registration process begins in July every year and ends at the end of September every year.
- 4.2.** No school will be declared full before the admission process is finalised in October every year.
- 4.3.** The District Director will be informed by the school admission data interrogated and analysed in November every year in declaring schools full.
- 4.4.** In the event of a school being declared full by the District Director, it is expected of the principal to submit all lists of successful and unsuccessful learners to the District Director to facilitate placement of such learners.

5. SCHOOL ZONING

- 5.1.** The temporary feeder zones for a particular year is the nearest school to the parents' home address or place of

work in relation to the parents' / learners' choice of medium of instruction after all due processes have been complied with. However, the medium of instruction must not be used as a tool for exclusion.

5.2. On waiting list A preference must be given to:

- ❖ Parents living in the area, including domestic employees
- ❖ Parents working in the area
- ❖ Learners' from the feeder primary school, even if parents live and work outside the area.

On waiting list B should be

- ❖ Parents who live and work outside the area.

6. APPEALS

6.1. A parent of a learner who is dissatisfied with the decision of the principal and the HOD not to admit the learner to the school must be given reasons in writing.

6.2. It is essential that

6.2.1. A letter from the school is sent to the parents explaining why the admission has been refused.

6.2.2. A copy of this letter is sent to the Circuit Manager;

6.2.3. The Circuit manager ratifies or set aside the decision of the school in writing to both the parents and the school;

- 6.2.4.** Appeals are made to the MEC only after the Circuit Manager has ratified in writing the decision of the school; and
- 6.2.5.** All the supporting documentation must accompany the appeal form.
- 6.3.** The MEC will refer any queries back to the School Admission Committee should the required form and accompanying letter from the school not be completed. Once all completed documentation is received by the MEC a decision will be made.

7. ADMSSION COMMITTEE

- 7.1.** Admission committee must be comprised of internal staff i.e. Educators and SGB representative/s (Parents component)
- 7.2.** Admission committee Chairperson must convene a meeting to organise or discuss the process of admission before any admission document is issued out to parents and learners
- 7.3.** This committee must set out open and closing date for applications of the next coming academic year.

8. ADMINISTRATIONS OF ADMISSIONS

- 8.1.** The school Governing Body shall encourage parents to apply for admission of their children before the end of the preceding year through publicity by making use of the following
- ❖ Pamphlets
 - ❖ Word of mouth
- 8.2.** The following shall be made available to the parents

- ❖ Application form
- ❖ Prospectus of the school

8.3. In the process of admitting, no learner shall be unfairly discriminated against.

8.4. A learner shall be admitted to total programme of the school and **may** not be suspended from classes, denied to cultural. Sporting or social activities of the school, denied a school report or transfer certificates.

8.5. The names of the learner shall be removed from a school's admission register when the learner:

8.5.1. leaves the school after grade 12 or after completing the compulsory school attendance period, or is granted exemption from compulsory attendance;

8.5.2. Applies for a transfer to another school; or passed away.

9. DOCUMENTS REQUIRED FOR ADMISSION OF A LEARNER

9.1. A duly completed form by the parent. Parents shall be given whatever assistance they require to complete an application form.

9.2. An official birth certificate of a learner. If a parent is unable to submit the birth certificate, the learner may be conditionally admitted until a copy of the birth certificate is obtained from Home Affairs Department.

9.3. Parents need to submit certified copies of Final results to the school for admission committee to finalise learner's registration.

9.4. A transfer certificate from the previous school. If the transfer certificate is not available, the learner shall be admitted in the basis of the following documentation:

9.4.1. The last statement of results/ progress report issued by previous school;

9.4.2. Other equivalent documentation from the previous school; or

9.4.3. A written affidavit of parent stating the reason for not having the transfer certificate and the grade the learner attended at the previous school.

10. ADMISSION OF NON-CITIZENS

10.1. This applies to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary residence issued by the Department of Home Affairs.

10.2. A learner who enters the country on a study permit must present the study permit on admission.

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

IMPORTANT NOTES

A. ENGLISH is the language of teaching and learning

B. The following documents must be attached to the application form.

- Certified copy of birth certificate
- Most recent school report.