



Blouberg Ridge Primary School

Admissions Policy 2024

Preamble

In terms of section 5 (5) of the South African Schools Act of 1996, the Governing Body of a public school must determine the admission policy of that school.

The Governing Body of BLOUBERG RIDGE PRIMARY SCHOOL has accordingly constituted the following as the Admissions Policy of the school, in the belief that its provisions are consistent with:

- The Constitution of the Republic of South Africa (Act 108 of 1996)
- The South African Schools' Act (Act 84 of 1996) as amended (SASA)
- The National Admission Policy for Ordinary Public Schools, Gov. Gaz. 19377 of 1998 as promulgated in terms of the National Education Policy Act (Act 27 of 1996), as amended (NEPA)
- The Regulations relating to: Exemption of parents from the payment of school fees in public schools (Gov. Gaz. 29311 of 18 Oct 2006) – SASA
- Norms & Standards for Language Policy in Public Schools, (Gov. Gaz. 18546, Dec 1997)
- The Western Cape School Provincial School Education Act (Act 12 of 1997)
- The Promotion of Access to Information Act, 2000 (Act 2 of 2000)
- The Promotion of Administrative Justice Act (Act 3 of 2000)
- WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools, Circular 26/2010
- Circular 0121/2003: WCED policy on managing learner pregnancy in public schools
- Circular 0240/2003: Admission of over-age learners to public schools
- Circular 0046/2004: Admission policy for pre-Gr. R and Gr. R learners to ordinary public schools
- Circular 0037/2023: Dates and time frames for applications for admission to ordinary public schools and the management of school admission information for 2024/2025
- Circular 0053/2021: Admissions of undocumented South African / Foreign learners for 2021/22
- Circular 0059/2021: Unlawful practices associated with school admissions, the payment of school fees and the levying of other fees
- Circular 0018/2022: Reminder: Online admissions system as the ONLY official system or form to be used by schools for admission to ordinary public schools in the Western Cape

Policy

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 their access to, or progress in, any aspects of school life.
- Make provision during the enrolment process to provide for applicants from disadvantaged backgrounds.

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It is the policy of the school that:

- All admissions are in line with the National and Provincial policies in relation to unfair discrimination.
- Education will be provided from Grade 1 to Grade 7
- No pupil will be refused admission on grounds of race, culture, religious belief or finance.
- The School Governing Body has, in its Language Policy, determined that the school will be a single medium School where the medium of instruction is English, learners admitted to the school should be sufficiently proficient in English so as not to prejudice their ability to progress academically. The school offers Afrikaans as the First Additional Language.
- Pupils diagnosed with barriers to learning will be referred to the School Based Support Team and District Based Support Team if necessary, to determine if the school can accommodate and support them.
- Pupils repeating a grade will be referred to the School Based Support Team to compile a support programme to assist them in bridging the areas of weakness.
- Any pupil admitted to the school is admitted to the total school program and will not be suspended from classes, denied access to cultural, sporting or social activities on the grounds of an inability by their parents to meet the required school fees. The Regulations relating to: Exemption of parents from the payment of school fees in public schools (Gov. Gaz. 29311 of 18 Oct 2006) – SASA Section 5(3), will be supplied to parents in the event of them needing to apply for this facility.
- The admission of pupils will be so managed that the school's intake includes representation of the major demographic segments (i.e. cultural, religious, ethnic and economic) broadly reflective of the composition of the community it serves, without prescribing any predetermined numbers or proportions in respect of such representation.
- The capacity of the school is based on the number and size of the classrooms in the school.

In order to achieve the foregoing, but also to ensure a just and equitable selection process, the measures listed below will be implemented during the management of the enrolment process.

1. The Western Cape Education Department sets the opening and closing date for applications.
2. Applicants who live with their parents/legal guardians in the natural service area of the school will enjoy precedence over those residing outside the natural service area.
3. An applicant whose age varies by 2 years or more relative to the average age of the grade cohort will not normally be accepted into the school.
4. All applications must be completed on the Western Cape Education Department's online system and only applications with all the required documents uploaded, will be considered.
5. Only after the applications received by the closing date have been dealt with, will the school consider late applications, and then only if there are still places available in the school.
6. Applicants and their parents may be given a brief interview with the headmaster and/or his representatives as an introduction to the school once their application is successful. No academic test will be administered to determine eligibility for admission.
7. Where a process of selection has to be applied as a consequence of the number of applicants exceeding the number of available places in the school or grade for which application is made, applicants will be considered and placed in the following order, except where placement in the school would not be in the best interest of the learner concerned:
 - Applicants for whom Blouberg Ridge Primary School is the nearest school to their place of residence
 - Applicants who are siblings of current and immediate past pupils of Blouberg Ridge Primary School and still reside in the area
 - Applicants who are children of past pupils and who reside in the area
 - All other applicants



Responsibility of parents

In terms of SASA Section 3(6), every parent must ensure that a child for whom the parent is responsible, attends a school from the first school day of the year in which such a learner turns seven, until the last school day of the year in which the learner reaches the age of 15 years or the ninth grade, whichever occurs first. Schools are thus required to bring the importance of regular school attendance to the attention of parents, learners and the community.

The following information and documents will be required from you upon acceptance at this school. The school reserves the right to verify all documents.

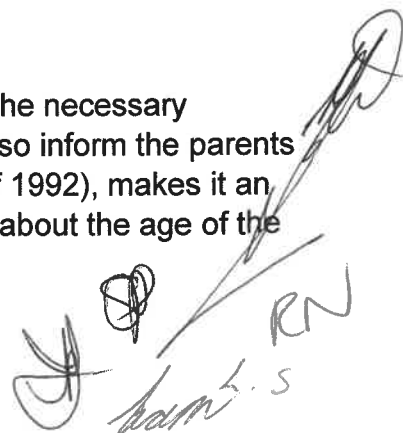
1. A copy of your child's **birth certificate** obtainable from the Department of Home Affairs – proof of application (receipt) for this birth certificate from the Department of Home Affairs will be accepted until the document has been issued;
2. His/her **up to date FULL immunization card** (clinic card) – *N.B. We will not accept outdated cards;*
3. The most recent **completed school report** from the previous school.
4. 1 x colour ID/Passport sized **photo** of your child attached to the information form.
5. A copy of **both parents' ID documents**.
6. **Proof of residential address** – this must be either a **rates account OR a deed of sale or a rental agreement** – signed by all relevant parties – for the property where you live, showing **your** name and physical (street) address. *A sworn affidavit will only be accepted as proof of residence* if it is written by the owner of the property and accompanied with a copy of their ID and rates account.
7. **Reference report** to be forwarded and completed by current / previous school of the applicant.
8. **A study permit issued by the Department of Home Affairs, for ALL non-South African pupils (refer Government Gazette 31.5.2002 No. 23478, Section 13)**. Such study permits/ refugee permits must be renewed timeously. **The onus is on parents to ensure that all Non-South African documents are kept updated.**
9. In the case of Guardianship or Fostering, only the relevant Supreme Court documentation will be accepted by the Governing Body.
10. **Transfer card** from the previous school is usually only handed to the pupil on his/her last day at that school. Please ensure this transfer card is handed in to our front office on the first day of attendance.

Undocumented South African or foreign learners

If the parent/guardian/ward does not have any of the following required documentation, the learner must be enrolled at the school provided that the parent/guardian/ward submits a sworn written affidavit which confirms the learner's details, the parent's details, and date of birth. This is applicable to learners without a:

1. South African birth certificate/identity document
2. Foreign passport (in the case of a foreign learner)
3. Asylum seeker's permit
4. Refugee permit
5. Study permit

The headmaster must inform the parents of their obligation to apply for the necessary documents at the Department of Home Affairs. The headmaster must also inform the parents that section 32 of the Births and Deaths registration Act 1992, (Act 51 of 1992), makes it an offence to make a false statement or cause false statement to be made about the age of the child.



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Placement of Pupils

A pupil will be placed in the grade according to the latest school report and transfer card for the current year. Pupils repeating a grade will be referred to the School Based Support Team once the school year has started.

The Natural Service Area of the school is as follows:

The school serves the suburb of Blouberg and adjacent areas of greater Blouberg area but is not limited to a specific feeder area. The HOD has not stipulated feeder zones, feeder schools or feeder areas.

Register of Admissions

Every pupil is allocated an admission number and these are recorded in the Admissions Register for each year.

Unlawful practices that may not be reflected in school admissions policies or practiced in public schools

- The admissions policy and procedures of the school is in line SASA Section 39(5) which states that schools may not charge fees such as a registration fee, a deposit, re-admission or pre-admission testing fees, or any other fees at the time of application. School fees, and any other fees, may only be charged after the learner has been informed in writing of his or her acceptance for admission to the school.
- The school does not use academic performance of learners to determine admission to the school.
- The admissions procedure of the school does not use interviews with parents or learners prior to the admission of the learner as a form of screening, except for learners with learning barriers who wish to enter an ordinary public school.
- The school's admissions procedure does not require that learners who are already enrolled at the school to re-register (e.g.at the beginning of a year)
- The admission policy of the school promotes full access to the Curriculum: SASA section 39(6) stipulates that "a public school may not charge a parent of a learner at that school different school fees based on curriculum or extra-mural curriculum within the same grade." This means that all the learners in the same grade doing the same subjects shall be provided with equal access to the curriculum and extra-mural curriculum of the school.

Right to Appeal

If a child is not admitted to the school, the parents have the right to appeal the decision. Appeals should be directed to the School Governing Body and if no resolution is found they may appeal to the MEC of Education in the Western Cape.

The policy will be reviewed annually in order to remain compliant with any changes to legislation.

Accepted by the School Governing Body on 22 day of July 2024


SGB: Chairperson


Headmaster

