

TERSIA KING LEARNING ACADEMY

Definitions:

1. **Learner** - Any person registered to receive education at the School.
2. **Parent** 'parent' means –
 - a. the biological or adoptive parent or legal guardian of a learner
 - b. 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 or b or 4 towards the learner's education at School
3. **Responsible person** – means the person that will be responsible for the payment of School Fees and related fees
4. **School Fees** – means fees as determined in the School Fees policy and which includes any form of contribution of a monetary nature made or paid by a person or body in relation to the attendance or participation by a learner in any programme of the School.
5. **School programme** – means the total array of curricular, extra-curricular activities, sport, cultural, recreational, social and any other School activities offered by the School
6. **Principal** - Means an educator appointed or acting as the head of a School
7. **Sibling** - Means someone who satisfies both of the following requirements:
 - a. he or she has a parent who is also the parent of that child and
 - b. he or she resides in the same household as that child
8. **The School** – Means the institute the learner is applying to for admission into their Educational curriculum

LEGISLATIVE FRAMEWORK

The admission of learners to the School is subject to the following statutory provisions:

- A. The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended.
- B. National Education Policy Act, 1996 (Act 27 of 1996), as amended.
- C. The South African School s Act, 1996 (Act 84 of 1996), as amended.
- D. Employment of Educators Act, 1998 (Act 76 of 1998).
- E. Education Policy Act, 1998 (Act 12 of 1998).
- F. Gauteng School s Education Act, 1995 (Act 6 of 1995).
- G. Refugees Act, 1998 (Act 130 of 1998).
- H. Aliens Control Act, 1991 (Act 96 of 1991)
- I. Admission of Learners to Public School s (General Notice 4138 of 2001).
- J. Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001).
- K. Education White Paper 5, 2004.

1. POLICY PRINCIPLES:

This admissions policy articulates the School's commitment to ensuring that learners have access to quality education without any fear of discrimination on any grounds whatsoever. To this effect any learner that applies for admission to the School will be subjected to a fair and equitable admissions process that is aligned to all relevant National and Provincial legislations.

- 1.1 As a private independent School, the School strives to provide in every educational need of learners, without discriminating in any way.
- 1.2 The School can, in a case where there is any doubt about a learner's achievement, request a test to certify the learner's readiness for the specific grade.
- 1.3 The School will only accept learners whose parents endorse the financial policy, code of conduct and mission of the School.

2. GENERAL PRINCIPLES REGARDING ADMISSIONS:

The School shall administer admissions in compliance with the following principles:

- 2.1 A learner may not be refused admission to the School or any part of the total School program on grounds that:
 - 2.2 (a) constitute unfair discrimination, including on the grounds of race, ethnic or social origin, colour, gender, sex, age, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV and AIDS status, or any other illness.
 - 2.3 (b) his or her parent does not subscribe to the mission statement of the School and code of
- 2.4 No person employed at the School may request the current and/or previous School of a learner or the learner's parent(s), to furnish the School with a confidential report in respect of that learner.
- 2.5 On receiving admission to the School, a learner may not be denied: access to class, cultural, social or sporting activities of the School, receipt of a School report or transfer certificate or otherwise victimised on the basis of 2.1 (a/b) as the learner must be admitted to the total School program.
- 2.6 Learners who apply to the School might be subjected to an admissions test. The Principal of the School may administer an admission test as determined at the time of application for admission

3. ADMINISTRATION OF ADMISSIONS:

The Principal is responsible for the Administration of Admissions of a learner to the School and he or she may delegate any power or function conferred upon him or her, in writing, to any official of the School

In the light of this, the Principal of the School would administer admissions for returning and/or in-grade learners, in collaboration with the School Admissions Committee.

In the administration of admissions, the Executive Principal deals with the following:

- 3.1 informing all parents that the School is open for admissions in line with dates as stipulated by the School Trust
- 3.2 publishes the admission and application period and outlining the procedures to be followed for admissions.

- 3.3 assisting parents of applicants to make applications, including accepting and processing of documents submitted by parents.
 - 3.4 adjudication of the applications for admissions referred to in (3.2) above.
 - 3.5 issuing of notices confirming the status of the application.
 - 3.6 after admission, informing successful applicants of processes relating to School fees, and
 - 3.7 informing unsuccessful applicants of their right to appeal, and
- maintaining both a register of applications for admission and a register of admissions

4. THE ADMISSIONS PROCESS

4.1 Admission Period

The admission process at the School commences on the first day as prescribed by the School Board

4.2 Informing Parents

4.2.1 The School will communicate the commencement date of the admission period, by using the following means of communication: parent meetings, letters to parents, the School website, social media or any other approved channel.

4.2.2 In addition to (4.2.1), the School will make use of SMS/email notifications, the local newspaper/newsletters, or posters and/or any other mode and means of communication

4.3 Application for Admissions

4.3.1 Grade 1 and / or Grade 8 Applications

For Grade 1 and or Grade 8 learner applications for admission, the parent will be issued with an application form or it may be downloaded from the school website, which must be duly completed and returned to the School within the stipulated timeframes.

- required to submit the following supporting documentation for admission to the School:
 - a certified copy of the learner's birth certificate;
 - a certified copy of the parent's identity document, or a temporary ID Document in case the parent does not have an identity document;
 - proof that the child has been immunised at a public or registered private health establishment; *in case of admission to a primary School only*
 - proof of the parent's residential or work address;
 - in the event of a sibling at the School, proof of sibling relationship.

4.3.2 Applications of in-grades (Grade 2 to 7) and (Grade 9 to 12)

Parents applying for admission of in-grades learners (Grade 2 to 7 and Grade 9 – 12) to the School for the first time will be:

- issued with an application form which must be duly completed and returned to the School within the stipulated timeframes.

- Documentation required as in 4.3.1 above

4.3.3 Transfers

In cases where a learner transfers from another School to the School or applies for an entry grade other than Grade 1, in addition to 4.3.1 above, the parent must submit the following documents from the previous School:

- (i) a transfer card; and
- (ii) the learner's last report card.

4.3.4 Applications for re-admission of learners from a home education program into a public-School system

A parent, who wishes to admit his /her child from a home education program into the School, is required to submit the following documents when applying to the School:

- a. A letter of withdrawal signed by the Head of Department
- b. The certificate of registration which reflects the MDE registration number of the learner
- c. The learner's latest portfolio of evidence
- d. Certified copies of the annual assessment reports of the relevant grade from when the learner was registered for home education to the last grade the learner completed, including external assessment reports (Grades 3, 6) completed by competent assessors

5. WHO CAN REGISTER?

- Learners within the age group as stipulated for compulsory attendance as per South African Law
- All new learners
- Learners must register according to age groups

6. CHANGING OF SCHOOLS

The School does not favour learners out of any specific area. Preference will be given to learners of the same family where older or other siblings already attend the School.

7. ADDITIONAL DOCUMENTS NEEDED FOR ADMISSION

- Certified copy of ID documents of parents and the person responsible for the account
- Copy of 3 months Bank Statements for the person responsible for account
- Signed and completed Debit Order Instruction Form
- Completed Income and Expenses Form
- Last account statement from previous School
- Additional Reports (Occupational Therapist, Psychologist, medical condition records, etc.) obtained after enrolment
- As soon as the learner is admitted to the School, profiles or confidential information will be requested from previous Schools.

8. ADMISSION OF NON-CITIZENS

- 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.
- A learner who entered the country on a study permit must present the study permit on admission to the School.
- 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 legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991)

9. SCHOOL FEES

The School fees, as determined by School Management and as stated in the Fees Policy, is compulsory and has to be paid by parents or the responsible person. The School is responsible for the rent of the buildings, teachers' salaries, and all working expenses of the School.

10. LANGUAGE POLICY:

The School's medium of instruction is English and Afrikaans is the First Additional Language. In cases where children are Xhosa- or Zulu speaking (or any other language) we can expect learners to do a language ability test.

11. ADJUDICATION OF APPLICATIONS

The School administers admissions in compliance with the Admissions Regulations, in which eligibility for admission is prioritised as follows:

Priority will be given to learners;

- whose parents comply in full to the Admission Procedure,
- whose parents completed and submitted all documentation on time, and/or
- who have siblings currently enrolled at the School

12. AGE REQUIREMENTS FOR THE ADMISSION OF A LEARNER

12.1 Admission Age of Learners

12.1.1 The School admits Grade 1 learners whose age is six (6) and turning seven (7) by 30 June in the year of admission in line with section 5 (4)(a)(ii) of SASA.

12.1.2 The age grade norm requirements for learners with special education needs applying for admission to the School will be administered to accordingly.

13. NOTIFYING PARENTS OF OUTCOME OF APPLICATION

- The School has to notify the parent or learner in writing that the application for admission has been successful OR unsuccessful, and if successful, the parent or learner must either accept or reject the place in the School
- The Principal will inform the parent or learner in writing, by no later than the date determined by the School Trust each year, that the learner has been admitted to the School or has not been admitted to the School.
- The School will send the letter via email. A copy of the letter of notification will be kept on file

- Where the learner has been accepted, the parent or learner must confirm in writing by a specified date that the learner will accept the grade place at the School.
- If the School does not receive the parent or learner's written response by the due date, the learner will lose the grade place

14. RIGHT TO APPEAL

Parents have the right to appeal the decision of the School to refuse admission of a learner; this must be done in writing.

At admission parents must sign an agreement to state that they accept the following:

- Authority and discipline of the School as included in the Code of Conduct.
- Responsibility for financial matters as stated in the Financial Policy.
- If these admission requirements are not met during the learner's School career, Management can reconsider the continuous attention of School by the learner.
- Exceptions to above-mentioned will be handled by the Executive Management of the School in consultation with Head Office

Effectiveness Criteria:

- Strengthening the status of the School Admissions Code
- Establishing standards for Admission, to ensure fair access to Schools
- Consistency – equal treatment across persons and time
- Bias suppression – eliminates place in the system for personal interest or ideological bias by officials
- Accuracy – the system should use up-to-date, accurate information for learner and parent
- Correctability – a suitable opportunity for review of decisions, appeal and redress.