



THE GOLDEN GROVE ADMISSION POLICY

Adopted by the Golden Grove School Governing Body
on 10 February 2020

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1. DEFINITIONS

For the purposes of this Policy, the following terms have the below meaning, unless otherwise stated:

“Alumni” means a person who at some stage was a pupil of GGPS;

“Applicant” or **“Child”** means any Learner who applies or intends to apply to GGPS for admission;

“Budget Meeting” means the annual general meeting convened by the SGB to vote on the budget for the year of admission for the Applicant;

“Constitution” means the Constitution of the Republic of South Africa, Act No. 108 of 1996;

“Education Legislation” means the SASA, the National Policy Act and the WC Act;

“GGPS” means Golden Grove Primary and Pre-Primary School in Stuart Road, Rondebosch, Cape Town, being a public school with legal capacity as contemplated in chapter 3 of the SASA;

“Head of Department” means the Superintendent-General of the WCED;

“Learner” means any person receiving education or obliged to receive education in terms of the SASA, subject to any amendment of the term as defined in the SASA from time to time;

“National Policy” means the admission policy for learners to ordinary public schools issued by the Minister of Education in terms of section 3(4)(i) of the National Policy Act and as Notice No 2432 of 1998;

“National Policy Act” means the National Education Policy Act No. 27 of 1996;

“PAJA” means the Promotion of Administrative Justice Act No. 3 of 2000;

“Parent” means:

- (a) the biological or adoptive parent or legal guardian of a Learner,
- (b) the person legally entitled to custody of a Learner, or
- (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) of this definition towards the Learner’s education at school,

subject to any amendment of the term as defined in the SASA from time to time;

“Policy” means this admission policy of GGPS, as amended from time to time;

“Primary Residence” means the home or residence at which the Learner resides permanently and for the major part of the school week;

“Place of employment” means the address of a Parent of a Learner who is in full-time employment for a period of at least one year;

“Principal” means the principal of GGPS as appointed by the SGB or WCED from time to time;

“SASA” means the South African Schools Act No. 84 of 1996;

“SGB” means the School Governing Body vested with the governance of GGPS as contemplated in section 16(1) of the SASA;

“Sibling” Each of two or more Learners having one or both Parents in common; a brother or sister, including step-brother or step-sister, living in the same household;

“WC Act” means the Western Cape Provincial School Education Act No. 12 of 1997;

“WCED” means the Western Cape Education Department; and

“WCED Policy” means the WCED’s policy for the management of admission and registration of learners at ordinary public schools, published as Circular 0026/2010.

2. INTRODUCTION

2.1 As a public school, the Policy of GGPS must be determined by the SGB in terms of section 5(5) of the SASA. The SGB is required to reduce the Policy to writing and to make a copy available to the WCED.

2.2 The SGB of GGPS has accordingly constituted the following as the Policy of GGPS, in the belief that its provisions are consistent with:

2.2.1 The Constitution;

2.2.2 The National Policy Act and any applicable policies thereof, including the Regulations for Admissions to Schools;

2.2.3 The SASA and subsequent amendments;

2.2.4 Regulations relating to minimum uniform norms and standards for public school infrastructure, 2013;

2.2.5 The WC Act;

2.2.6 The PAJA; and

2.2.7 Judgements of the Constitutional Court on the rights, powers and obligations of SGBs'.

2.3 This Policy:

2.3.1 regulates and clarifies the conditions of, the requirements for and the expectations attendant upon the admission of Applicants to GGPS;

2.3.2 seeks to ensure the correct and fair handling of applications, the lawful administration of Learner admission and registration, the commencement of effective teaching and learning on the first day of the school year, and the long-term maintenance of the special ethos and vision of GGPS; and

2.3.3 is subject to, and shall be read in conjunction with the Constitution and the Education Legislation, the provisions of which shall prevail to the extent of any conflict with the provisions of this Policy.

2.4 Whereas GGPS is a public school, the SGB:

2.4.1 acknowledges that it has been entrusted with a public resource which must be managed not only in the interests of Learners and Parents at the time, but also in the interests of the broader community in which the school is located, and in the light of the values of the Constitution;

2.4.2 commits to working in partnership with the Head of Department to find workable solutions to matters of disagreement, and to engage meaningfully and in good faith on any disputes, including disputes over this Policy and any decision on the basis thereof; and

2.4.3 agrees thereto that any such engagement will be directed towards furthering the interests of Learners, taking into account the best interests of the Child insofar as this does not impinge upon the rights or best interests of other children.

3. POLICY AIM

3.1 It is the aim of GGPS to:

3.1.1 Provide an environment where race, gender, culture, religion and economic standing of the Learner and/or Parent are in no instances an impediment to his/her access to, or progress in, any aspect of school life.

3.1.2 Make provision during the enrolment process for applicants from variety of backgrounds.

3.1.3 Promote transformation in line with the Republic of South Africa's Constitution and eradicate such policies or practices which are unfairly discriminatory.

3.2 It is the policy of GGPS that:

3.2.1 No Learner will be refused admission on the grounds of race, gender, culture, language, religious belief or financial circumstance. This aspect of the Policy will be applied with due cognisance of the following:

3.2.1.1 Whereas it is determined that the medium of instruction at GGPS is English, the Applicant needs to be sufficiently proficient in English so as not to prejudice their ability to progress academically.

3.2.2 Applicants will not benefit from an 'inherited advantage' during the admission process. This aspect of the Policy will, however, be applied with due cognisance of the following:

3.2.2.1 Consideration will be given to siblings of current GGPS learners and siblings and children of Alumni, however, this DOES NOT guarantee a placement.

3.2.2.2 It is regarded as similarly unreasonable that an Applicant should arbitrarily be forced by the Policy to travel to an institution which is not the closest suitable school to his/her Primary Residence. Consequently, in the absence of clear and objective reasons why this should not be so, primary preference will be given to those Applicants whose Primary Residence is in closer proximity to GGPS than any other suitable school.

3.2.2.3 Similarly, in the absence of reasons why this should not be so, secondary preference will be given to those applicants whose parent(s') or legal guardian's place of employment at the time of application is closer to GGPS than any other suitable school.

3.2.2.4 Any Learner admitted to GGPS, is admitted to the total school programme, and will not be suspended from classes, denied access to cultural, sporting or social activities of the formal school programme, excluding any activities provided by any third party and not included in the general school fees, on the grounds of an inability by his/her parents to meet the required school fees.

4. ADMINISTRATION OF THE ADMISSIONS POLICY

In order to achieve the foregoing, but also to ensure a just and equitable selection process, the measures listed below will be implemented during the management of the enrolment process.

4.1 In January each year, the closing date for applications will be advertised.

4.2 Applications received by the closing date will be given preference over and processed before late applications. Late application are subject to the provisions of clause 9 below.

4.3 The parent(s)/legal guardian of a minor learner has the exclusive right to take an initial decision concerning which school they wish to apply to for their child/ward to be

enrolled. Consequently, no application will be accepted or regarded as being valid unless it is made by the parent(s) or legal guardian, or persons entrusted with the care of the minor learner by order of a competent court, or by a person authorised thereto, in writing, by one of the foregoing.

4.4 Where the number of applicants exceeds the number of available spaces in **GGPS, grade or class** for which application is made, applicants will be placed on the following basis, bearing in mind GGPS's policy on non-discrimination:

4.4.1 Whether placement at GGPS is considered by the school to be in the best interest of the Applicant concerned;

NB! The ability of the GGPS to provide adequately for the educational needs of the Applicant (including but not limited to the language needs and other special needs) will be regarded as part of the best interest of the Applicant, and will be considered before offering a place to the Applicant.

4.4.2 In accordance with the criteria listed in 5 below.

4.5 While no admissions test will be administered to Applicants, all Applicants and their parents/legal guardians will be expected to attend a meeting with the Principal and/or his/her representative.

4.6 A written response to every application received by the closing date will be forwarded to parents/legal guardians.

5. **FACTORS TAKEN INTO ACCOUNT IN CONSIDERING APPLICATIONS**

5.1 In considering applications, the factors set out in clauses 5.2. to 5.10.1 below will be taken into account as far as reasonably possible, provided that:

5.1.1 The fulfilment of any one or more of the following provisions shall **NOT** guarantee admission; and

5.1.2 No particular factor shall prevail over any other to the exclusion of any other.

5.2 **General expectations**

In considering applications, a potential learner will be expected to:

5.2.1 Demonstrate that he/she will be able to cope academically with the specific demands of the grade, in the language of instruction;

5.2.2 Have successfully completed or been promoted out of the grade immediately below the grade in which the admission is sought, except that this requirement is not applicable to Applicants for entry into Grade R and/or Grade 1;

5.2.3 Be supportive of the inclusive and holistic ethos of GGPS to the extent that it is evident that there is a clear desire to be educated in a school environment such as the one provided at GGPS;

- 5.2.4 Be willing and able to contribute to the four critical areas of school life, i.e. **academically, sport, culture and service**, and to participate in activities offered at GGPS;
- 5.2.5 Be amenable to the school discipline as applied at GGPS, and display levels of behaviour and self-discipline, such that he/she is likely to help create, maintain and enhance rather than to disrupt an orderly and disciplined school environment, the teaching process of the school, or the learning of the other Learners.

5.3 Factors and circumstances to be borne in mind during the admissions decision processes

The precise application of the admissions criteria and the weighting afforded to each of the criteria shall remain within the discretion of the SGB. The criteria are listed below in clauses 5.4. to 5.11.

5.4 Diversity

- 5.4.1 The transformational aims and imperatives relevant to GGPS. GGPS strives to maintain diversity in its environment. The admission of applicants will be so managed that the school's intake includes representation of the major demographic segments (including, but not limited to cultural, religious, racial, ethnic and economic segments) broadly reflective of the community, without prescribing any predetermined quotas, numbers or proportions in respect of such representivity.
- 5.4.2 Balancing of genders in the intake, i.e. one gender will not out number the other by more than 5%.

5.5 Capacity

- 5.5.1 Enrolment numbers are limited to:
- 5.5.1.1 A maximum of 831 (eight hundred and thirty one) Learners for the entire school (in accordance with teaching requirements and the capacity of the building); and
- 5.5.1.2 A maximum of 108 (one hundred and eight) Learners per grade in grades 1 to 7; and
- 5.5.1.3 A maximum of 75 (seventy five) Learners in grade R.

5.6 Language

- 5.6.1 In terms of section 6(2) of the SASA, the SGB has determined GGPS's language policy as follows:
- 5.6.1.1 The language of learning and teaching is English; and
- 5.6.1.2 The first additional language is Afrikaans.

5.6.2 Preference will be given to an Applicant who is proficient in English or who demonstrates capacity to become proficient within a reasonable period of time, so as not to prejudice the Applicant's academic prospects.

5.7 The circumstances of the Applicant

5.7.1 Admission must be considered to be in the best interests of the Applicant. Every application will be considered on its merits as determined by the Principal and in consultation with other professionals.

5.7.2 GGPS will consider admitting Applicants with special educational needs, where this is reasonably practical and is in the best interest of the Applicant and where GGPS believes it can fully support these needs.

5.7.3 The following will also be considered where an Applicant is seeking admission to grade 2 or a higher grade:

5.7.3.1 Whether the Applicant will benefit from the subjects, activities and facilities offered at GGPS;

5.7.3.2 Whether the Applicant shows academic, sporting, cultural, or musical potential or has other special talents that will contribute to the ethos of GGPS;

5.7.3.3 The Applicant's disciplinary record.

5.8 Age

5.8.1 The Education Laws Amendment Act of 2003 provides that the admission age of a Learner to a public school for Grade R is four turning five by 30 June and for Grade 1 is five turning six by 30 June in the year of admission. However, GGPS's experience has been that it benefits children to enter Grade 1 in the year they turn seven. Children are therefore given preference for admission to:

5.8.1.1 Grade R, in the year that they turn six; and

5.8.1.2 Grade 1, in the year that they turn seven.

5.8.2 Applicants admitted to senior grades at GGPS must fall within two years of the average age within that grade cohort.

5.9 School zoning

5.9.1 There is no formalised school zoning applicable to GGPS, but we will try to accommodate those whose Primary Residence is closest to the school.

5.9.2 Applicants who reside further from GGPS are not precluded from seeking admission. Preference will be given to Applicants who can show that their travel arrangements to and from school will not negatively affect their learning or their ability to be an active participant in the school community.



5.10 Parental involvement

5.10.1 The educational environment at GGPS is supported by strong parental involvement and commitment i.e. fundraising assistance with sports events, etc. The commitment by parents in support of their children's learning and of the ethos of the school will be considered but does not guarantee leadership positions of children of said parents if it is not warranted, and criteria of monitor policy are not met. However, every effort would be made to grant each grade 7 learner the opportunity to earn a leadership/service role.

5.11 General

5.11.1 Preference may be given to Applicants for grade 1 who are enrolled at the Golden Grove Pre-Primary, if it is in the best interest of the Applicant;

5.11.2 To facilitate due consideration of the factors set out above, the Principal or his/her delegate may meet the Applicant and his/her parents/legal guardians to establish the strengths and needs of each Applicant and to assist appropriate placement decisions. A parent shall be entitled to submit, together with the application, such additional documentation that may demonstrate compliance with the admission criteria as set out in the Policy.

6. APPLICATION DOCUMENTS AND PROCEDURE

6.1 An application for the admission of a Learner to GGPS is made to the Principal. The Parent applies for admission by presenting the required compulsory documents, including:

6.1.1 A certified copy of the most recent school report;

6.1.2 A fully completed application form (**incomplete applications will NOT be considered**)

6.1.3 A certified copy of the Applicant's unabridged birth certificate or proof of application thereof;

6.1.4 Certified copies of both parents' identity documents;

6.1.5 Certified copy of proof of residence of the Applicant's parents (eg. Municipal rates account, Telephone Account; Deed of Sale). **NB!** Lease agreements is **NOT** considered proof of residence.

6.1.6 Proof that the Applicant has been immunised against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B; and

6.1.7 Only where the Applicant is transferring from another public school, the WCED's designated transfer form (to be completed by the principal of the previous WCED school and handed to the Parent, or forwarded to the Principal of GGPS), provided

that if the transfer card is not available, the Principal may admit the Applicant and place the Applicant in a grade on the basis of the original report from the previous school stating the grade to which the Applicant has progressed.

6.2 Parents who require assistance in completing the application forms may approach the school for assistance.

6.3 Save where one Parent is deceased, both Parents must indicate their agreement by signing the application form (**A certified copy of the death certificate of the deceased parent to be provided with the application**). In the case of divorced or separated parents, it is the responsibility of the Parent applying for application at GGPS to obtain a signed copy of the application form from the other Parent.

7. ADMISSION OF NON-CITIZENS

7.1 Children of parents who are not South African citizens will be considered for enrolment, subject to the relevant legal documentation being in order. Where relevant, English proficiency will be taken into consideration.

7.2 Depending on the category of immigration status, certified copies of the following documents need to be submitted at the time of application, in addition to the documentation specified at clause 6.1 above:

7.2.1 Temporary or permanent permit for residence issued to the Parents by the Department of Home Affairs; or

7.2.2 A study permit issued by the Department of Home Affairs to the Applicant or the Applicant's Parents; or

7.2.3 In the case of persons classified as illegal aliens/immigrants, evidence must be given that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Immigration Act 13 of 2002 or the Refugees Act 130 of 1998 ("the Refugees Act"); or

7.2.4 In the case of refugees, such persons are advised to register with the Centre for Refugees in terms of the Refugees Act.

8. INCOMPLETE OR IRREGULAR APPLICATIONS

8.1 An application will be rendered null and void if:

8.1.1 The prescribed form is not completed in full by both parents (except in the instance where one parent is deceased, in which case a certified copy of the death certificate must be submitted);

8.1.2 The supporting documentation is not attached; or

8.1.3 The content is misleading or misrepresents the facts.



9. LATE APPLICATIONS

Applications submitted after the applicable closing date will only be considered:

- 9.1 after the applications received by the closing date have been processed; and
- 9.2 if there are still places available at GGPS.

10. ACKNOWLEDGEMENT AND ACCEPTANCE

- 10.1 A Parent who has submitted an application will be issued with a receipt. This receipt constitutes acknowledgement that the application has been received, it does **NOT** constitute acceptance of the application. Parents should retain the receipt as proof of application submission.
- 10.2 Once all applications have been considered and the admissions process has been completed, Parents will be informed (in writing) whether the Applicant has been admitted to GGPS, or not.
- 10.3 If a Parent does not confirm acceptance of admission within the period set out in the notice referred to in clause 10.2 above, the offer will be deemed to have lapsed and the allocated place may be offered to another Applicant.
- 10.4 The Member of the Executive Council for Education will consider appeals from a Parent or Applicant who has been refused admission to a public school in terms of section 5(9) of the SASA.

11. READMISSION AFTER REMOVAL FROM THE ROLL

It may happen that a Learner has been removed from the roll following poor attendance and in accordance with the procedures enumerated in the national or provincial attendance policies. Should such a Learner apply for re-admission to the school, the application will be considered and the admissions policy and its various criteria applied only after:

- 11.1 it has been ascertained that there is a vacant place in the school;
- 11.2 The Learner and his/her parents have convinced the school that his/her re-enrolment will be in the best interests of the Applicant and GGPS. Every application will be considered on its merits as determined by the Principal and in consultation with other professionals; and
- 11.3 GGPS is convinced that the Learner's future attendance is likely to accord with expectations.



12. FINAL TOTAL NUMBER OF ADMISSIONS

It is accepted that the GGPS SGB powers in respect of admissions are not unfettered, that this policy is not immune to intervention, and that the policy does not inflexibly bind other decision-makers in **all circumstances**. Thus, the final number of learners accepted into GGPS at any one time may vary from the above basis of specific enrolments and the subject choices of individual learners in a particular year, or upon the intervention of the Head of Department, with the understanding that any decision to overturn an admission decision of the Principal, or depart from this admissions policy, must be exercised reasonably and in a procedurally fair manner. The class, grade and school enrolment shall in any event not exceed the calculated capacity by more than 4% in any one grade or two learners in any one class, without the ratification by the SGB of a motivated explanation from the School Management Team or Head of Education for such excess.

13. BUILT-IN DISCRETION OF THE PRINCIPAL

The SGB grants the Principal the right to accept two additional learners per class in any one grade at the request of the Education Department, or in the light of sound and valid reasons/circumstances, and on condition that education levels/standards are not unreasonably diminished if the Principal applies such discretionary right. The Principal is authorised to act on that manner in the first instance, and must then inform the SGB.

14. INTERPRETATION

In addition to the definitions set out above, unless the context requires otherwise:

14.1 the singular shall include plural and vice versa;

14.2 a reference to any one gender, whether masculine, feminine or neuter, includes the other two;

14.3 references to a statutory provision include any subordinate legislation made from time to time under that provision and references to a statutory provision include that provision as from time to time modified or re-enacted as far as such modification or re-enactment applies, or is capable of applying, to this Policy;

14.4 references in this Policy to “clauses” and “sub-clauses” are to “clauses” and “sub-clauses” of this Policy;

14.5 the headings and subheadings in this Policy are for convenience only and are not to be taken into account for the purposes of interpreting it; and

14.6 words and expressions defined in the Education Legislation but which are not defined in this Policy shall bear the same meaning in this Policy as those ascribed to them in the Education legislation.

Date of Review: 10 FEBRUARY 2020

Date of Update: 10 FEBRUARY 2020

Date of Approval: 10 FEBRUARY 2020

Signed by and on behalf of Golden Grove Primary and Pre-Primary School



Chairperson of SGB



Principal



School Stamp