

BOSTON PRIMARY SCHOOL



Name of Policy:	Admissions Policy
Approving Authority:	School Governing Body
Date of Last Approval	4th March 2025
Approval Ref No	SGB 2025/
Date of First Approval	4th March 2025
Review Frequency	Annually
Date of next review:	03 March 2026
Version number:	Version 1

TABLE OF CONTENTS

1	Preamble	3
2	Purpose	3
3	General Provisions.....	3
4	Specific Provisions.....	4
5	Language Policy	4
6	Application For Admission.....	4
7	Enrolment Of Learners.....	4
	7.1. Grade R Learners:	4
	7.2. Grade 1 Learners:.....	5
	7.3. Grade 2 To 7 Learners:.....	5
8	Priority Given To Applications:	6
9	General.....	6
10	Definitions	7
11	Review Of The Admissions Policy.....	7

1. PREAMBLE

In terms of section 5 (5) of the South African Schools Act 84 of 1996, the governing body of a public school must determine the admission policy of that school.

The Governing Body of Boston Primary School ("the School") has accordingly constituted the following policy as the admissions policy of the school ("the admission policy), in the belief that its provisions are consistent with:

- The Constitution of the Republic of South Africa Act 108 of 1996 ("the Constitution");
- The National Education Policy Act (No. 27 of 1996) ("NEPA") and any applicable policies determined in terms of this Act;
- The South African Schools' Act No 84 of 1996 ("SASA") and subsequent amendments;
- The Western Cape Provincial School Education Act No 12 of 1997; ("the WCPSEA") and
- The Promotion of Administrative Justice Act (PAJA) 3 of 2000.

1 PURPOSE

- 1.1. The purpose of the admissions policy is to regulate and clarify the principles pertaining to, the requirements for, and the expectations attendant upon admission to the School.
- 1.2. The admissions policy aims to ensure the fair and correct management of applications for admission, as well as the lawful administration of learner admissions and registration.

2 GENERAL PROVISIONS

- 2.1. The admissions policy is subject to, and shall be read in conjunction with the Constitution, and the National and Provincial Education Legislation, the provisions of which shall prevail to the extent of any conflict with the provisions of the admissions policy.
- 2.2. It is noted that, in the implementation of the admissions policy of the School, section 28(2) of the Constitution shall be the overriding factor in consideration of each application. The aforementioned section provides that "A child's best interests are of paramount importance in every matter concerning the child".
- 2.3. In terms of the admissions policy, it is the aim of the School to:
 - Promote transformation in line with the Constitution;
 - Ensure that no applicant may be unfairly discriminated against; and
 - provide an environment which promotes fair and equal access to, or progress in, any aspect of school life, regardless of an individual's race, culture, religion or socio-economic status.

3 SPECIFIC PROVISIONS

3.1. The School is a co-educational school, which provides for the enrolment of learners from Grade R to Grade 7.

4 LANGUAGE POLICY

4.1. The school is classified as an English-speaking school. English is the approved language of learning and teaching that all learners will be instructed in for all subjects from Grade R to Grade 7. All learners from Grade 1 to Grade 7 will be offered Afrikaans as the approved first additional language.

5 APPLICATION FOR ADMISSION

5.1. According to the Constitution, every person in South Africa, citizens and non-citizens alike, has the right to a basic education.

5.2. The responsibility for the administration of admission of learners to the School will be that of the Principal.

5.3. Every learner shall be entitled to equal access.

5.4. Applications for enrolment are processed **online via Western Cape Education Department (WCED) Website**.

5.5. The closing date for admission to the School for the forthcoming year is as per WCED recommendation.

5.6. Documents required for admission of a learner at the School include:

- A fully completed and signed Admission Application Form;
- A certified copy of the learner's Birth Certificate;
- A certified copy of the parents' Identity Documents;
- A certified copy of proof of residence;
- A certified copy of the learner's immunization history;
- A certified copy of learner's most recent Assessment Document.

6 ENROLMENT OF LEARNERS

6.1. Grade R Learners:

- In terms of the Directive from the WCED, the Grade R class should not exceed 30 learners.
- Exceeding this number will be at the discretion of the Principal.
- If this number is exceeded, no subsidy will be granted for the additional learners.

- The youngest age for enrolment to Grade R at Boston Primary School is age five years turning six years by 31 December in the year of admission.
- Siblings are not guaranteed admission and will need to follow the formal application process like any other new learner.
- Applications will be considered in chronological order, based on date of submission of the completed application.
- As the Grade R class is funded by the School Governing Body (“SGB”), the parents of prospective Grade R learners are required to complete and sign undertakings to pay the specified Tuition Fees monthly. Failure to do so will result in the learner’s admission being cancelled.

6.2. Grade 1 Learners:

- In terms of a decision taken by the SGB, the classes at the School should not exceed 30 learners.
- Exceeding this number will be at the discretion of the Principal.
- The youngest age for enrolment to Grade 1 is age six years turning seven years by 31 December in the year of admission.
- The current Boston Primary Grade R learners will be given preference.
- Siblings are not guaranteed admission and will need to follow the formal application process like any other new learner.
- Applications will be considered in chronological order.
- As the School is a fee-paying school, the parents of prospective Grade 1 learners are required to complete and sign undertakings to pay the specified Tuition Fees as determined by the SGB.
- Once a learner has been accepted at the School, parents are required to pay a stationery deposit which will be determined by the SGB. This is **NOT** an admission, placement or registration fee. It is a pre-payment for specific items required by the Grade 1 learners. The items will be purchased by the School and distributed to them during the course of the year (chairbags, library book bags, dictionaries, Home Programme Books, Reading Books, plastic book covers, etc).

6.3. Grade 2 to 7 Learners:

- In terms of a decision taken by the SGB, the classes at the School should not exceed 30 learners.
- Exceeding this number will be at the discretion of the Principal.
- The learner must be age appropriate for the Grade for which application has been made.

- Siblings are not guaranteed admission and will need follow the formal application process like any other new learner.
- Applications will be considered in chronological order.
- As Boston Primary School is a fee-paying school, the parents of prospective learners are required to complete and sign undertakings to pay the specified Tuition Fees as determined by the SGB.

7 SELECTION CRITERIA AND PROCESS:

- 7.1. In considering applications for admission to the School, except for Grade 1, the learner must have met the promotion requirements of the preceding (or previous) grade into which admission is sought.
- 7.2. Further to the above, which is regarded as a minimum requirement for admission, preference in considering applications for admission will be given to applicants as follows:
 - Applicants who are already enrolled in Grade R at Boston Primary School;
 - Applicants who reside in the immediate residential area surrounding the School; and whose custodian parent/legal guardian is able to prove, through the submission of documentary evidence to the satisfaction of the School, that the School is one of the closest schools to the learner's permanent place of residence.

Thereafter, preference will be given in chronological order based on the Applicant's date of submission of his/her application for admission, from earliest to latest.

8 GENERAL

- 8.1. The School does not unfairly discriminate in any way against an application for admission.
- 8.2. The closing date for admission will be strictly adhered to. Late applications will be considered only under exceptional and special circumstances.
- 8.3. Parents/Guardians must not presume that their child(ren) are accepted until a letter of acceptance is received from the school. The school's code of conduct for learners will accompany the acceptance form and must be duly signed by the parent(s).
- 8.4. A learner is admitted to the total school programme and will not be suspended from classes, denied access to cultural, sporting or social activities, denied a school report or transfer certificates on the grounds that his or her parents:
 - is unable to pay or has not paid the required school fees,
 - has refused to enter into a contract in terms of which the parents waive any claim for damages arising out of the education of the learner.
 - does not subscribe to the mission statement or
 - refuses to comply with the contract for the exemption of school fees.
- 8.5. No test relating to admission of a learner to the school is administered.
- 8.6. The parent must be informed that if a learner has been refused admission, the parent may appeal to the Principal / SGB against the decision.

8.7. The name of a learner will be removed from the School's admission register when the learner

- is granted exemption from compulsory attendance according to section (4) of the SASA;
- applies for a transfer to another school and the transfer is effected;
- is expelled from school;
- dies; or
- any other valid reason in accordance with the provisions of the national and provincial educational legislation.

8.8. If a learner of compulsory school age fails to attend school, the Head of Department may act in terms of section 3(5) and (6) of the SASA.

9 DEFINITIONS

<i>Parent</i>	(a) the parent or guardian of a learner, (b) the person legally entitled to the custody of a learner, (c) the person who undertakes to fulfil all the obligations of a person referred to in (a) and (b) towards a learner's education at a School.
<i>Head of Cape Department</i>	The Superintendent-General (SG), who is the Head of the Western Education Department.
<i>School Programme</i>	The total array of curricular, extra-curricular activities, sport, cultural, recreational, social and any other school activities offered by a school.
<i>School activity</i>	Any official educational, cultural, recreational or social activity of a school within or outside of school premises.
<i>School fees</i>	School fees as determined in Section 39 of the SASA and which includes any form of contribution of a monetary nature made or paid by a person or body in relation to the attendance or participation by a learner in any programme of a public school.
<i>Siblings</i>	A person's brother or sister (biological or legally adopted), including half-siblings (who share one parent), step-siblings (who are not biologically related but share a parent through marriage).

10 REVIEW OF THE ADMISSIONS POLICY

- 10.1. This policy may be amended, supplemented or adjusted by the SGB from time to time, via a majority resolution, which amendment must be recorded.
- 10.2. The admissions policy must be reviewed and approved by the SGB on an annual basis.