



HOËRSKOOL BIRCHLEIGH

POLICY FOR

ADMISSION OF LEARNERS

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SCHOOL POLICY FOR ADMISSION OF LEARNERS

The Governing Body of Hoërskool Birchleigh hereby gives our approval of the following policy for admission of learners, in terms of section 5 (4) of the South African Schools Act (Act 84 of 1996):

1. DEFINITIONS

In this policy, unless the context indicates otherwise, words and expressions have the same meaning as indicated in the South African Schools Act (Act 84 of 1996) -

- 1.1 **“Governing body”** means a governing body contemplated in section 16 (1) of the South African Schools Act (Act 84 of 1996);
- 1.2 **“Constitution”** means the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996);
- 1.3 **“Principal”** means the educator appointed or acting as the head of a school;
- 1.4 **“Regulation”** means regulations regarding admissions as announced by the Member of the Executive Council of Gauteng;
- 1.5 **“School”** means Hoërskool Birchleigh;
- 1.6 **“Policy for admission”** means the admission policy within this document.

2. DIRECTIVE PRINCIPLES OF POLICY FOR ADMISSION OF LEARNERS

The policy shall be directed toward the advancement and protection of the fundamental rights of every learner and all parents or guardians of learners in respect of education in terms of Chapter 2 of the Constitution.

3. POLICY FOR ADMISSION OF LEARNERS SUBJECT TO OTHER LEGISLATION: LAYOUT OF ADMISSION POLICY

- 3.1 The policy for admission of learners is subject to regulations of the South African Schools Act (Act 84 of 1996), the Gauteng School Education Act (Act No. 6 of 1995) and the applicable regulations binding this Act, regarding the school and the governing body.
- 3.2 The admission policy is interpreted in a manner which is reconcilable with other applicable regulations regarding admissions.

- 3.3 The policy shall be directed toward the right of every learner to be protected against unfair discrimination on any ground whatsoever, without restricting Chapter 2 of the Constitution in general.

4. PERSONS WHO MAY APPLY FOR ADMISSION

The parent or guardian of the following learners must administer application for admission:

- 4.1 A learner that was not admitted to the school the previous year.
- 4.2 A learner that was admitted to the school as a learner the previous year.

5. PROCEDURES FOR ADMISSION OF LEARNERS GRADE 9-11

- 5.1 All applications for admission to the school on behalf of a learner shall be handed in to the principal.
- 5.2 An application for admission shall only be considered if the application form as prescribed in Reg. 4(a) of the Provincial Government Gazette No. 129 of 13 July 2001, has been completed correctly. The parent or guardian must also present and attach all documentation, or certified copies of the documentation, as stipulated in Reg. 5 (1) of the Provincial Government Gazette 129 namely:
- (a) A certified copy of the official birth certificate of the learner; and
 - (b) A certified copy of proof that the learner has been immunized against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B; and
 - (c) The learner's transfer card issued by the school where the learner is currently registered.
 - (d) The learner's last report card issued by the school where the learner is currently registered.
- 5.3 An application for admission to the school shall be handed in to the principal before or on the last day of September of the year preceding the year of admission. Late registration due to unforeseen circumstances is acceptable, but the cut-off date for late registration shall not be later than the 10th school day of the given school year, unless the Director of the Education Department has given permission to do otherwise.
- 5.4 An application for admission must be accompanied by the first payment of compulsory school fees, or the necessary documentation that serves as proof that the parent is financially incapacitated to pay school fees.
- 5.5 If there is any indication that the application for admission contains vital inaccurate or incorrect information, the application shall be rejected. Any admission based on vital inaccurate or incorrect information is invalid.

5.6 Grade 8: admissions are done on-line and finalized by the District Head Office.

6. LEGISLATIVE POWER OF SCHOOL AND ROLE OF THE GOVERNING BODY REGARDING ADMISSION TO THE SCHOOL

6.1 Contingent upon the regulations of the policy for admissions, the principal has the legislative power to admit a learner to the school if he or she is convinced that all requirements for admission have been met and that there is sufficient space, facilities and other resources to accommodate the learner's educational needs.

6.2 The governing body may provide guidelines that are not contradictory to the policy for admissions. The principal must take account of these guidelines when he or she considers any application for admission.

6.3 The governing body may request a report from the principal regarding the manner in which the admission policy is applied in the school in general.

7. GENERAL CRITERIA FOR THE ADMISSION OF LEARNERS

7.1 The applicable requirements in the Regulations regarding the admission of learners in Public Schools (Provincial Government Gazette No. 129 of 13 July 2001).

7.2 The fact that a learner's parent or guardian must live within the direct vicinity of the school and that the school is the closest reasonably accessible high school to the learner's residence.

8. SPECIFIC CRITERIA FOR THE ADMISSION OF LEARNERS

Besides any other admission requirements laid down in the admissions policy or by law, a learner will only be admitted to the school under the following conditions:

8.1 If there is sufficient space, facilities and other resources in or at the school to accommodate the learner in accordance with the reasonable norm that the school is full in case there are more than 1900 learners from grade 8 to grade 12 admitted in total. (Maximum of 40 learners per class) This is the maximum amount of learners that can be accommodated. Learner totals may not exceed 40 learners per class in general (this also applies to choice-subjects of the potential learner); and

8.2 With the understanding that if a potential admission is required after the school year has officially started and the learner's subject package is not in accordance with the subject packages offered by the school, admission will only be approved in case there are specific reasons as to why admission should be allowed and if the school is reasonably capable to accommodate the learner.

9. WAITING LISTS (CIRCULAR 26 / 2009)

Learners will be placed on a waiting list once their application forms have been received.

9.1 Waiting list A:

- (a) Learners whose parents live in the feeder zone.
- (b) Learners from the feeder primary schools.

9.2 Waiting list B:

Learners whose parents live outside the feeder zone.

Applicants will immediately receive a waiting list number. All applicants will receive written response as from 1 October until 30 October.

10. COMMENCEMENT OF POLICY

This policy is binding with regard to all admissions to the school as from 1 January 2010.

ENDORSED AND ACCEPTED BY THE GOVERNING BODY OF HOËRSKOOL BIRCHLEIGH.

CHAIRPERSON SGB

DATE

PRINCIPAL

DATE

IDSO

DATE