



RUSTENBURG GIRLS' JUNIOR SCHOOL

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 does not include costs associated with extra murals, music tuition, uniform requirements or any additional cost 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 girls will be admitted.
- 1.4. The School will endeavor to promote transformation in accordance with the Transformation Policy and provide an environment where race, culture, religion or socio-economic do not form unreasonable barrier 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, Xhosa 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 648 learners with an average of 81 learners per grade 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 or in any one class 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 and 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 on the grounds of an 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 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 requirement 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 agenda of the SGB;
 - 5.1.5. Whether the applicant's sibling is already enrolled at the School;
 - 5.1.6. The ability of the School to meet the needs of the learner (including but not limited to special educational needs);
 - 5.1.7. 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.

- 5.1.8. 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 her academic outcomes;
- 5.1.9. Whether the learner will benefit from the programmes of the School (including but not limited to its medium 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 Principal shall exercise her discretion as guided by the above factors. The absence or presence of any factors set out hereinabove 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 agenda of the School.
 - 5.4.3. Learners who reside permanently within commutable distance 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.

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 parent to obtain a signed copy of 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 lists 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. Application on behalf of learners who are not citizens of South Africa will be required to include certified copies of valid permits issued by the Department of Home Affairs enabling the learner to be duly admitted at the School for the full duration of learning.
- 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 head teacher 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 school year, the specific opening and closing dates of which will be communicated on the School's website. Applications for all other grades may be lodged throughout the year.

- 7.3. The Applications Committee will shortlist applicants with reference to the criteria listed in clause 5. Shortlisted applicants may be invited to an interview between April and July. An interview is not a precondition for admission but aims to assess the school readiness of the learner and whether she would benefit from the programmes of the School.
- 7.4. Applications after the closing date will only be considered after all applications received prior to this date have been considered.
- 7.5. Admission decisions will be communicated by the 31st of July.
- 7.6. Where an application is successful, parents will be required to accept the place offered to the learner in writing by the date indicated in the letter of acceptance.

Appendices

Appendix 1: Application Form

Appendix 2: Acceptance of Position

RUSTENBURG JUNIOR SCHOOL FOR GIRLS: POLICIES		
Page 4 of 4	Date issued: 16 September 2020	Team responsible: SGB
Revision: 04	Next review: 2021	Website: Policy
Authorised by: Chairperson of the School Governing Body		