

**NAME OF SCHOOL: Lotus School of Excellence**

## **Admission Policy**

<b>Date approved:</b>		<b>Date policy will take effect:</b>	01-01-2017	<b>Date of next review:</b>	01-04-2017
<b>Developed by:</b>	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
<b>Approved by:</b>					
<b>Responsible Body:</b>	School Admissions Committee				
<b>Supporting documents, procedures and forms for this policy:</b>	Legislation (see below)				
<b>References and legislation:</b>	Main legislation:  The Constitution of the Republic of South Africa (1996)  The South African Schools Act (1996) as amended (Section 5)  National Education Policy Act ( Act 27 of 1996)  Gauteng Schools Education Act No.6 of 1995 Circular 21/2010 Provincial Gazette 129 Of 2001 and 127 of 2012				
<b>Scope:</b>	School Management Team (SMT), Educator Staff, Learners				
<b>Expiry date of the policy:</b>	ON GOING UNTIL CHANGES ARE REQUIRED				

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## **1. Purpose of the Admission Policy**

The main purpose of the policy is to ensure that learner admission to the public school takes place according to the legislation and State policy. The policy will also ensure that:

- learners are not prevented from entering public schools for any reason that violates their constitutional rights;
- parents, educators, learners and the community are fully aware of the procedures for admission to the school;
- administrative procedures for admission are clearly defined;
- a school makes the right decisions when it is processing admission of learners.

Further, this policy:

- recognises our diversity, and therefore promotes respect for all who choose to apply for admission to the school;
- protects /enhances the dignity and status of all the learners.

## **2. Application and Scope of the Policy**

This policy applies to the entire school management, educator and non-educator staff and the learners.

Learners will be admitted and will not be discriminated against on the basis of race, ethnic or social origin, colour, gender, sex, HIV/Aids status) disability, sexual orientation, religion, conscience, belief, culture or language, pregnancy, HIV/Aids status or other illness.

A test may be administered once a learner has been admitted before to the school, to determine the placement of that learner in the appropriate programme or in a specific course and where it would be in the educational interest of the child.

## **3. Registration and Admission of Learners**

**Parents and prospective parents will be made aware of the admissions and registration process via newsletters from the school.**

**The specific dates for admissions, re-registrations and late admissions will be based on the Provincial Management Plan for Admissions.**

- 3.1. Application forms will not be issued, once the school receives a registration number from GDE.

- 3.2. The school will receive all completed admission application forms from parents and ensure that all relevant documents are completed and attached. The school will keep both a written and computerised register of all admissions applications.
- 3.3. All applications, together with supporting documents, will be made available for scrutiny (careful inspection) by the District Admissions Coordinators or any official of the GDE.
- 3.4. The administrative staff at school will promote and adhere to the Batho Pele Principles.
- 3.5. Transfer cards will be issued to parents seeking to move their child to a new school once the report for the year/term has been finalised.

#### **4. Documents Required for Admission of a Learner**

**Application form for admission:** The parent must complete the school's application form for admission. This is available from the principal together with the admission policy and the code of conduct for learners of the school. Parents will be given whatever assistance they may require to complete the form.

**Birth certificate:** The parent must present an official birth certificate of the learner or a certified copy thereof to the principal. Please note that it is an offence to make a false statement about the age of your child.

##### **The following documents are required:**

- Original Transfer Card
- Latest original Progress Report
- Proof of residence document which will be the municipal account statement.
- Certified copy of parent/guardian's identity document
- Death certificate of parent (if applicable)
- Copy of an account currently held by parent.
- Any other relevant documentation

#### **5. Admission of Non-Citizens**

The South African Schools Act, 1996 applies equally to learners who are not citizens of the Republic of South Africa. The parent must produce a permit for temporary or permanent residence issued by the Department of Home Affairs.

A learner who entered the country on a study permit must present the study permit on admission to the school.

Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

## **6. Conclusion**

Learners applying for admission will be subject to the provisions of the school's language policy. Recognition of the need for resources to provide additional languages must be considered.

The school will at all times endeavour to ensure that the admission process is carried out according to this policy.

The school will at all times endeavour to ensure that the application for admission of every individual is treated with respect, confidentiality and in a professional manner.

**Signed by**