
**ST MARKS
PRIMARY
SCHOOL
ADMISSION
POLICY**

EMIS NUMBER:

925661799

St Mark's Primary School Admission Policy:

1. Preamble

The admission policy is determined by the SGB in terms of section 5(5) of 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. 84 of 1996) and applicable provincial law. The governing body must make a copy of school admission policy available to all parents and the Head of Department.

NB. It is important that all eligible learners of school going age are accommodated in public schools; therefore, unfair discrimination in any way against applicant for admission is completely prohibited.

2. Objectives

- 1 To ensure that all learners of school going age are accommodated in public schools
- 2 To avoid unfair discrimination against the applicant
- 3 To provide framework and criteria of admission to school.

3. Legislative Framework

- 1 South African Constitution (No. 108 of 1996)
- 2 South African Schools Act No. 84 of 1996 (SASA)
- 3 Education Labour Relations Act (ELRC)
- 4 National Policy Act 27 of 1996 (NEPA)

4. Schools Admission Committee Members

- 1 Principal as a Departmental representative
- 2 School Governing Body parent component
- 3 Representative of Educators
- 4 Administration Officer
- 5 School Management team Representative

5. Documents required for admission of a Learner

In order to register your child in any public school in South Africa you must have the following documents with you:

- 1 Birth certificate or acceptable proof of child's birth
- 2 Immunization card
- 3 Transfer card/ letter
- 4 Latest school progressed report card (with schools stamp)

6. Age requirement for admission of a Learner

In terms of south African schools act as amended, you can register your child at school in :

- 1 Grade R – if a child is 4 years turning 5years before 30th June that current year OR has turned 5 years after June the previous year.
- 2 Grade 1 – if a child is 5 years old, turning 6 years before 30th June that current year OR has turned 6 years after June the previous year.
- 3 A learner who is above age (but not 16years old) must be placed in a suitable lower grade and accelerated programme must be worked out for that learner
- 4 A child who is older than 16 years and requires admission for the first time must be referred to an ABET center

7. Residential Qualification

- 1 Learners whose parents or guardians resides in Jane Furse and their closest primary school is St Marks Primary qualify for admission on the grounds of residence. Appropriate proof of residence will be required e.g. telephone account , water electricity account e.tc
- 2 Learners in feeder pre-school or pre-school in Jane Furse will be given preferred for admission into both grades R and 1 depending on age qualification.

8. Admission of Learners residing outside the demarcated zone

- 1 Children of the employees of the school will qualify for admission to the children
- 2 Applicants must send their applications to school from the 1st August – 30th September every year
- 3 All applicants will be notified in writing in October of the availability or unavailability of space/ admission
- 4 Final admission will be conducted during early January the following year

9. Admission of non South African Citizen Learners

The following documents are required for admission on non South African Citizen/ Learners

- 1 Study or work permit
- 2 Temporary or permanent residents issued by the South African Department of home affairs
- 3 Proof that shows you have applied for permission to reside in South Africa in terms of Alliance Control Act 1991 NO. 96 of 1991

10. Admission of Learners with special needs

- 1 The rights and wishes of learners with special needs will be taken into consideration during admission process.
- 2 The school Governing Body/Admission Committee shall admit learners with special needs where this is reasonable

11. The following may not be used as pre-conditions for admission of Learners

- 1 Payment of admission/ registration fee
- 2 Administering any teas before admitting your child
- 3 Learners performance according to progress report
- 4 Signing of an undertaking that you will pay school fees as indicated in the admission forms
- 5 Signing that you will subscribe to the mission statement of the school

12. Rights and obligations of Parents

- 1 The School Governing Body must inform all parents of Learners admitted to a school of their rights and obligations In terms of SASA and any applicable provincial law.
- 2 It is also the responsibility of parents and guardian to ensure that their children attend school every day as required. Failure to carry out this responsibility is a criminal offence

13.Right of appeal

- 1 Any learner or parent who has been refused admission to a public school may appeal against the decision to the MEC i.e. member of executive council in terms of section 5 (a) of the South African Schools Act of 1996

14.Register of Admission

- 1 The Principal of a public school must keep register of admission to the school
- 2 Admission of learners must be recorded in the admission register
- 3 The register must contain the Name, date of birth, age, identity no. address and names of learners' parents
- 4 Officials of Department of education must have access to the admission register

15. The Name of a Learner must be removed from schools admission register when:

- 1 The learner leaves schools
- 2 The learner dies
- 3 The learner applies for transfer to another school
- 4 The Learner is expelled from school

Nkwane MJ (Principal)

Mphelana TC (SGB Secretary)

Moshona MD (SGB Chairperson)