



# Laerskool Dagbreek

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NO. 7; 1 of 33

## ADMISSIONS POLICY OF LAERSKOOL DAGBREEK

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|----|----------------------------|--|
| 1. | <b>TITLE OF THE POLICY</b> | The Admission Policy of Laerskool Dagbreek |
| 2. | <b>EFFECTIVE DATE</b>      | April 2019                                 |
| 3. | <b>DATE OF NEXT REVIEW</b> | April 2020                                 |
| 4. | <b>REVISION HISTORY</b>    | As amended on May 2019                     |

## 5. PREAMBLE

5.1 Section 5 (5) of the South African Schools Act, Act 84 of 1996 (SASA) mandates the school governing body (SGB) to determine the admission policy of a school. The admission policy of Laerskool Dagbreek, hereafter *this admission policy* is aligned to the admission policy published in terms of the National Education Policy Act, 1996 and other relevant policies as per the policy framework.

5.2 This admission policy articulates this school's commitment to ensuring that all learners have access to quality education without any fear of discrimination on any grounds whatsoever. To this effect, any learner that applies for admission to any grade in this school will be subjected to a fair and equitable admissions process that is aligned to all relevant National and Provincial legislation.

## 6. DEFINITIONS AND ACRONYMS

### 6.1 Definitions

| <b>TERM</b>           | <b>DEFINITION</b>   |
|-----------------------|---|
| Learner               | Any person registered to receive education at the school  |
| District Director     | Means the official of the department delegated by the Head of Department for the administration of admission of learners  |
| Feeder zone           | The area that a school should prioritise when admitting learners and taking into consideration learners who live close or whose parents work close to that school   |
| Head of Department    | Means the head of the Department of Education in Gauteng  |
| Parent                | Parent means—<br>(a) the biological or adoptive parent or legal guardian of a learner;<br>(b) person legally entitled to custody of a learner; or<br>(c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) or (b) towards the learners' education at the 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 at the school   |

| TERM                                   | DEFINITION   |
|--|--|
| Sibling                                | means a learner who satisfies all of the following requirements—<br>(a) he or she is enrolled at the school in the year for which the applicant learner seeks admission<br>(b) he or she resides in the same household as the applicant learner;<br>and<br>(c) he or she has at least one parent who is also the parent of the applicant learner |
| this School                            | Refers to (Name of school)   |
| Focus school                           | means a public school that provides education with a specialized focus on particular talents including, but not limited to, sport, performing arts or creative arts  |
| Confidential report                    | Means a report containing information about the financial status of a parent, whether the parent can afford school fees and employment details of a parent or information relating to the health, misconduct or behavior of a learner that may be used to unfairly discriminate against a learner  |
| Register of applications for admission | Means waiting list A and waiting list B of names of learners who have applied for admission to the school  |
| Register of Admissions                 | Register of all learners enrolled at 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, parents of learners at the school, educators, support staff, the school management and applicant learners to the school.

## 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. South African Schools Act, 1996 (Act No. 84 of 1996), as amended
- 8.4. National Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended
- 8.5. Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), as amended
- 8.6. Gauteng Education Policy Act (Act No. 12 of 1998), as amended
- 8.7. Refugees Act, 1998 (Act No. 130 of 1998), as amended
- 8.8. Immigration Act, 2002 (Act No. 13 of 2002), as amended
- 8.9. Gauteng Admission of Learners to Public Schools (General Notice 4138 of 2001), as amended
- 8.10. National Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001)
- 8.11. National Regulations for the Exemption of Parents from Payment of School Fees, General Notice 29311 of 2006
- 8.12. National Regulations relating to Minimum Uniform Norms and Standards for Public School Infrastructure, 2013

## 9. PURPOSE OF THE POLICY

- 9.1. The purpose of the admissions policy is to facilitate admission to the school by setting out the following crucial information:
- 9.1.1. Aspects under which no learner may be refused admission to the school
  - 9.1.2. The admission age for learners at the school and compulsory school attendance
  - 9.1.3. Admission of learners to public schools who live within and outside the feeder zone of the school as determined by the MEC.
  - 9.1.4. Re-registration for learners already in this school, including repeat learners.
  - 9.1.5. Registration of new learners
  - 9.1.6. Late registrations
  - 9.1.7. Proof of documentation required for admission
  - 9.1.8. Register of applications for Admission
  - 9.1.9. Register of Admissions
  - 9.1.10. Capacity of the school

## 10. GENERAL PRINCIPLES REGARDING ADMISSION

- 10.1 A learner may not be refused admission to this school:
- (a) on grounds that constitute unfair discrimination, including on the grounds of race, ethnic or social origin, color, gender, sex, age, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV and AIDS status, or any other illness;
  - (b) because his or her parent—
    - (i) is unable to pay or has not paid the school fees, registration fee or deposit determined by the governing body;
    - (ii) does not subscribe to the mission statement of this school and code of conduct of this school; or
    - (iii) has refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of the learner;
  - (c) to any part of the total school program;
  - (d) on the grounds that the learner is not entering into boarding accommodation offered by the school (This section is only applicable to schools with boarding facilities); or
  - (e) because he or she is unable to provide the school with the documentation required in regulations 6(1) and 12.
- 10.2 Neither the governing body of this school nor a person employed at this school may request the current and /or previous school of a learner or the learner's parent(s), to furnish this school with a confidential report in respect of that learner.
- 10.3 On receiving admission to this school, a learner may not be denied: access to class, cultural, social or sporting activities of this school, receipt of a school report or transfer certificate or otherwise victimised on the basis of 10.1 a – e, as the learner must be admitted to the total school programme.
- 10.4 **In the case of a fee-paying school:** This school is a fee-paying school. Parents who are unable to pay school fees may apply for exemption as per SASA 39 (4); OR  
**In the case of a No-fee school:** This is a No-fee school. This school will not solicit school fees from any parent.
- 10.5 **In the case of a public ordinary school that is not a focus school:** The governing body of this school may not administer any test related to the admission of a learner to a school,

- or direct or authorise the principal of the school or any other person to administer such tests
- 10.6 **In the case of a Focus School:** Learners who apply to this school will be subjected to an admissions test. The principal of a focus school may administer an admission test on the instruction or prior written approval of the Head of Department (Include only for Focus Schools only)
- 10.7 **In the case of a gender specific school:** This is a Girls / Boys School. A gender specific school may refuse admission to a learner on the grounds of gender. This school admits Boys only / Girls only (Include only for gender specific schools).

## 11. POLICY STATEMENTS

### 11.1. Administration of Admissions

The principal of the school has been delegated with the powers and the responsibility for the administration of admission of learners by the Head of Department. It remains the prerogative of the Head of Department to withdraw the delegated powers of the principal if he/she deems it necessary to withdraw such powers. In administering admissions for returning and or in-grade (Grade 2-7) learners, the principal shall work through the School Admissions Committee.

The administration of admissions deals with the following:

- (a) Informing all parents that the school is open for admissions and outlining the procedures to be followed for admissions;
- (b) Assisting parents of Grade 1 applicants to make online applications on the department's Admissions Online Application System, including accepting and processing online verification of documents submitted by parents;
- (c) re-registering learners currently at the school;
- (d) issuing and receiving of application forms to parents of in-grade (Grade 2-7) learners;
- (e) adjudication of applications for admissions;
- (f) issuing of transfer cards;
- (g) issuing of notices confirming the status of the application;
- (h) informing unsuccessful applicants of objection and appeal procedures;
- (i) after admission, informing successful applicants of fee status and related processes;  
and
- (j) maintaining both a register of applications for admission and a register of admissions.

### 11.2. The Admissions Process

#### 11.2.1. Admission Period

The Principal should ensure that the admission process commences on the first day and ends on the last day prescribed by the Department unless the school is declared full by the District Director before the end of the admission period.

### 11.2.2. Informing Parents

- (a) After the Head of Department has pronounced the opening of the admission period, the school will communicate the commencement and end of the admission period as well as the re-enrolment period for in-grade (Grade 2 – 7) learners and the application period for entry grade learners, by using the following means of communication: parents meetings, letters to parents and the school website.
- (b) In addition to (a), the school will make use of sms notifications, the local newspaper / newsletters or posters, (school to select and/or indicate any other mode and means of communication).
- (c) Upon request, the school will distribute to parents any advocacy material made available by the Department.

### 11.2.3. Application for Admissions

- (a) Application for admission of a learner to Grade 1 may only be done through the on-line application system available on the Department's website.
- (b) This school will neither offer any hard copy application forms for admission to any parent applying for admission to Grade 1, nor request parents to use the school's online admissions application system to apply for Grade 1.
- (c) Applicants must submit the following supporting documentation for admission to the school within 7 days of application:
  - i. A certified copy of the learner's birth certificate
  - ii. A certified copy of the parent's identity document, or sworn affidavit in a case where the parent does not have an identity document;
  - iii. In the case of admission to a primary school, proof that the child has been immunised at a public or registered private health establishment;
  - iv. Proof of the parent's residential or work address;
  - v. In the event of a sibling at the school, proof of sibling relationship.
- (d) Parents applying for admission of in-grades (Grade 2 to 7) to this school for the first time will be issued with an application form which must be duly completed and returned to the school within the stipulated timeframes. (Refer to Annexure A for Application form).



- (e) In cases where a learner transfers from one public school to another or applies for an entry grade other than Grade 1, in addition to (i) to (v) above, the parent must submit the following from the previous school:
  - I. A transfer card; and
  - II. The learner's last report card.
- (f) In a case where a parent is unable to submit the birth certificate of the learner or has only submitted a written affirmation or sworn written statement about the age of a learner, the learner will be admitted conditionally for a period of six weeks, allowing the parent to obtain a copy of the birth certificate from the Department of Home Affairs.
- (g) The school principal will refer cases of parents who fail to submit documents within the stipulated six-week period to the District Director, who may extend the period on good cause shown by the parent.
- (h) The principal will report undocumented learners, annually, to the Department by—
  - (i) submitting a list of undocumented learners through the office of the District Director to the Provincial Director responsible for admissions; and
  - (ii) maintaining a database of undocumented learners.
- (i) On submission of a completed application, parents will receive an allocated waiting list number in writing from the relevant admissions register.

#### **11.2.4. Adjudication of Applications**

##### **(a) Learners already enrolled at the school**

Annually, during the re-enrolment period prescribed by the Department, learners already enrolled at the school must complete a prescribed application form for re-registration at the school. The schools submit the re-enrolment information to the Department on a quarterly basis.

##### **(b) Entry grade Admission**

An applicant for an entry grade admission to a school is eligible for admission if—

- (i) the applicant learner's place of residence is closest to the school within the feeder zone;
- (ii) the applicant learner has a sibling attending the school;
- (iii) the place of employment of at least one of the applicant learner's parents is within the feeder zone of the school;
- (iv) the applicant learner's place of residence is within a 30 kilometer radius of the school; or
- (v) the applicant learner's place of residence is beyond a 30 kilometer radius of the school.

The ranking of the applications for admission shall be in the order of the categories referred to in paragraphs (i) to (v) of (11.2.4 (b)) and in the order in which the applications were received and in accordance with the school's language policy.

#### **11.2.5. Notifying Parents of Outcome of Application**

Parents of all learner applicants will receive a written response regarding the status of the application by the end of the admission process.

#### **11.3. Admission of Non-South African Citizens**

- (a) Provisions governing the admission of South African citizen applicant learners to public schools apply equally to non-citizen applicant learners
- (b) Non-South African Citizen learners / parents must provide either a study visa, refugee permit or an asylum permit.
- (c) Non-South African Citizens must provide proof of application for either a study visa, refugee permit and asylum 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.

#### **11.4. Late Applications**

- (a) Late applications for Grade 1 must be made on the Admissions Online Application on the Department's website. The school will accept and verify learner documents submitted
- (b) The principal will be responsible for receiving late applications of learners in grade (Grade 2-7) learners. Late applications received after the 10th school day must be acknowledged and recorded in the late registration waiting list A or B. The principal must submit the waiting lists to the District Director at the District Office whereupon they may be considered based on the availability of space.

#### **11.5. Admission Age and Compulsory School Attendance**

##### **11.5.1. Admission Age of Learners**

- (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.
- (b) A parent who wishes to make an application for admitting an underage learner to Grade 1 at the school must submit an application and a school readiness report to the Head of Department. 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 Head of Department find that it would not be in the child's best educational interest to be admitted to Grade 1 as an underage learner, the Head of Department must furnish the parent with reasons for this finding in writing and inform the parent in writing of the opportunity to appeal to the MEC.
- (d) Where a learner's age is three 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 a public ordinary school are the same as learners in special schools.

#### **11.5.2. Compulsory School Attendance**

- (a) Every parent must cause every learner for whom he or she is responsible to attend a school from the first school day of the year in which such learner reaches the age of seven years until the last school day of the year in which such learner reaches the age of fifteen years or the ninth grade, whichever occurs first.
- (b) A learner who is sixteen years or older and who has never attended school, must be advised and referred to the Department of Higher Education and Training for consideration to be placed at a Community Education and Training Centre.

#### **11.5.3. 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.

#### **11.6. Capacity of the School**

- (a) To facilitate the Head of Department's determination regarding the minimum and maximum capacity of a school as contemplated in section 58C (6) of the South African Schools Act, the principal must, by not later than 30 June of each year, provide the Head of Department in writing with the following information—
- i. the size, number and condition of the classrooms, laboratories, and other rooms or spaces used for teaching in the school;
  - ii. the allocation of classrooms to grades;
  - iii. the curriculum program of the school;
  - iv. the number of educators and their teaching specialisation and workload; and
  - v. any other information that the Head of Department requires.
- (b) The SGB has determined the School's maximum capacity for learner admission as follows: See Addendum 9

The following factors were considered in determining the School's capacity:

- That learners' best interests have preference
- The number of educators available
- The space available for administrative needs
- The number of appropriate classrooms available
- Space needs for sports, cultural and recreational activities
- The available space in the current media and computer centres, science and technology laboratories and the school hall

- The sanitary facilities available
- Parking facilities
- Safety measures
- The maximum number of learners permitted per class

- (c) 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.
- (d) 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.

## 12. SHORT TITLE

12.1 This policy shall be called The Admission Policy of Laerskool Dagbreek

## 13. APPROVAL:

|   |  |            |  |
|---|--|------------|--|
| Approved by:<br>School Governing Body<br>(SGB Chairperson)<br>Ds. H.W. Calitz |  | Signature: |  |
| Date:   |  |            |  |
| Verification by:<br>GDE:<br>(District Director)                               |  | Signature: |  |
| Date of Verification:   |  |            |  |
| Certified by:<br>Principal:<br>Mr. P.W. van Heerden                           |  | Signature: |  |
| Date:   |  |            |  |

## 14. ANNEXURE/S