



Mpumalanga Department of Education

Highveld Park High School

Name of school

Highveld Ridge East

Name of circuit

Gert Sibande

Name of region



SCHOOL POLICIES – *the dais for democratic governance and leadership practices in the schools of Mpumalanga Province*

The Admissions Policy

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The Admissions Policy

School Stamp

This Policy was adopted by the SGB on

11/05/2018

(Date)

Signatures:

SGB Chairperson

SGB Secretary

School Principal

The Admissions Policy

1. Purpose

The Admissions Policy is one of the critical guiding documents of Highveld Park High School. It seeks to ensure:

- a. That there is no unfair discrimination in the admission of learners to the school.
- b. That no learner is unlawfully refused admission to the school.
- c. That the administrative procedures for admission to the school are clearly defined and known to all affected parties.
- d. That the admission of learners to the school is carried out in a smooth and professional manner.

2. Preamble

The South African Schools Act, (SASA) No. 84 of 1996, stipulates that the SGB of a school has the responsibility to establish and adopt an admission policy for its school. The policy shall be in line with the directives of the Constitution of the Republic of South Africa, the SASA, and any Provincial Regulations. The laws of the country shall always take primacy over this policy in cases where contrasting stipulations exist.

3. Rights of learners to admission

- a. No learner shall be denied admission to the school on the basis of gender, race, colour, creed, or cultural background.
- b. No intelligence determining tests or related aptitude tests shall be administered to learners to determine their admission to the school.
- c. In case where a parent is unable to pay the required school funds, the school shall invite the parent to the school for a discussion with the principal.
- d. No learner shall be denied his/her results/certificate on the grounds that the parent:
 - i. Is unable to pay the required school funds
 - i. Does not subscribe to the mission statement of the school
 - ii. Has refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of the learner.
- e. No learner shall be denied admission to the school on the basis of the bad behaviour of his brothers/sisters who were previously admitted to the school.

4. Age norms

The following are requirements for admission to the specific grades.

Grade	Permissible maximum age
8	15
9	16
10	17
11	18
12	19

5. Admission procedures

5.1. Responsibility

- a. The admission of learners for the following academic year shall be done during the month of June until August of the current year.
- b. No admission of learners shall be carried out in the beginning of the academic year.
- c. The following procedure shall be carried out during the admission of learners in the school:
 - i. The handing out of invitations to feeder schools.
 - ii. The handing out of admission forms to prospective learners.
 - iii. Ensuring that the form and documents are in order.
 - iv. The acceptance of learners after the admission fee is paid.
- d. A school's admission register shall be kept in the principal's office.
- e. It is the responsibility of the principal to verify and ensure that all learners enrolled in the school appear in the school's admissions register.

5.2. Admission to the entry grade

- a. In the case of learners being admitted to the entry grade to the school, the following shall be required from the learner:
 - i. A duly completed application form.
 - ii. Latest school report.
 - iii. Unabridged and original birth certificate.
 - iv. Immunisation clinic card.

- b. If the learner does not have some of the required documentation, such a learner may be admitted provisionally pending the submission of such outstanding documents.
- c. The age norm of for admission to the school's entry grade shall be consistent with the departmental norms.
- d. Learners who have taken transfer from other schools shall be required to submit the following documents in order for their application for admission to be considered:
 - i. Latest school report.
 - ii. Unabridged and original birth certificate.
 - iii. Immunisation clinic card.
- e. The school reserves the right to verify any documentation submitted to the school for admission purposes.
- f. The child's birth certificate to check the age of applicant.
- g. The physical address and who owns it.

5.3. Admission to other grades

- a. The admission of a learner to any other grade other than the entry grade shall require the approval of the School Management Team (SMT).
- b. The following procedure shall be effected in the case of new learners who require admission to other grades at the school:
 - i. The issuing of application forms and returning of completed forms.
 - ii. They will then be placed on a waiting list.
 - iii. Space in classrooms has to be validated.
 - iv. Then the admission fee can be paid.

5.4. Admission of foreign learners

- a. The school shall give priority to local learners for admission over foreign learners.
- b. In the case of a foreign learner applying for admission, the following documents shall be required:
 - i. Certified copy of a verified passport of both parents and learner.
 - ii. Certified copy of a verified permanent residence.
 - iii. Certified copy of a study permit.
 - iv. Latest school report.
- c. A school fees levy applicable to foreign learners shall be determined by the SGB.
- d.

5.5. Closing dates for admission

- a. The school shall observe the following dates regarding the admission process:

Activity	Date
Closing dates for new applicants	31 July
Closing date for payment of admission fees	31 July
Closing dates of all admission/registration	31 July

5.6. Additional information

- a. The following responsibilities to be carried out during the admission of learners are assigned to the specified officer:

Activity	Responsible officer
Admissions Clerk	Maria Mahlangu
Principal	Estelle Kleingeld

6. Removal of learners from the admissions register

- a. A learner shall be removed from the school's admission register when the learner:
- Leaves the school after completing the highest grade at the school,
 - Applied and granted transfer to another school and the transfer accepted in the other school,
 - Is expelled from the school in terms of the procedures and stipulations outlined in the Act,
 - Passes away
 - Textbooks and school fees has to be paid before removal.
- b. It is the responsibility of the Principal and the register class educators to ensure that no learner appears in the school admissions register if the learner is no longer at the school.

7. Repeating learners

- a. A learner who has repeated a grade one or more times at the school shall be exempted from the applicable age norm.
- b. A learner who is three years older than the grade year norm will require the permission of the Provincial Education Department to be readmitted to the grade.

8. Feeder zone for the school

- a. The SGB, in consultation with the Provincial Education Department, shall determine the feeder zone for the school.
- b. Learners from the identified feeder zone for the school shall be given preference for admission to the school.
- c. The school shall not out rightly deny learners from outside the feeder zone, admission to the school.

9. Right to appeal

The SASA stipulates that any learner or parent of a learner who has been refused admission to a public school may appeal against the decision to the Member of the Executive Council. The school shall put the following procedure to deal with appeals to its non-admission of learners:

- a. Refer to Circuit Office.

10. Recruitment

The school shall employ the following mechanisms to recruit learners from the feeder communities:

- a. Sending out of invitations to feeder schools
- b. Give current students flyers to give to their neighbours.
- c. Mail and e-Mail ad invitation to schools of our feeder region.
- d. Advertising of our webpage, social media and the local newspapers.

11. Policy review

The policy shall be reviewed every three years.

12. Policy effective date

This Policy becomes effective as from the date when it is adopted and signed into effect by the Chairperson of the SGB, Secretary of the SGB and the Principal of the school.

13. Conclusion

The admission of learners to Highveld Park High School is of utmost importance and critical to the growth and development of the school. It is important that the functionaries of the school ensure adherence to this policy for a smooth admissions process to be pursued in the school. Violations of this policy may lead to disciplinary action taken against the culprit. Only learners that are in adherence and observance of this policy shall be admitted to the school.

