



RUSTENBURG GIRLS' JUNIOR SCHOOL

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ADMISSIONS POLICY

1. GENERAL

- 1.1. In terms of section 5(5) of the South African Schools Act 84/1996 the Governing Body of a public school must determine the admission policy of that school. This policy was approved by the School Governing Body ("SGB") of Rustenburg Girls' Junior School ("the School") in accordance with the following applicable laws and policies: the *Constitution of the Republic of South Africa* 108/1996 ("the Constitution"); the *National Education Policy Act* 27/1996 (and its applicable policies including the *Regulations for Admissions to Schools*); the *South African Schools Act* 84/1996 ("SASA"); the *Western Cape Provincial School Education Act* 12/1997; the *Promotion of Administrative Justice Act* 3/2000; the *Immigration Act* 13/2002; and circulars issued by the Western Cape Education Department ("WCED").
- 1.2. For the purposes of this policy the following definitions shall apply:
 - 1.2.1. "Parent" means the biological parent, legal guardian, adoptive parent and any person legally responsible for the learner's education and has the legal authority to apply for admission to the School.
 - 1.2.2. "Siblings" means children born of the same biological parents or are related by virtue of a common legal parent or through the marriage of the children's biological or legal parent.
 - 1.2.3. "School fees" means the annual school fees as determined by a resolution of the majority of parents passed at the annual budget meeting. This includes costs related to the "Approved School Programme" as determined and approved at the related Annual Budget Meeting but does not include costs associated with extra murals, music tuition, uniform requirements, aftercare or any additional costs not related to the academic programme.
- 1.3. The School is a public school entrusted with managing resources in its care in line with the constitutional aims of redressing the injustices of the past. It is committed to ensuring that no unfair discrimination on account of race, culture, language, religion or socio-economic circumstances is practiced during the admission process save to the extent that the School is a single sex school where only female learners will be admitted.
- 1.4. The School will endeavour to promote inclusion in accordance with applicable school policies and provide an environment where race, culture, religion or socio-economic circumstances do not form unreasonable barriers to a learner's participation in school life.
- 1.5. This policy shall at all times be interpreted in line with the best interests of all learners concerned.
- 1.6. The governing body of the School reserves its rights to review and amend this policy in furtherance of the line with the aims and objectives of the school as well as any applicable laws that may arise.

2. LANGUAGE OF LEARNING AND TEACHING

- 2.1. In accordance with powers granted by section 6(2) of SASA the SGB has determined that the language of learning and teaching shall be English.
- 2.2. Learning and teaching shall generally take place through the medium of English save as to specific language subjects where it may take place through the medium of that particular language and English (as the curriculum of that language deems appropriate).
- 2.3. The School will promote multilingualism as far as possible by offering Afrikaans, isiXhosa and other additional language subjects that it may have the capacity to make available to learners.

3. CAPACITY

- 3.1. The SGB has duly determined that the total capacity of the school is 645 learners with an average of 27 learners per class across eight grades (being Grades R to 7).
- 3.2. The SGB has considered all relevant factors in determining the capacity of the School, including but not limited to: the number and sizes of classrooms; the number of teachers, administrative and management teams, and the supportive work spaces; the need for additional spaces to support quality academic, sports, cultural and social programmes; and the financial capacity of the School.
- 3.3. The class, grade and school admission shall not exceed the calculated capacity by more than 1% in any one grade without a motivation from the School Management Team that is subsequently ratified by the SGB.
- 3.4. The Capacity of the School may be adjusted by the SGB from time to time in line with changes in its financial capacity, infrastructure, curriculum and personnel.

4. SCHOOL FEES

- 4.1. The SGB accepts that the State cannot provide all resources required to achieve and maintain a well-functioning and high-performing schooling system. It is incumbent on the School to take reasonable measures, including raising additional funds as a fee-paying School in order to supplement the resources supplied by the State in order to improve the quality of education provided by the School.
- 4.2. As a fee-paying school, parents agree to pay the school fees as approved annually by resolution of the parents in line with the School's Constitution. The acceptance of a placement at RGJS is an acceptance of the legal liability to pay fees.
- 4.3. Payment of fees is neither a voluntary agreement nor a credit agreement as defined in the National Credit Act 34/2005 but a statutory obligation on parents unless the School has duly granted a parent an exemption.
- 4.4. A successful applicant admitted to the school will not be denied access to any aspect of school life (as defined and approved annually as The School Programme) on the grounds of inability to pay the school fees. Where this situation arises parents will be required to apply for an exemption for consideration in line with the statutory Exemptions Policy.
- 4.5. Fees are payable annually in advance at the start of the school year unless an arrangement has been made with the School to accept monthly payments by debit order. Both parents irrespective of marital status or divorce agreement are jointly and severally liable for the payment of fees.
- 4.6. In terms of Section 40 of the South African Schools Act, the School may enforce payment of the compulsory school fees and may institute legal action to recover unpaid fees. Should legal action be initiated the parents will be liable for all fees incurred including attorney and collection costs.

5. ADMISSION CRITERIA

- 5.1. The selection of learners for admission shall be guided by an assessment of the following factors (in no order of preference):
 - 5.1.1. The completion of a duly completed application;
 - 5.1.2. The meeting of all promotion requirements for the grade immediately below that for which admission is sought;
 - 5.1.3. The capacity of the School as set out in clause 3;
 - 5.1.4. The transformation objectives of the school;
 - 5.1.5. Whether the applicant's sibling is present at the School at the time of enrolment;
 - 5.1.6. The proximity of the learner's place of residence to the school;
 - 5.1.7. The ability of the School to meet the needs of the learner (including but not limited to special educational needs);
 - 5.1.8. The age of the learner. Learners more than two years older than the statistical age norm relevant for the grade in the year of admission. For the avoidance of doubt, the statistical age norm is derived as follows: "statistical age norm = grade applied for + 6".¹

¹ For example the statistical age norm for a grade 7 applicant is = 7 + 6 = 13 years. An applicant of age 11 or younger or 15 and older would therefore not be admitted to Grade 7.

- 5.1.9. The willingness of the learner to participate and add value to all areas of the school life and to work hard to achieve excellence in the learners academic outcomes;
- 5.1.10. Whether the learner will benefit from the programmes of the School (including but not limited to its language of learning and teaching, academic, sporting and cultural programmes) in line with the principle that all decisions should be taken in line with the best interest of the learner.
- 5.2. Any learner who receives a bursary of any kind that is recognised by the School must meet the criteria set out above.
- 5.3. The governing body of the School has determined that The Admission Committee shall exercise discretion as guided by the above factors. The absence or presence of any factors set out above does not mean the learner will be refused or guaranteed admission.
- 5.4. Where at any given time the School is oversubscribed, or in the cases of transfer applications, consideration will be given to the following factors:
 - 5.4.1. Learners who have siblings currently at the School.
 - 5.4.2. The transformation objectives of the School.
 - 5.4.3. Learners who reside permanently and whose residential address is closest to the School.
 - 5.4.4. Learners who demonstrate proficiency in academic study, arts and culture, or sport; enthusiasm in school activities; and a commitment to community service.
 - 5.4.5. The timeous nature of applications received in view of the closing date.
 - 5.4.6. The age of the learner as defined in 5.1.8

6. ADMISSION DOCUMENTS

- 6.1. Applications for admission will be valid upon the submission of the following documents:
 - 6.1.1. Any online application as required by the Western Cape Education made by a parent. A printout of this submitted application must be lodged with the School.
 - 6.1.2. The School's prescribed application form duly completed by the learner's parents. It is the responsibility of a/the parent/s to sign the application form or in the absence thereof, a copy of the written proof (e.g. an affidavit or written court order) explaining why such consent cannot be provided.
 - 6.1.3. A certified copy of one of the following: the learner's unabridged birth certificate (or written proof that an application has been made to the Department of Home Affairs for such a certificate), a court order confirming custody, guardianship or adoption, or a court order evidencing appointment as a curator.
 - 6.1.4. An affidavit confirming no knowledge of the other parent where the unabridged certificate list only one parent.
 - 6.1.5. Proof that the learner has been immunised against the following: polio, measles, tuberculosis, diphtheria, tetanus, and hepatitis B. Parents unwilling to immunise their children against these diseases must seek the requisite permission from the Head of the Western Cape Education Department, pending which the learner will not be admitted to the School.
 - 6.1.6. Proof of the residential address of both parents of the learner (which may include a certified copy of a title deed, current lease, utility bill or bank statement).
- 6.2. Applications on behalf of learners transferring to the School from another will be required to include in addition to the above, an original transfer card by the previous school or in absence of it, the latest report card and any reports that will assist in understanding the educational needs of the learner (e.g. physiotherapy reports, speech reports etc.).
- 6.3. Applications on behalf of learners and parents, who are not citizens of South Africa, will be required to include certified proof of valid permits issued by the Department of Home Affairs enabling the learner to be considered for admission at the School and if accepted are current at the time of enrolment. The responsibility lies with the parent to ensure that the documents relating to their status in the country are continuously updated and relevant.
- 6.4. The School reserves the right to verify all information and documents supplied. All applications found to be fraudulent will be void and the School may take legal action in such instances.

7. ADMISSION PROCESS AND ADMISSION DECISIONS

- 7.1. The Admissions Committee comprising the Principal, Chairperson of the SGB and the Admissions officer shall manage all processes and decisions in respect of admissions as delegated by the SGB.

- 7.2. Applications for Grade R places open 17 months prior to the start of the enrolment year, the specific opening and closing dates of which will be communicated on the School's website.
- 7.3. Applications for Grades 1-7 may be lodged throughout the year and will be placed on waiting lists. It is to be noted that only active applications will be considered when vacancies arise. An active application is an application which has current information on file.
- 7.4. The Admissions Committee will shortlist applicants with reference to the criteria listed in clause 5. Shortlisted applicants may be invited to attend an Information Sessions. Attending such a session is not a precondition for admission.
- 7.5. Applications after the closing date will only be considered after all applications received prior to this date have been considered.
- 7.6. Admission decisions for Grade R will be communicated on a date as defined by the Department of Education and advertised on the school website.
- 7.7. Where an application is successful, parents will be required to confirm acceptance of the place offered to the learner as per requirements detailed in the letter of acceptance and in compliance with any WCED requirements.

APPENDICES

APPENDIX 1: APPLICATION FORM

APPENDIX 2: ACCEPTANCE OF POSITION

RUSTENBURG JUNIOR SCHOOL FOR GIRLS : POLICY MANUAL		
PAGE 1 OF 4	DATE ISSUED: 12.11.19	Team Responsible : SGB
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AUTHORIZED BY: CHAIRPERSON : SCHOOL GOVERNING BODY		