



## Admissions Policy of Nexus Primary

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SCHOOL STAMP

Date of Adoption by SGB \_\_\_\_\_ Signed: \_\_\_\_\_

Date of Verification by Department: \_\_\_\_\_ Signed: \_\_\_\_\_

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# **1. Preamble**

In terms of the South African Schools Act 84 of 1996 it is the duty and the responsibility of Nexus Primary, the School Governing Body and the stakeholders to draft and adopt an Admission Policy.

Such Policy shall be in line with the Provisions of the Provincial Gazette, relevant national education Legislation as well as the constitution of the country. In a case where the policy is in contrast with any law then such law shall take precedence.

Nexus Primary School is committed to providing a diverse and inclusive learning environment that fosters academic excellence, creativity, and social responsibility. Our admission policy aims to attract and select talented students who demonstrate potential for success, while ensuring fairness, equity, and transparency in the admission process.

# **2. Definitions and Acronyms**

- a) GPA - Grade Point Average
- b) ED – Education
- c) GR - Grade
- d) ASD - Autism Spectrum Disorder
- e) LD - Learning Disability

# **3. Application and scope of the policy**

- a) Admission requirements and criteria.
- b) Application procedures and deadlines.
- c) Evaluation and selection process.
- d) Decision-making and notification procedures.
- e) Appeal and review processes.

# **4. Legislative Framework**

- Aliens Control Act, 1991 (Act No. 96 of 1991)
- Admission Policy for Ordinary Public Schools (Gazette No. 19377 of 1998)
- Circular No. 1 of 2019
- Circular No. 1 of 2020
- Constitution of the Republic of South Africa (Act No. 108 of 1996)
- Education White Paper 6: Special Need Education) Building and Inclusive Education and Training System, 2001)
- Examination Instruction No. 34 of 2018 Free State Schools Education Act, 2 OF 200
- Language in Education Policy in the National Education Policy Act 1996
- National Education Policy Act 1996
- Promotion of Administrative Justice Act (Act No. 3 of 2000)
- Refugees Act, 1998 (Act No. 130 of 1998)
- South African Schools Act (SASA), 1996 (Act No. 84 of 1996)

## **5. PURPOSE AND OBJECTIVES OF THE POLICY**

### **5.1 AIM/PURPOSE**

This policy has the following aims:

- (a) To ensure that there is no unfair discrimination in the admission of learners.
- (b) To ensure that no learner is unlawfully refused admission.
- (c) To ensure that the administrative procedures for admission are clearly defined.
- (d) Outline admission requirements and procedures
- (e) Promote diversity and inclusion
- (f) Maintain academic standards and integrity
- (g) Comply with relevant laws and regulations

## **6. General Principles Regarding Admission**

- **Enforcement Mechanisms:**
  - a) Parent and student complaints and appeals to the school
- **Transparency and Accountability**
  - i. Clear admission requirements and procedures.
  - ii. Public disclosure of admission data.
  - iii. Regular review and evaluation of admission policies.
- **Diversity and Inclusion**
  - a) Promoting diversity and inclusivity.
  - b) Consideration of underrepresented groups.
  - c) Creating a welcoming and inclusive environment.

## **7. Policy STATEMENTS**

### **7.1 Administration of Admissions**

- a) The Head of Department must determine a process of registration for admission to the school in order to enable the admission of learners to take place in a timely and an efficient manner. The Head of Department and the school governing bodies should encourage parents to apply for the admission of their children before the end of the preceding school year.
- b) The Head of Department is responsible for the administration of the admission of learners to the school. The Head of Department may delegate the responsibility for the admission of learners to a school to officials of the Department.

- c) The admission policy of a public school is determined by the governing body of the school in terms of section 5(5) of the South African Schools Act, 1996 (No. 84 of 1996). The policy must be consistent with the Constitution of the Republic of South Africa, 1996 (No. 108 of 1996), the South African Schools Act, 1996 and applicable provincial law. The governing body of the school must make a copy of the school's admission policy available to the Head of Department.
- d) The Head of Department must co-ordinate the provision of the school and the administration of admissions of learners to the school with the governing body to ensure that all eligible learners are suitably accommodated in terms of the South African Schools Act, 1996. Subject to this policy, it is particularly important that all eligible learners of compulsory school going age are accommodated in the schools.
- e) The admission policy of the school and the administration of admissions by an education department must not unfairly discriminate in any way against an applicant for admission.
- f) A learner is admitted to the total school programme and may not be suspended from classes, denied access to cultural, sporting or social activities of the school, denied a school report or transfer certificates, or otherwise victimized on the grounds that his or her parent -
- is unable to buy the required stationeries;
  - does not subscribe to the mission statement and code of conduct of the school; or
  - 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.
- g) If a learner of compulsory school going age fails to attend school, the Head of Department may act in terms of section 3(5) and (6) of the South African Schools Act, 1996.

## **8. THE ADMISSION PROCESS**

### **8.1 Admission Period**

- The school is required to distribute application forms for admissions during the application period, April to August, and allow parents time to study and complete the application forms before submission.
- On submission of an application form, the schools is required to give parents a number on Admission list A.
- For the purposes of entry phase admissions to a school the school must keep an Admission List A and Admission List B.
- All applicants for admission to a school, who do not qualify for the admission

list A, must be entered onto Admission list B as Late Application, and applicants must be advised in writing by the school that they should seek admission at a school where there is still a place.

- All applicants for admission to a school must be entered on the admission lists for which they are eligible, in the order in which their applications were received by the school.
- All available places in the school must be filled from Admission list A in order of the position of the applicant on Admission List of places remain after all the applicants on Admission list A have been offered places, then admission can start from Admission list B in the order of the position of the applicant on Admission list B.
- At the end of the application period, school is required to identify successful and unsuccessful applicants in line with requirements for admissions and finalize the Admission List.
- Once the school has finalized with the Admission Lists, the schools is required to inform parents in writing of the outcome of their applications.

## **8.2 Informing Parents**

- The school must inform successful applicants that they have 7 days to confirm acceptance, and unsuccessful applicants of the reasons for not being successful and their right to object and appeal.
- Application forms received after the closing date for the admissions period are placed on Admission List B as late applications.
- This list is updated daily by the school and forwarded to the District Office.
- It is the responsibility of the District Director to ensure that all learners within the district are placed by December.

## **8.3 Application for Admissions (Required Documents)**

- The original or a copy of the Birth Certificate/ Affidavit/ Sworn Statement of the child.
- Proof of the parent's identity and citizenship.
- Where the parent is not the natural parent of the child: Documentation supporting the Parents' legal relationship with the learner.
- In the case of Admission to a Primary School: Proof that the child has been immunized against Polio, Measles, Tuberculosis, Diphtheria, Tetanus and Hepatitis B.
- The most recent School Report of the child, if he or she is currently

enrolled at another School.

- Proof of sibling relationship if claimed such.
- A child who is of a School Going Age (6 or 7yrs old) and has not been to a Grade R Class will not be required to produce a School Report.

### **8.3.1 Admission in Grade R and 1**

In terms of section 5(4) (a) of SASA Chapter 2, the admission age of a learner to a public school:

- Grade R is age four turning five by 30 June in the year of admission, however due to overcrowding in our school, first preference is given to all learners turning six in the year of admission.

### **8.3.2 Grade 1**

- Grade 1 is age five turning six by 30 June in the year of admission, however due to overcrowding in our school, first preference is given to all learners turning seven in the year of admission.

### **8.3.3 Admission of Learners in Grades two to seven**

(a) In the case of a learner being admitted to grades two to seven the following documents will be required:

- (i) The Learners' last report card.
- (ii) Application Form duly signed by the parent.

(b) Learners who have taken transfers from other institutions will be required to avail the following documents:

- (i) Report Form of previous Grade
- (ii) Transfer card from previous school
- (iii) Application form filled and signed by parent.
- (iv) If neither of the above is available, a written affidavit of the parent stating why the learner does not have the transfer letter and the grade the learner attended at the previous school.

(c) The age norm for admission to grades 2 – 7 shall be consistent with provincial norms. Due to high enrolment, learners admitted in grade 2-7 will be very few or no admissions at all.

(d) Due to high enrolment, the Grade 6 learners will apply for admission in Grade7. (Learners will be admitted on the basis of first come first served).

(a) In the case of a learner registering in Grade R and One, the following will be required from the parents:

- (i) Birth Certificate
- (ii) Clinic Card
- (iii) Application Form

- (b) If a learner is admitted at an age above the age norm of the grade the said learner will be put on a fast-track program, unless it will be to the disadvantage of the learner.
- (c) A learner who is 16 years and older and who has never attended school will be referred to the ABET Centre.
- (d) If a parent does not have the child's birth certificate the learner will be provisionally registered until such time that the original documents are received from Home Affairs.
- (e) If the learner has not been immunized as is required, the principal must advise the parent to have her child immunized as part of Primary health care.

### **Additional Information**

(Specific roles and responsibilities of administrative staff, filing procedures, etc.)

- (a) Grade R learners will be admitted on the first come first served basis.
- (b) Grade R forms will be received from creche matrons. (stamped forms)
- (c) All forms received will immediately be captured in SASAMS as future registrations.
- (d) Application forms for other Grades will be put on the waiting list.

## **9. Transfers/Removal of Learners from The Admission Registers**

- Removal of Learners from the admissions registers.
- The name of the learner must be removed from the school's admission register when the learner:
  - (a) Leaves the school after completing the highest grade (7) at the school.
  - (b) Has completed compulsory school attendance period or exempted from compulsory attendance and leaves the school.
  - (c) Applies for a transfer to another school and the transfer is issued.
  - (d) Is expelled in terms of the procedures outlines in SASA.
  - (e) Dies.

## **10. Admission of Undocumented Learners**

- a) When a parent applies for admission of a learner to the school (Nexus Primary), the parent must present an official birth certificate of the learner to the principal of the school.



- b) If the parent is unable to submit the birth certificate, the learner may be admitted conditionally until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs.
- c) The principal must advise parents that it is an offence to make a false statement about the age of a child. (See Births and Deaths Registration Act, 1992 (No. 51 of 1992).)
- d) The parent must ensure that the admission of the learner is finalized within three months of conditional admission.

## **11. Admission of non-Citizens**

- a) The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.
- b) A learner who entered the country on a study permit must present the study permit on admission to the school.
- c) 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 legalize their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

## **12. Admission of Learners with Special Needs**

- a) The school must take the rights and wishes of learners with special education needs into account at the admission of the learners. The South African Schools Act, 1996 requires the school to admit learners with special education needs, where this is reasonably practical. The school has to make the necessary arrangements, as far as practically possible, to make their facilities accessible to such learners.
- b) Where the necessary support which would facilitate the integration of a learner in a particular educational context, cannot be provided, the principal of the school must refer the application for admission to the Head of Department to have the learner admitted to another school in that province or to a school in another province.
- c) Before the Principal refers a learner as contemplated, the principal and the administration office must arrange for consultation with parents, educators and other support personnel concerned. These consultations must form part of the assessment of the learner before the learner is referred to another school. This process should be handled as a matter of urgency to facilitate the admission of a learner as soon as possible to ensure that the learner is not prejudiced in receiving appropriate education.
- d) Assessment and consultation relating to a change of placement must be carried out by a team based at the school in consultation with parents, educators and other relevant support personnel.

## **13. Adjudication of Applications**

- a) The principal of the school must keep a register of admission to the school. All admissions of learners to the school must be recorded in the register of admission. The register must contain the name, date of birth, age, identity number, if applicable, and address of the learner as well as the names of the learner's parents as defined in the South African Schools Act, 1996 and their addresses and telephone numbers, where applicable.
- b) Entries in the register of admission must be verified against the birth certificate or identity document of the learner concerned.
- c) Officials of the provincial education department must have access to the register of admission.

### **13.1 Learners already at the school**

- Learners are automatically placed in the next grade, there is no need for them to apply

## **14. Entry Grade Admission**

The school, in consultation with the SGB, will determine the feeder zone of the school. Once this has been determined preference will be given to the feeder zone. This does not suggest that learners from outside of the feeder zone will not be admitted.

- If a feeder zone is created-
- (e) preference must be given to feeder creches around our school.
- (f) A learner who lives in the feeder zone of a school or who resides with his or her parents at an employer's home in the feeder zone;
- (g) A learner who lives outside the feeder zone is not precluded from seeking admission at whichever school he or she chooses. However, access to a chosen school cannot be guaranteed;
- (h) A learner who lives within the feeder zone of a school A must be referred to the neighboring school B, if school A is oversubscribed. If school B is oversubscribed, an alternative school within a reasonable distance must be found by the Head of Department. If that is not possible, school A must admit the learner;
- (i) other learners: first come first served.

## **15. Recruitment**

### **15.1 Notifying Parents of outcome of application**

- a) The school will notify parents Via Phone calls, SMS and WhatsApp.

- b) The school will take the following action to recruit learners from the community.
- c) The school will maintain a good relationship with all creches and assist each other with challenges and organize school orientations and visits together.

## **16. Closing Date**

- (a) The closing date for registration of new learners will be made known to parents every year by the following date: End of term 2

## **17. Age Requirements for Admission of a Learner**

**Age requirements for the admission of a learner to the school or different grades of a school**

- a) Learners are to be admitted to the school and placed in different grades in the school according to Government Notice No. 2432 of 1998.
- b) If a learner has been admitted to the school at an age above the age norm for a grade, such learner must, as far as possible, be placed in a fast-track facility, or with his or her peer group, unless it is not in the educational interest of the learner. In the latter case the learner must be placed in a suitable lower grade, and an accelerated programme must be worked out for the learner to enable him or her to catch up with the peer group as soon as possible.
- c) The age-grade norm does not apply to a learner who is already enrolled at a school on 1 January 20...
- d) A learner who is 16 years of age or older and who has never attended school and who is seeking admission for the first time or did not make sufficient progress with his or her peer group, must be advised to enroll at an Adult Basic Education and Training (ABET) center.

## **18. Repetition of Learners**

- a. A learner who has repeated one or more years at school in terms of this policy is exempt from the age grade norm, except that, if a learner is three years older than the norm age per grade, the Head of Department must determine whether the learner will be admitted to that grade.
- b. In principle, learners should progress with their age cohort. Repetition of grades seldom results in significant increases in learning attainment and frequently has the opposite result. The norm for repetition is one year per school phase where necessary. Multiple repetition in one grade is not permissible.

- c. The norm is not to be construed as promoting the practice of automatic promotion. A learner's needs must be attended to through the efforts of the learner, and his or her teachers, with support from the learner's family and peers.

## **19. Capacity of The School (Declaring the school is full) section 58C (6) of SASA**

- DECLARING "THE SCHOOL FULL"
- a) Declaring a school full should be officialized in writing by the District Director, the Principal and the SGB.

## **20. Right to Appeal**

- a) Any learner or parent of a learner who has been refused admission to a school (Nexus Primary) may appeal against the decision to the Member of the Executive Council in terms of section 5(9) of the South African Schools Act, 1996.

## **21. Admission To a Pandemic (Covid-19 Protocols)**

- In case of a pandemic the school will require parents to produce all the necessary documents to prove that the learner has undergone all the safety measures.

## **22. Approval**

- The school Principal and the SGB will verify all the application documents and decide which ones Qualify and approve them.