



# ADMISSION POLICY

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## **Purpose of this document:**

The purpose of this policy document is to promote and to facilitate the admission of learners to our school. It reflects the constitutional responsibility of government to provide quality schooling for all.

## *The Fundamental Principles*

The fundamental principle of admission to basic education to all is guaranteed by the Constitution. Every child has the right to access to basic education and the right to equal admission to all educational institutions as determined by the Constitution, the National Education Policy Act, 1996 (Act No. 27 of 1996) and the South African Schools Act, 1998 (No. 108 of 1996) and the Eastern Cape Schools Education Act, 1999 (Act No. 1 of 1999).

## *Registration and Admission of Learners*

1. The Ethembeni Enrichment Centre will not unfairly discriminate in any way, particularly on grounds of race, gender, sex, ethnic or social origin, colour, sexual orientation, age disability, religion, conscience, belief or culture towards any applicant.
2. The Principal with the admission committee is responsible to oversee the admission process of learners to the Ethembeni Enrichment Centre.
3. The criteria for admission are best known by the Admission Committee and cannot be discussed with any other individual not forming part of the Committee. The criteria will ensure that the vision of the school is adhered to when doing the selection of the applicants. The criteria will also follow the stipulation of the SASA regarding admissions in schools.
4. The Principal will see to it that an official register of admission of all learners is kept on the SASAMS System. This admission register will contain the name, date of birth, age, ID number, if applicable, and address of the learner as well as the names of the learner's parents or guardians and their physical addresses, relevant telephone numbers as well as employment details where applicable.
5. When the learner permanently leaves the school, the SASAMS System shall indicate the actual date on which the learner left.
6. Definition: "Parent" means:
  - the biological parent or guardian of a learner;
  - the person legally entitled to custody of a learner residing with the learner;

- the person who undertakes to fulfill the obligations of a person referred to in the above two statements.
7. Upon application for registration, the parent or guardian will be supplied with an application form for admission. **All Parents will be informed that we are a Quintile 4 School and that we are charging school fees.** Copies of the admission policy, the current fee policy and the learners' code of conduct will be available for parents to read when they visit the school to get an application form. It will be communicated to the parent that the fetching of an application form does not mean the learner is accepted. Admission and registration can only take place once the form is returned to the school with the required documentation. The parent will also be informed that English is the medium of instruction and that at present all learners do IsiXhosa Home Language as a subject. Due to limited space the number of learners accepted each year will be dependent on the capacity of the school.
  8. Therefore, not all applications will be successful. All applications will be treated fairly and only the required number will be accommodated in Grade 8 for a particular year. Space in Grade 9 – Grade 10 will only be available if some of our present Learners decide to leave the school. This will only be known to the SMT at the end of November of each year. **No application forms will be handed out for Grade 9 – Grade 12.**
  9. All applications for learners should be accompanied by the following documentation:
    - a. Certified copy of the birth certificate or identity document (The statistical norm per Grade in January of each year is the Grade number + 5½, for example Grade 8 + 5½ = 13½);
    - b. The learner's most recent report if he/she is enrolling for the first time at our school;
  10. Upon registration, the parent / guardian must indicate clearly who is taking responsibility for the learner and who will be responsible for the payment of school fees. An agreement from the payer must be provided if the person completing the application will not be the one responsible for payment of the school fees.
  11. Should any required documentation not be available, a learner should be admitted to the school on a conditional basis and the parent / guardian should be advised of the necessary procedures to follow. The parents must ensure that the admission of the learner is finalized within one month of conditional admission.
  12. A learner who has come from another school must provide the new school with the transfer form and latest school report from the previous school. This should be handed in within the first five days of the new school year at the latest unless the principal agrees that the parent need not submit such a form.
  13. "Feeder zone or feeder area": Definition – If a suitable school (providing the necessary grade and language of learning) is nearer to a learner's home where he/she is permanently residing with the parent at the given address or parent's place of employment than any other suitable school, using the shortest route by road in each case, that learner qualifies to attend the nearer school.
  14. Learners would be admitted to the Ethembeni Enrichment Centre in the following order of preference on condition that application was made before the end of the Second Term:
    - Learners whose parents reside within the feeder area of the school. The Learner should reside permanently at that same address.
    - Learners with brothers and sisters already at the school will be given first preference;
    - Learners whose parents work within the feeder area of the school will receive second preference;

- Due consideration will be given to learners who show good academic, cultural, sport, leadership and behavioral qualities.
- Parents who are permanently employed will be given due consideration.
- Parents who are on transfer from outside the greater metropolitan area of Port Elizabeth may complete an application form. The same norms and standards of admission will apply.

**NB : All of the above will be considered provided the applicants meet the school's requirements and criteria. Proof must also be provided.**

15. No admission / entrance test will be written.

16. Admission forms for Grade 8 will be available from **April of each financial year** with a return date for the completed forms by no later than **end May** of the same year. On receipt of the completed admission form, the form will be checked for accuracy. **Should the relevant documents not be supplied or the form be completed incorrectly, the application will not be processed.**

The application will only be accepted if accompanied by the following documents:

- Passport/Identity PHOTOGRAPH of the learner;
- Official BIRTH CERTIFICATE of learner (unabridged if available);
- Latest school REPORT;
- Certified copies of BOTH PARENTS' Identity documents;
- Certified copies of Identity document of ACCOUNT PAYER (if not one of the parents);
- Certified copy of proof of home address where the applicant resides;
- Certified copies of proof of income of both parents/ guardian;
- Valid residence/study permit as stipulated by South African Home Affairs in accordance with the terms of the Aliens Control Act 96 of 1991.

**N.B.** No Photostat copies will be made at the school office and **no late submission of forms will be accepted.**

The current school where the learner is a pupil will be contacted to verify academic achievement, sporting achievements, behavior and family conduct.

Once all the above issues have been considered and the application has met all the admission criteria, the parent of the applicant will be contacted to confirm the applicant's acceptance as a learner at Ethembeni Enrichment Centre by no later than first week in June of that year as required by the Department.

Due to lack of space, Ethembeni can only accommodate a limited number of applicants and therefore parents would be advised to apply to other schools as well as there is no guarantee that their application will be successful.

Upon informing the parents whose applications have been successful, the parents have only a week (5 working days) to pay the admission fee of R2000 which will also form part of the School fees for the following year.

The school fees of the following year will only be finalized at the Annual General Meeting in November of the present financial year.

The list of all the applications for the particular financial year will be submitted to the Department by the Principal.

On or before the 15 September of each year the school will submit the projected numbers for the following year to the relevant EDO. These numbers will include numbers per Grade and the Grand Total of enrolment at the school for the following year. The Admission Policy of the Ethembeni Enrichment Centre will also be made available to the EDO.

17. **No child's name will be put on a waiting list.** We believe that this gives the parents false expectations that they will get a place at the school and stop looking for accommodation at other possible schools. Parents would therefore be advised to apply to more than one school.
18. Learners may leave Ethembeni once they have obtained a GET Certificate at the end of Grade 9.