

Barachel Christian Academy

Policy regarding the admission of learners to the primary school

1. INTRODUCTION

Subject to Section 5(5) of the South African Schools Act of 1996, the Admission Policy of this school is determined by the governing body of the school.

The Admission dates as determined by the Provincial Head of Department will be followed so as to ensure that the admission of learners take place in a timely and efficient manner. In this regard the school governing body shall encourage parents to apply for the admission of their children before the end of the preceding school year.

2. AGE REQUIREMENTS FOR THE ADMISSION OF LEARNERS

2.1. PRE-PRIMARY

- (a) The minimum entry age to Grade R is that of a four year old turning five by 30 June in the year of admission.
- (b) With the above in mind the policy for admission of a Pre-school learner to Grade R will be as follows:
 - A learner age four years and turning five by 30 June of that year maybe admitted to Grade R.
 - A learner age five years and turning six by 30 June of that year may be admitted to Grade R on condition that all necessary requirements and stipulated conditions for admission have being met.

2.2. PRIMARY

- (a) The minimum entry age to Grade 1, is that of a five year old, turning six by 30 June in the year of admission.
- (b) The compulsory school going age is six years old, turning seven by 30 June in the year of admission.

With the above in mind the policy for admission of a learner to Grade 1 will be:

- A learner aged five years and turning six in the year of admission may be admitted.
- A learner aged six years and turning seven in the year of admission may be admitted on condition that all necessary requirements and stipulated conditions for admission have being met..

Barachel Christian Academy

2.3. GENERAL

- a) If a learner is admitted at an age well above the age norm for a Grade, such learner, will be placed in a fast track facility as far as possible, or with his peer group, if it is in the educational interest of the learner.
- b) No learner age 16 who has never attended school previously will be admitted.
- c) No enrolled learner will be allowed to attend the Primary school after the age of 18. Such learner will however be permitted to attend school till the end of the year in which he turns 19. Under exceptional circumstances a learner in Grade 7 may apply for extension in which case the decision is the prerogative of the principal and the school governing body.

3. DOCUMENTS REQUIRED FOR ADMISSION

- a) A parent must complete the relevant form for admission. The parents must be given whatever assistance they may require to complete the form.
- b) When the parent applies for admission at entrance level he must present an official birth certificate of the learner to the principal. If the parent is unable to submit the birth certificate, the learner may be admitted conditionally until a copy of the birth certificate is obtained. The parent must ensure that the admission of the learner is finalized within three months of conditional admission.
- c) It is advisable for parents to immunize their children according to the immunization schedule as set out by the Dept. of Health in S.A. for different age groups. If available parents can provide the school with proof that the learner has been immunized against the following communicable diseases: Polio, Measles, Tuberculosis, Diphtheria, Tetanus and Hepatitis B. If a parent is unable to show proof of immunization, the principal must advise the parent to have the learner immunized as this would be in the best interest of the child. However the school notes that immunization is not compulsory and can never be enforced as an admission requirement.
- d) If the learner comes from another school a transfer card as well as the most recent report card of the learner must be submitted. If neither of these documents can be produced, the parent must submit a written affidavit stating the reason for not having the transfer card and / or swear under oath in which grade the learner was before he left his previous school.

NB: Documentation showing signs of erasure or which have been altered in any way will not be accepted.

4. ADMISSION OF NON-CITIZENS OF THE R.S.A.

- (a) Learners whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs will be admitted.
- (b) Learners who entered the country on a study permit must present the study permit on admission.

Barachel Christian Academy

- (c) Persons classified as illegal aliens must, when they apply for admission for their children, show evidence that they have applied to the Department of Home Affairs to legalize their stay in the country.

5. GENERAL

- a) The school reserves the right to exclude any learner on the basis of contravening the schools code of conduct and for non-payment of fees after due process has been followed.
- b) According to the National Protocol for Assessment 2011 Section 25 (11) and (12) Exam results will not be withheld if school fees are in arrears.
- c) No test relating to the admission of a learner will be administered except in the following case: Transferred learners with special education needs, to determine where they should be placed in the absence of the necessary documentation regarding placement.
- d) Learners (special classes) will be required to furnish additional documentation pertaining to psychological and other tests, as also evidence showing exactly to which level such learners have progressed.

6. DEFINITIONS

- **Non-citizens** are persons residing in the country who are not South African citizens either by birth or naturalization.
- **Pre-school learners** are learners who have not yet reached the minimum age required to be admitted to a Primary School, but old enough to attend a Pre-primary school.