



Laerskool Bastion Primary School

BELEIDSDOKUMENT | POLICY DOCUMENT

ADMISSIONS POLICY

BASTION PRIMARY SCHOOL: ADMISSIONS POLICY

1 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 Bastion Primary School has accordingly constituted the following as the admissions policy of the school, in the belief that its provisions are consistent with:

- 1.1 The Constitution of the Republic of South Africa (Act 108/1996).
- 1.2 The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.
- 1.3 The South African Schools' Act (Act 84/1996) and subsequent amendments.
- 1.4 The Western Cape Provincial School Education Act (Act 12/1997).
- 1.5 The Promotion of Administrative Justice Act (Act 3/2000).
- 1.6 The Health and Safety Act.
- 1.7 Judgments of the Constitutional Court on the rights, powers and obligations of school governing bodies.
- 1.8 National Admission Policy for Ordinary Schools (Act 27 of 1996)
- 1.9 Regulations relating to exemption of school fees (Government Gazette 29311 of 18 Oct 2006)
- 1.10 Norms and Standards for Language Policy in Public Schools (Gov. Gaz. 18546, Dec 1997)
- 1.11 Access to Information Act, (Act 2/2000)
- 1.12 WCED Circulars (26/2010; 121/2003; 240/2003; 46/2004; 6/2021; 53/2021; 59/2021; 18/2022; 0021/2024)

2 TERM DESCRIPTION

In this document, unless stated otherwise or it appears otherwise from the context, words and expressions have the same meaning as in the South African Schools Act (Act 84 of 1996) and mean:

- "governing body" the Governing Body of the school as provided in article 16 of the South African Schools Act (Act 84 of 1996);
- "Constitutional Court" the Constitutional Court of the Republic of South Africa (Act 108 of 1996);
- "principal" the principal of the school as intended in the South African Schools Act, as well as an educator of the school that, with the permission of the principal and the Governing Body, may commence business on behalf of the principal;
- "Regulations" the regulations regarding admissions, announced by the Member of the Executive Committee in the Western Cape;

- “school” Bastion Primary School;
- “admissions policy” the admissions policy contained in this document.
- “admission” new learner admitted to the school from outside.
- “placement” learner already admitted to the school is placed in a class

3 POINT OF DEPARTURE AND BASIS

The point of departure for and basis of the admissions policy is that full effect must be given to all the fundamental rights of a learner and the parents with regards to education as acknowledged in the Bill of Rights in Chapter 2 of the Constitution.

4 ADMISSIONS POLICY SUBJECT TO THE OTHER LEGAL PROVISIONS: INTERPRETATION OF THE ADMISSIONS POLICY

- 4.1 The admissions policy is subject to the provisions of the South African Schools Act (Act 84 of 1996) as well as the applicable regulations under this Act, insofar as the said provisions are binding on the school and the governing body.
- 4.2 The admissions policy is so compiled that it is compatible with other valid and applicable legal provisions regarding admissions. Without limiting the generality of section 2.1, it is the point of departure of the admissions policy not to discriminate unfairly against nor act unfairly towards any learner on any relevant grounds.

5 WHO MAY APPLY FOR ADMISSION

Application for admission must be done by the parent or legal guardian on behalf of the following learners:

- 5.1 All learners of school going age.
- 5.2 Each learner that was not admitted as a learner at the school in the previous year.
- 5.3 Each learner enrolled at the school the previous year, but who needs to repeat the year due to insufficient academic performance.
- No application will be accepted unless completed by the parent, legal guardian or person responsible for the learners by court order.*

6 PROCEDURES WHEN APPLYING FOR ADMISSION

Due to a shortage of Primary Schools in the area, we have to adapt our enrolment process. Applications will not be placed on a first come, first served basis.

- 6.1 Compulsory WCED online application process. Visit the website of the WCED for guidelines with regards to applications. The WCED determines the start and end dates of this process.
- 6.2 Successful applicants will be requested to submit additional information to the school after the WCED process and internal Governing Body processes are completed.
- 6.3 Every year, Bastion Primary applies the prescribed WCED application period for Grade R-7 (*normally announced during February of the applicable year*). Gr R applications close as soon as they reach their class capacity (30). *“A class size of more than 30 learners negatively impacts on the provision of quality education in a Grade R class.”* Schools are reminded that the maximum number of Grade R learners allowed per class is 30. Educator to Learner ratio = 1:30. *Schools which enroll more than 30 learners in a Grade R class will be contravening Regulation 9(2)(a) of the Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure, published in Government Gazette No. 37081 of 29 November 2013.*

NO CRECHE OR PRE-SCHOOL SERVES AS A FEEDER SCHOOL FOR BASTION PRIMARY SCHOOL.

Gr 1–7 applications take place in two phases. The closing date for Phase 1 is during March/April and for Phase 2 in September. Phase 2 will only commence if there is still place available. Applications which cannot be accommodated immediately, will be placed on a waiting list.

Learners currently in Gr R at Bastion Primary School are automatically transferred to Gr 1 and do not need to re-apply for Gr 1.

New applications must be submitted timeously (electronically or as determined by the WCED) so that planning for the new year can be completed.

If an application is handed in before the closing date but no space is available, the application will be placed on the waiting list.

Should they not be accommodated in that year, parents need to re-apply for the following year. Applications will not be carried over.

- 6.4 Biological and legally adopted children of Bastion staff are considered as living within the school catchment area (subject to availability and the admissions policy of Bastion Primary School).
- 6.5 **Parents of learners who are accepted, must undertake in writing to pay the school fees in advance and to adhere to the school rules.**
- 6.6 As a prospective parent, I am aware of and I accept that the school embodies Christian values.
- 7 **COMPETENCE TO ENROLL A LEARNER AT SCHOOL AND THE ROLE OF THE GOVERNING BODY**
 - 7.1 Subject to the provisions of the admissions policy, the school principal has the right to enrol a learner if he/she is satisfied that the learner meets all the admission requirements and that there are reasonable space, facilities and other resources available to accommodate the learner at the school to meet the learner's educational needs.
 - 7.2 The Governing Body may, at the discretion of the school principal, request a report in respect of the manner in which the admissions policy is applied in general or in a particular case.
- 8 **CRITERIA TO BE TAKEN INTO CONSIDERATION WHEN A LEARNER IS ENROLLED AT BASTION PRIMARY SCHOOL**
 - 8.1 Applicants who have an elder sibling who is already enrolled at the school (Gr R-7) take preference.
 - 8.2 The learner's parents or legal guardians stay in the immediate proximity of Protea Heights and Bastion Primary School is the closest feasible school to their residential address.
 - 8.3 Bastion Primary School is a parallel medium school. The languages of instruction are Afrikaans and English. Parents are strongly advised to let their children be instructed in their home language (usually the language of the mother or guardian who assists with homework in the afternoons) in order to receive the best possible education.
 - 8.4 In the case of Grade R and Grade 1 applications, the learner meets the legal requirements

for age of admission.

- Gr R: Learners turning **six** in the year of admission will receive preference.
- Gr R learners currently in Bastion Primary School who are not ready for school by the end of October, will automatically be placed in Grade R for the following year.
- Gr 1: Learners turning **seven** in the year of admission will receive preference.

8.5 The capacity of the school is based on the following:

8.5.1 The number and size ($\pm 56m^2$) of classrooms in the school.

A maximum of 38 (thirty-eight) learners per class (FP/IP/SF), and a maximum of 30 (thirty) learners in ECD (Gr R) will be maintained. (Total learners $\div$ total grades $\div$ total classrooms for Afrikaans and English medium classes respectively.) The safety of our learners must be taken into account at all times. Overcrowded classrooms create an unhealthy learning environment. The class, grade and school enrolment will not exceed the calculated capacity by more than 2%.

8.5.2 The establishment and maintenance of a stimulating and engaging teaching environment. Such facilities include the following:

- a) A library
- b) Science, Biology, Geography and Computer classrooms
- c) A Technology classroom
- d) A Music classroom
- e) A school hall
- f) A tuck shop
- g) A staffroom
- h) Office and work areas for management, admin and maintenance personnel.
- i) A counselling room
- j) A didactics room

8.6 Any other factors which, in the opinion of the principal or the governing body, should reasonably be taken into account when considering an application for admission. Such factors can only be considered once the available places have been filled according to the above policy.

9 CERTAIN SPECIFIC REQUIREMENTS FOR ADMISSION TO THE SCHOOL

In addition to any other requirements according to the admissions policy or imposed by law, or which may be imposed by law, a learner may only be admitted to the school –

9.1 if there are space, facilities and resources available at the school to accommodate the learner (according to the reasonable norm that a class can only accommodate a certain number of learners and desks per class.)

9.2 if the learner is not older than the following years in that particular grade:

- Grade R 6 years
- Grade 1 7 years

with the understanding that a learner who has achieved the maximum age during the specific year in each of the grades will be able to reach the next age. Learners with special educational needs in mainstream schools will be handled on merit, with support from MEED.

10 WAITING LIST

Should a learner qualify for acceptance by meeting the enrolment requirements, but not be accepted at the school because there are no space, facilities and resources available according to the norms referred to in article 9.1, the learner's name must be placed on the waiting list. **These applications will be placed in order according to the distance from the school.** The governing body may, in a fair manner, grant admission to a learner from the waiting list if space and facilities become available. Applications by parents who wish to enrol more than one learner will only be considered when there is place for all applicants. The application will therefore remain on the waiting list until there is place for these or more learners in the different grades. Logistically and practically, it places great strain on families if children are enrolled at different schools. An exception can be made for a brother or sister in Grade R for whom the school has no place, as there are other options for admission to Grade R in the nearby nursery schools / area.

Before learners from the waiting list can be enrolled, documentation such as proof of address, municipal account, lease and affidavits must be updated to ensure that the latest information is known to the school's governing body before the application can be processed. No documentation older than 3 months will be used for processing applications.

11 PROCEDURE FOR CONFIRMATION OF ADMISSION

- 11.1 You will be notified in writing / electronically by the WCED whether your application was successful or not.

Should your application be successful, you as a parent need to inform the school in writing, within the prescribed time set by the WCED after receiving your acceptance letter, whether you wish to accept or decline the enrolment.

- 11.2 Additional documentation will follow as soon as you have accepted in writing. These documents include important information (POPIA indemnity, d6 communication, undertakings, code of conduct) as well as financial documentation such as school fees, debit order mandate, exemption application, etc.)

12 UNDOCUMENTED SOUTH AFRICAN LEARNERS OR FOREIGN LEARNERS

Learners without identification document (e.g. birth certificates) are regarded as undocumented learners. In line with the Phakamisa case (Centre for Child Law and Others vs. Minister of Basic Education and others (2840/2017) [2019] ZACGHC 126; [2020] 1 All SA 711 (ECG) (12 December 2019), schools may not discriminate against any learner without the necessary identity documentation and refuse admission.

If the parent/guardian/ward does not possess the following required documentation, the learner will be enrolled on condition that the parent/guardian/ward submits a sworn written affidavit which confirms the learner's details, the parent's details and the date of birth. This is applicable to learners without a South African birth certificate/identity document, foreign passport (in the case of a foreign learner), asylum seeker's permit, refugee permit, and/or study permit.

Such learners will be enrolled, but parents must apply at the Department of Home Affairs for the required documentation. Parents are requested to keep the school updated and provide proof of such applications.

Section 31 of the Births and Deaths Registration Act, 1992 (Act 51 of 1992), makes it an offence to make a false statement or cause a false statement to be made about the age of a child.

13. RIGHT TO APPEAL

In terms of section 5(9) of the South African Schools Act, 1996 (Act 84 of 1996), any learner or parent of a learner who has been refused admission to a public school may appeal against the decision to the Provincial Minister of Education. Admission appeals must be submitted using the Western Cape Education Department (WCED) School Admissions Management Information (SAMI) system and parents should use the following website address: <https://wcedonline.westerncape.gov.za> to submit their appeal. Parents must use their current login details to access their profile on the SAMI system.

Bastion Primary School's Admission Policy is reviewed annually according to WCED regulations and bears the approval of all involved parties: Governing Body (on behalf of the parent corps) as well as the School Management (on behalf of the staff).

Date amended: 20 February 2025 (No change from last signed policy)