



MONTE VISTA

LAERSKOOL / PRIMARY SCHOOL
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MONTE VISTA PRIMARY SCHOOL ADMISSION POLICY

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INTRODUCTION AND BACKGROUND

This policy has been set up in accordance to the S.A School act No. 84 of 1996 Chapter 2 Section 5 paragraph 5 to ensure fair and equitable enrollment of learners into Monte Vista Primary School. The constitution of the Republic of South Africa with the above-mentioned documents are the guidelines in the setting of the policy, thus ensuring that equal opportunity is given to all who apply to the school.

DEFINITION OF TERMS

<i>Baseline Assessment Test:</i>	<i>A prescribed test that assesses the ability of the learner and allows for correct placement.</i>
<i>Exemption Document:</i>	<i>Document that needs to be completed in order to qualify for exemption of school fees.</i>
<i>Pre-Primary:</i>	<i>A Grade R (Reception) class that prepares the school readiness of a learner.</i>

POLICY STATEMENTS

The policy enables parents / legal guardians to enroll a learner into Monte Vista Primary School. This school prides itself on its historical background, its reflection of the Constitution of South Africa in all spheres and its ethos of learning, growth and discipline and mutual respect. This policy has been set up in consultation with all the role-payers that were present at the time. This policy is binding for the year and must be revised at the end of each academic year.

PURPOSE

This policy aims to ensure the enrollment of learners without discrimination who will benefit educationally from being taught in English and Afrikaans.

SCOPE OF APPLICATION

This policy impacts on and applies to all parents and learners who wish to attend Monte Vista Primary School.

OBJECTIVES

The objective of this policy is to allow for the enrollment of learners into the school who are capable of speaking and understanding and/or reading and writing the languages of instruction, English and Afrikaans, of the school.

LEGISLATIVE FRAMEWORK

This admission policy must be read in conjunction with:

- **The Constitution of the Republic of South Africa.**
- **The SA Schools Act of 1996**
- **The Provincial Gazette Extraordinary #5136 of 16 May 1997**
- **The Provincial Gazette Extraordinary #5212 of 9 December 1997**
- **The Government Gazette #18480**
- **Circular 26/2010**
- **The Monte Vista Primary School Constitution**

POLICY PROVISIONS

1. Learners may be enrolled at 5 years turning 6 by 30 June into grade one. **Preference will be given to learners who turn 7 during their Grade 1 year.** The learner's age should not exceed his Grade plus 6 for admission.

2. Our class structure is as follows:
Grade R: 4 English classes with 25 learners each
Gr 1, 2 and 3: 4 English classes with 30 learners each
Gr 4: 4 English classes with 35 learners each
Gr 5 - 7: 3 English classes and 1 Afrikaans class with 35 learners each
Afrikaans will only be offered in Gr 6 and 7 for 2023.

Monte Vista Primary School makes provision for learners repeating a grade. We also reserve the right to keep up to 3 spaces available for late admissions received in the event that parents relocate into the direct or secondary feeder areas of the school after the closing of admissions.

3. The age of the learner should not exceed two years above or below the chronological average age of the Grade. Chronological average age is calculated as the grade number plus 6. e.g. Learners in Grade 1 should be $6 + 1 = 7$. Learners 9 and older may not be accepted into the grade without the permission of the head of education.

4. In terms of par 30 of the National Admission Policy, learners who are in the school system, but who have become over-age because of repeating grades, may not be refused continued education at a school, but, when transferring from one school to another, may be admitted only with the approval of the circuit team manager. The prescripts and procedures are described in Circular 240/2003.

5. The learner should be a resident in Monte Vista, Edgemead and Plattekloof Glen. The feeder area is determined by the child's permanent residence being closer to the school than any other school. Applications that come from our secondary feeder areas: Bothasig, Burgundy Estate (east of Tygerberg Valley Rd), Goodwood, Panorama, Welgelegen and Plattekloof will be placed on a waiting list until placement can be made.

Parents that are employed by the WCED or SGB who work at Monte Vista Primary School, may enrol their children in the applicable grade as set out in point 3 of this policy document.

Please see Addendum A to this policy for Admission Criteria.

6. Monte Vista Primary School reserves the right to interview prospective learners and their parents for academic placement.
7. Parents will be requested to make the first monthly payment on or before 15 February of that year and by the 15th of each month thereafter until 10 payments have been made.
8. Parents must agree to pay the school fees as per the resolution adopted by a majority of parents attending the Annual General meetings in accordance with the Monte Vista Primary School Constitution. Both parents must indicate their agreement by signing the enrolment form. In the case of divorced/separated parents, it is the responsibility of the parent applying at the school to obtain a signed copy of the enrolment form from their divorced/separated partner.
9. Parents who want to apply for exemption of school fees can do so by completing an Exemption Form that is obtainable from the Financial Office. Exemption forms must be completed in full and all requested information provided. Each application for exemption is submitted to the WCED and depending on the applicants financial status the WCED prescribed formula will determine the extent of the exemption.
10. Parents/Guardians and learners will be expected to abide by their respective obligations in respect of:
- timeous and full payment of compulsory school fees
 - supporting the existing school rules and regulations
 - school policy (including involvement in sport)
 - Making reparations for any damage caused by their child to school property.

11. Applicants from outside South Africa must be in possession of the necessary study permits.
12. The following must be read in conjunction with the WCED's admission requirements.

The following certified documentation must accompany the application:

Certified copy of Applicant's unabridged birth certificate (with both parents' details) (only data on this certificate will be regarded as accurate and will be used for enrolment)
➤ It is compulsory that each child has an identity number - Foreign nationals are to ensure that this is available and that the study permits from the Department of Home Affairs are in order.
Certified copy of both parents / guardians ID documents
Certified copy of last report of current school
Certified copy clinic card
Proof of permanent residential address:
➤ Certified copy of recent municipal account
➤ <u>Living with a relative</u> , the home owner has to submit a Certified ID, an Affidavit from SA Police
➤ Station confirming that the family (including the child), is the residents of the property PLUS a municipal account as proof of address.
➤ Certified copy of legal rental agreement (for at least one year and including part of 2023) must be presented (Casual accommodation with a relative or friend does not qualify)
➤ Correctional Services Employees – Letterhead confirmation of residential address signed by the Area Commissioner – Mrs Sebotsa.
Certified copy/copies of any report/s of previous evaluations (speech, occupational Therapy or Psychometric evaluations)
Undertaking regarding payment of compulsory school fees
Undertaking regarding ADMISSION POLICY, SCHOOL RULES and CODE OF CONDUCT
Parental consent form: Educational outings and tours

13. District offices must establish a placement committee to determine the grade competency of learners who apply for admission to a school without a report card or the required documents. It is not the schools' responsibility to find the necessary documentation for applicants.
14. Every parent of a learner admitted will be required to sign the Parent's agreement.
15. It is understood that this school follows a firm but fair disciplinary policy. The disciplinary task will have to be completed within the time prescribed. No learner will be excused.
16. Late-coming to school is not tolerated. It is the responsibility of parents to ensure that a learner will be able to arrive at school on time every day. Distance from the school, loadshedding or bad public transport will not be sufficient excuse for late-coming. Learners must be in their line at 07:45, the gates will be closed on the second bell and a record of late coming will be kept.
17. While the policy of inclusion of learners with special education needs is supported, this school does not have the physical facilities to accommodate wheelchair-bound learners or the human resources to manage severely hearing or sight-impaired learners or those with severe psycho-social disorders. The school does not have the physical or human resources to accommodate learners with specific learning disorders, therefore it is the responsibility of the parent/s to disclose any learning barriers to the school upon enrollment. Present funding policies for building development and the employment of educators make it impossible for the school to implement the inclusion policy in full.
18. This is a public school and legislation pertaining to the payment of school fees is applicable. However, parents recognise that the quality of education provided at this school has to be paid for. There is a moral understanding and agreement amongst the parents of the school that they will pay fees, in full or partially, voluntarily, even if they qualify for exemption in full or partially.

19. A learner is admitted to the full Gr 1 – 7 school programme and may not, because of the non-payment of school fees by his or her parent, be suspended from classes, denied access to cultural, educational, sporting activities of the school, denied a school report, or otherwise be victimised. Grade R does not form part of the compulsory school programme and thus do not qualify for exemption of school fees.
20. SASA Section 39(5) determines 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.
21. Schools may not use the academic performance of learners to determine admission to a school.
22. Schools should 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 and learners wishing to enter schools offering specialist subjects, e.g. agricultural, Dinaledi and focus schools.
23. Schools **may not re-register** learners (e.g. at the beginning of a year) who are already enrolled at the school.
24. 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 the extra-mural curriculum of the school.
25. All applicants who apply to a school and complete an application for admission will be date stamped and numbered in sequence, for admission by the school. Record of admissions will be kept by the administrative office.
26. Written proof of immunisation against the following contagious diseases, issued by Health Services or a doctor, must also be presented to the principal:

polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

Where such proof is not available, the school principal shall direct the parent and child to the nearest health clinic.

After immunisation, the parent shall present the proof of immunisation to the principal, who shall then continue with the admission process.

27. The school principal informs the parent(s) or learner in writing within the time frames laid down by this policy, but not later than the WCED prescribed date, that the learner has been admitted to the school, or has not been admitted to the school. Schools must send the letter via e-mail. A copy of the letter of notification and proof of receipt must be kept on file. Also see the Admission Time Frames in this policy.

If a learner is placed on a waiting list, the school must inform the parents or guardians that they must also apply to other schools to ensure the admission of the learner in the next year. The school must clearly state that a place in the school may not become available.

Where a learner is not admitted, this letter shall provide the reason.

Where the learner has been accepted, the notification letter must request written confirmation from the parent(s) or learner by a specified date stating that the learner will accept the grade place at the school.

The letter to the parent(s) or learner shall make it clear that, if the school does not receive a written response by the due date, the grade place shall be lost.

A parent whose child has been allocated a grade place, but who has not accepted this place within the stipulated period of time, may re-apply to the same school or another school for admission.

28. All learners who have not attended school for 10 or more consecutive school days without notifying the school, and whose parents or care-givers have not responded to the written request from the school principal seeking an explanation for the absence, will be de-registered from the WCED school system via a CEMIS De-registration Certificate, which has to be posted to the learner. The De-registration Certificate must be filed on the learner's profile.

An e-mail must be sent to the parent to request a reason for the absence of the learner. The school principal shall keep a copy of the letter and proof of the postal registration on file in the school's office. A duplicate copy must be included in the learner profile. Once a learner has been deregistered, the full admission process with all required documentation must be completed if the learner wants to return to Monte Vista Primary School.

ROLES AND RESPONSIBILITIES

It is the Administrative staff of the school, under the authority of the Governing Body of the school, who will ensure the effective and fair implementation of this policy.

BREACH OF POLICY

Should the policy be breached in any way or should it not be implemented correctly the Governing Body of Monte Vista Primary School will take the matter for legal counselling.

DISPUTE RESOLUTION

Parents who do not agree with aspects of the policy have the right to appeal in writing to the Governing Body of Monte Vista Primary School. It is expected that the Governing Body will respond in writing to a written appeal within one month as the Governing Body traditionally only meets once or twice a term.

REVIEW OF POLICY

This policy must be reviewed once a year by the Governing Body of the school who represents all the role-players of the school. During review the impact of the policy on the enrolments of the school must be considered and adjusted to eradicate any possible negative effects it has lead to.

DATE OF EFFECT

This policy will come in to effect at 31 January 2023 and will remain in effect until amended.

Member name and designation	Date	Signature
Chairperson: Mrs L. de Lange		
Deputy Chairperson: Mrs K. August		
Secretary: Ms Z. Kuün		
Treasurer: Mr F. Barreto		
Member: Mrs L. du Plessis		
Member: Mrs N. Abrahams		
Member: Mrs L. van Houwelingen		
Member: Mrs D. Minnaar		
Headmaster: Mrs S. Swart		

PRIMARY ADMISSION CRITERIA

The applicant learner can be admitted to the school if the following criteria are fulfilled:

1. The applicant learner resides in the direct feeder area as determined in point 5 of the Admission Policy of the school -
 - a. the applicant learner lives with his/her parent/s or legal guardians who is the owner of the property;
 - b. the applicant learner lives with his/her parent/s or legal guardians who lease the property.
2. Applicant learners who are already admitted to the Monte Vista Primary School Grade R do not need to reapply as they will progress to grade 1 if they meet the academic criteria.
3. The parent may not travel past another public school on his/her way to Monte Vista Primary School.
4. The applicant learner has a sibling in the school that will be at Monte Vista Primary School for the admission year applied for.
5. The parent of the applicant is employed by the WCED or SGB and a staff member of Monte Vista Primary School.

The above criteria are subject to the School having capacity to accommodate the applicant learner.

SECONDARY ADMISSION CRITERIA

In the event of the maximum capacity allowing for additional enrolments and the applicant learner not fulfilling the Primary Admission Criteria as set out in Addendum A, the following criteria shall be applied:

1. The applicant learner resides in the secondary feeder area of the school as determined in point 5 of the Admission Policy –
 - a. the applicant learner lives with his/her parent/s or legal guardians who is the owner of the property;
 - b. the applicant learner lives with his/her parent/s or legal guardians who lease the property.

NON-SOUTH AFRICAN CITIZENS / FOREIGN NATIONALS

Only biological children of Non-South African citizens / Foreign Nationals will be considered for enrolment, subject to the relevant legal documentation being in order and their biological parents residing in South Africa. Admission subject to Primary and Secondary Criteria as set out in Addendum A.