

POTCHEFSTROOM CENTRAL SCHOOL



School Admission Policy

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- 1. TITLE OF THE POLICY** : The Admission Policy of Potchefstroom Central School
- 2. EFFECTIVE DATE** : 3 May 2024
- 3. REVISION HISTORY**

As amended on: (Specify date/s)
a)
b)
Date of Next Review: (Specify Date)
c) 30 November 2025
d)

4. PREAMBLE

- 4.1 The South African Schools Act mandates the School Governing Body (SGB) to determine the admission policy of a school. The said admissions policy must be aligned to the admission policy published in terms of the National Education Policy Act, 1996.
- 4.2 This admissions policy articulates the schools commitment to ensuring that all learners have access to quality education without any fear of discrimination on any grounds what so ever. To this effect any learner that applies for admission to this school will be subjected to a fair and equitable admissions process that is aligned to the all relevant National and Provincial legislation.
- 4.3 **No learner may be refused admissions** to the school on the following grounds:
- The parent has not paid the school fees as determined by the SGB.
 - On the basis of unfair discrimination based on race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV/AIDS status or any other illness.

5. PURPOSE OF THE POLICY

- 5.1 The purpose of the admissions policy is to facilitate admissions to the school by setting out the following crucial information:
- 5.1.1 Aspects under which no learner may be refused admission to the school

- 5.1.2 The admission age for learners at the school, including age grade norms.
- 5.1.3 Admission of learners to public schools who live within the feederzone
- 5.1.4 Re-registration for learners already in the school, including repeat learners.
- 5.1.5 Registration of new learners
- 5.1.6 Documentation or proof required for admission
- 5.1.7 Register of admissions
- 5.1.8 Capacity of the school

6. DEFINITIONS AND ACRONYMS

6.1 Definitions

Term	Definition
Learner	Any person registered to receive education at the school
District Director	means the officer of the department responsible for the administration of education
Feeder zone	Means the nearest school to the parents' home address or work address for parents who live in the domicile of the employer
Head of Department	Means the head of an education department
Parent	'parent' means— (a) the biological or adoptive parent or legal guardian of a learner; (b) person legally entitled to custody of a learner; or (c) the person who undertakes to fulfill the obligations of a person referred to in paragraphs (a) or (b) towards the learners education at school
Principal	Means an educator appointed or acting as the head of a school
School Governing Body	Means the relevant body responsible for Governance issues
sibling	means someone who satisfies both of the following requirements: (i) he or she has a parent who is also the parent of that child, and (ii) he or she resides in the same household as that child;
"the School"	Refers to (Name of school)
Register of admission	Means waiting list A and list B of names of learners who have applied for admission to the school

6.2 Acronyms

Acronyms	Explanation
SGB	School Governing Body
HoD	Head of Department
MEC	Member of the Executive Council

7. APPLICATION AND SCOPE OF THE POLICY

- 7.1 This policy applies to the learners, educators, support staff, the school management, parents of learners at the school and applicants.

8. LEGISLATIVE FRAMEWORK

- 8.1 The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended.
- 8.2 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- 8.3 The South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- 8.4 Employment of Educators Act, 1998 (Act No. 76 of 1998).
- 8.5 Education Policy Act, 1998 (Act No. 12 of 1998).
- 8.6 Refugees Act, 1998 (Act No. 130 of 1998).
- 8.7 Aliens Control Act, 1991 (Act No. 96 of 1991).
- 8.8 Admission of Learners to Public Schools (General Notice 4138 of 2001).
- 8.9 Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001).
- 8.10 Education White Paper 5, 2004.

9. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

- 9.1 Circular 5 of 2011

10. POLICY STATEMENTS

10.1 Administration of Admissions

The administration of admissions deals with the:

- a. Informing of all parents that the school is open for admissions and outlining the procedures to be followed for admissions.
- b. Re-registering of learners currently at the school
- c. issuing and receiving of completed application forms,
- d. Adjudication of applications for admissions
- e. the issuing of transfer cards ,
- f. Issuing of notices confirming the status of the application ,
- g. Informing unsuccessful applicants of appeal procedures to be followed
- h. Informing successful applicants of fee status and related processes
- i. Maintenance of a register of admissions.

The school will not administer any test related to the admissions of a learner. In cases where the Principal/SGB feels that a test is necessary approval to conduct the test will be sought from the Head of Department.

10.2 The Admissions process

10.2.1 Admissions Period

The Principal should ensure that the admission process commences on the first day up until the last day prescribed by the provincial education department unless the school is declared full by the District Director before the end of the admissions process.

10.2.2 Informing Parents

The school will communicate the commencement of the admissions process through social media or whatever is decided upon by the Department.

10.2.3 Application for Admissions

Parents applying for admission to the school for the first time will :

- Will have to complete an online application via the school web page.

www.potchcentralschool.co.za

Submit the following supporting documentation for admission to the school:

- i. A certified copy of the birth certificate,
 - ii. A certified copy of the parents identity documents
 - iii. A certified copy of proof of immunisation against polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B) [for a primary school]
 - iv. Proof of residence/work e.g. water and lights account.
 - v. Proof of sibling relationship.
- a. In cases where a learner transfers from one public school to another, in addition to (i) and (ii) above the parent must submit the following from the previous school:
 - b. A transfer card.
 - c. The last report.
 - d. In a case where a parent is unable to submit the birth certificate of the learner to the Principal, the learner will be admitted conditionally, if the parents fail to do so the matter will be referred the Department of Education.
 - e. All new grade R applications will be referred to the admissions committee for possible placement.
 - f. Parents of all new prospective learners from Grade 1 - 7 will have to ensure that their childrens names are placed on the relevant waiting lists. As no application forms are handed out for these grades.
 - g. Parents of learners who are successfully placed will be contacted in order to complete admission forms.

10.2.4 Adjudication of Applications

a. Learners already enrolled at the school

Learners already enrolled at the school must complete a prescribed re-registration form at the school on an annual basis and return it by (Oct the following year).

b. Preference Order of Admissions

- i. In the adjudication of applications the school admissions committee shall give first preference to learners who live within the natural feeder zone or residential area of a school

10.2.5 Notifying Parents of Outcome of Application

Parents are notified via e-mail

a. Successful Applicants

- i. On informing successful applicants, the school will communicate information with regard to its fee paying status.

- ii. Parents will be informed of the amount of school fees that is charged by the school and the procedures to be followed when a parent requires exemption from school fees and how it works.
- iii. Parents must then be requested to complete the exemption form through the school office and will be notified of the outcome.
- iv. On receiving admissions to the school a learner may not be suspended from classes, denied access to cultural, social or sporting activities of the school, receipt of a school report or transfer certificate or otherwise victimised on the basis of 10.1 a – d as he/she would be admitted to the total school programme

b. Unsuccessful Applicants

A parent of a learner whose application for admission to the school is unsuccessful will be notified via e-mail.

10.3 Admission of Non-Citizens

- a) Provisions governing the admission of South African citizen learners to public schools apply equally to non-citizen learners.
- b) Non-citizen learners must provide either proof of temporary or permanent residence permit in South Africa or a study permit.
- c) Illegal aliens must provide proof of application for temporary or permanent residence or a study permit with the Department of Home Affairs.
- d) The principal will advise parents as to where the required documentation can be obtained. Should the documentation remain outstanding, the learner will be conditionally admitted to the school and the matter will be referred to the District Director.

10.4 Late Registration

The principal will be responsible for receiving late registration applications. Late applications received after the 10th school day must be acknowledged and recorded on the late registration waiting list.

10.5 Admission Age and Age Grade Norms

10.5.1 Admission Age of Learners

Due to a lack of space preference will be given to those learners turning 6 in grade R and 7 in grade 1.

Grade R 5 - 6 years SASA STATES 4 turning 5

Grade 1 7 - 8 years SASA STATES 5 turning 6

Grade 2 8 - 9 years

Grade 3 9 - 10 years

Grade 4 10 - 11 years
Grade 5 11 - 12 years
Grade 6 12 - 13 years
Grade 7 13 - 14 years

- a) The admission age of a learner to Grade 1 in a public school is age five (5) turning six (6) by 30 June in the year of admission. The admission age of a learner to Grade R is age four turning five by 30 June in the year of admission. For the placement of learners into different grades, the age grade norm, namely, grade number plus six years, will be applied for admissions purposes.
- b) A parent who wishes to make an application for admitting an underage learner to Grade R or Grade 1 at the school must submit an application and a school readiness report to the principal. A school readiness report could be a report from the educational psychologist or a similar professional or an acceptable progress report from a qualified educator.
- c). Should the principal decide that it would not be in the child's best educational interest to be admitted to Grade R or Grade 1 as an underage learner, then the principal must furnish the parent with reasons for this decision in writing and given the opportunity in writing to appeal to the MEC.
- d) Where a learner is 3 years or more above the normal grade age norm the school will engage the District Director to place the learner in a fast-tracking programme.
- e) The age grade norm requirements for learners with special education needs applying for admission at an ordinary public school are the same as learners in ordinary public schools.

10.5.2 Compulsory School Attendance

- a. Compulsory school attendance is from when the learner enters grade 1 until the last school day in which the learner reaches the age of fifteen years or the ninth grade, whichever comes first.
- b. A learner who is 16 years or older and who has never had the opportunity to attend school should be advised and assisted in registering at the nearest Public Adult Learning Centre.

10.5.3 Learners Who Are Repeating

In principle, learners should progress with their age cohort. The norm for retention is one year per school phase. A learner who has repeated one or more years at the school in terms of this policy is exempt from the age grade norm. In cases where a learner is three years older than the norm age per grade, the school will seek direction from the Head of Department whether the learner will be admitted to that grade.

10.6 Capacity of the School

The SGB has determined the School's maximum capacity for learner admission as follows:

Total number of learners in School: 720

Per class: 30

Per grade: 90

25 per grade R classes

- a. The learner enrolment capacity of a school is determined by the Head of Department. The principal of the school may not declare a school full.
- b. The principal will request the District Director in writing to declare a school full, if necessary. This request must be submitted with all the supporting **documentation to declare the school full.**
- c. The Head of Department or an official delegated by him will declare a school full. The school that is declared full by the District Director will be informed in writing.

DETERMINING LEARNER CAPACITY

1. Classrooms (provided by state)

Temporary		

2. Classrooms (provided by governing body)

Permanent		
Temporary		

Capacity

Learners per classroom

Formula for classroom with single tables:

$[\text{Class Size (m}^2\text{)} \text{ minus teacher's furniture (m}^2\text{)} \text{ (furniture/equipment such as cabinets/desks) minus 7 m}^2\text{ (space for educator)}] + [\text{Space per learner (m}^2\text{)} + \text{size of learner-table (m}^2\text{)}] = \text{learner capacity per class}$

Formula for classroom with double tables:

$[\text{Class Size (m)} \text{ minus teacher's furniture (m)} \text{ (furniture/equipment such as cabinets/desks) minus 7 m}^2\text{ (space for educator)}] - [\text{Space per learner (m}^2\text{)} + \text{size of learner-table (m}^2\text{)}] \text{ times 2} = \text{learner capacity per class}$

(The Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure' prescribes the following minimum space allocated for learner and educator:

- Grade R: Learner - 1 m² Educator - 7 m²
- Grade 1 - Grade 12: Learner – 1 m² Educator - 7 m²
- Students with disabilities: (Learner - 2 m²)

Although the objectives of these regulations are to provide the minimum uniform norms and standards for the infrastructure of new public schools, any additions, alterations and improvements to schools that already exist, this is also recommended as a guideline to determine the capacity of existing schools. Furthermore, the

proposed occupancy as prescribed by the SANS 10400:2010 - building regulations are simply impractical for schools and therefore the Norms and Standards for public school infrastructure are recommended as a guideline.

Learners per school

Total number of classrooms x maximum learner capacity per class =
school capacity

3. Other facilities not appropriate as classrooms

- Laboratories
- Computer centres
- Media centre
- School hall
- Offices
- Staff room
- Meeting rooms
- Storerooms
- Other (specify)

Provided by governing body

- Tuck shop
- Hostel

Dressing rooms

(See attached SANS 10400:2010 building regulations for the calculation of the number of facilities according to the number of persons)

Local by laws, such as fire and other safety measures

(Consult local building and/or fire bylaws)

Explanatory notes (will vary between schools)

1. The SGB has made a contribution to the benefit of learners and has facilitated class sizes of ± 28 for purposes of efficient education, and not to increase school capacity.

2. In terms of the National Curriculum Statement (January 2008) on Hospitality Studies, Hospitality Studies classes should not exceed 20 learners per class.

3. Due to occupational safety concerns, no more than 24 learners should be accommodated in any laboratory at any stage.

4. Toilets and washbasins are already over utilised.

5. Currently, there are no opportunities for expansion on the school grounds, nor is there any SGB funding available.

6. Sports grounds can accommodate only (1 person per m^2 - see attached table 2).

7. Roving staff members, i.e. those without classrooms.

8. Temporary classrooms provided by the state are made of asbestos. Some of the buildings have a limited life

span and require a great deal of maintenance.

Potchefstroom Central School is filled to capacity of 735 learners have enrolled.

Table 1 - Occupancy-of-building classification

1	2
Class of occupancy	Occupancy
A1	Entertainment and public assembly Occupancy where persons gather to eat, drink, dance or participate in other recreation.
A2	Theatrical and indoor sport Occupancy where persons gather for the viewing of theatrical, operatic, orchestral, choral, cinematographical or sport performances.
A3	Places of instruction Occupancy where school children, students or other persons assemble for the purpose of tuition or learning.
A4	Worship Occupancy where persons assemble for the purpose of worshipping.
A5	Outdoor sport Occupancy where persons view outdoor sports events.

Table 4 - Provision of sanitary fixtures

1	2	3
Type of occupancy		Exceptions

Table 6

1	2	3	4	5	6
Population*	Number of sanitary fixtures to be installed				
	Males			Females	
	Toilet pans	Urinals	and basins	Toilet pans	and basins
≤ 15	1	1	1	2	1
≤ 30	1	2	2	3	2
≤ 60	2	3	3	5	3
≤ 90	3	5	4	7	4
≤ 120	3	6	5	9	5

	Add 1 sanitary fixture to the above for every 100 persons	fixture to the above for	fixture to the above for
NOTE If the facilities provided in a shopping complex can be conveniently situated so that they are available to the personnel and the public and visitors, it might not be necessary to provide separate facilities for the personnel in individual shops. The minimum number of facilities provided should then be the total required in accordance with this table for the total number of personnel in the shops within the complex who make use of these facilities			
Population is the number of personnel only of a particular sex in an occupancy. The total number of personnel will, in some cases, be the total population obtained from Regulation A21, the public and visitors being very few in number. In other cases the proportion of personnel to the public and visitors will have to be established. The total number of personnel in a shopping complex, or in any particular shop, may be taken as 10% of the total population for such complex or shop calculated in terms of Regulation A21.			

A practical illustration of the capacity determination formula²

Formula for classroom with single tables:

[Class Size (m²) minus teacher's furniture (m²)

(furniture/equipment such as cabinets/desks) minus 7 m²
(space for educator)] + [Space per learner (m²) + size of
learner-table (m²)] = learner capacity per class

Educator space: 7 m²

Educator furniture:

$$1,4 \text{ m}^2 \text{ (desk)} + 0,324 \text{ m}^2 \text{ (cabinet)} = 1,724 \text{ m}^2$$

$$\text{Learner desk size: } 0,2475 \text{ m}^2 - (0,55\text{m} \times 0,45\text{m})$$

Class size: 49m (7 m x 7 m)

$$49 \text{ m}^2 \text{ (Class size)} \text{ MINUS } 1,724 \text{ m}^2 \text{ (Educator furniture)} \text{ MINUS } 7 \text{ m}^2 \text{ (Educator space)} \text{ DIVIDED BY } 1,275 \text{ m}^2 \text{ (Learner space: } 1 \text{ m}^2 + \text{Learner desk size)} = 32 \text{ Learners}$$

Formula for classroom with double tables:

[Class Size (m^2) minus teacher's furniture (m^2)

(furniture/equipment such as cabinets/desks) minus 7 m^2 (space for educator)] + [Space per learner (m^2) + size of learner-table (m^2)] times 2 = learner capacity per class

$$49 \text{ m}^2 \text{ (Class size)} \text{ MINUS } 1,724 \text{ m}^2 \text{ (Educator furniture)} \text{ MINUS } 7 \text{ m}^2 \text{ (Educator space)} \text{ DIVIDED BY } 2, 54 \text{ m}^2 \text{ (2 Learner's space: } 2 \text{ m}^2 + \text{Learner desk size)} = 16 \text{ Learners}$$

$$\text{TIMES } 2 \text{ (Learners per table)} = 32 \text{ Learners}$$

11. SHORT TITLE

11.1 This policy shall be called The Admission Policy of Potchefstroom Central School

12. APPROVAL:

Recommended by: (Principal) (print name)		Signature:	
Date:			
Approved by: (SGB Chairperson) (Print name)		Signature:	
Date:			
Verification by GDE: (District Director) (Print Name)		Signature:	
Date of Verification			
Certified by :(Print Name)		Signature:	
Date			

13. ANNEXURE/S (IF APPLICABLE)