



TITLE OF POLICY	School Admission Policy
DATE APPROVED BY SGB	20 February 2025
EFFECTIVE DATE	
EXPIRY DATE	This Policy remains in force until amended or replaced and approved by the SGB.
REVIEW DATE	Three years or sooner from the date of adoption. Each SGB should review this policy at least once during its term of office.
AMENDMENT HISTORY	First approved 25 August 2022 Reviewed by Principal 17 February 2025

	CLAUSE	REFERENCE (WHEN APPLICABLE)
1	This policy is drafted in terms of the requirement that the school governing body is required to have an admissions policy, and to ensure that the school's admission procedures comply with provincial and national legislation, regulations and directions and that it takes into account the particular circumstances of this school.	South African Schools Act, s.5(5) Admission Policy for Ordinary Public Schools s. 7 Specific WCED regulations
2	The school principal, as a member of the SGB, participates in the process to determine the admission policy of the school and administers the admission and registration of learners to the school in terms of the registration process determined by the HoD and the school's admission policy.	WCED policy for the management of admission and registration of learners at ordinary public schools, Circular 26/2010 Admission Policy for Ordinary Public Schools, s. 5 and 6
3	The school will admit learners within the prescribed capacity of the school and serve their educational requirements without unfairly discriminating in any way.	Constitution of South Africa: s.8. (3) South African Schools Act s.5(1) Admission Policy for Ordinary Public Schools, s. 7
4	This policy applies equally to learners who are not citizens of South Africa.	Admission Policy for Public Ordinary Schools, s. 19-21
5	The governing body of the school will not <ul style="list-style-type: none"> - administer any test related to the admission of a learner to the school, or direct or authorise the principal of the school or any other person to administer such test; - use the academic performance of learners to determine admission to the school; - use interviews with parents or learners prior to the admission of a learner as a form of screening except for learners with learning barriers who wish to enter an ordinary public school. 	South African Schools Act s5(1) Admission Policy for Ordinary Public Schools, s. 11 WCED policy for the management of admission and registration of learners at ordinary public schools , s.6 WCED policy for the management of admission and registration of learners at ordinary public schools, s.6
6	Learners who are already enrolled at the school will not be required to re-register (e.g. at the beginning of a year).	WCED policy for the management of admission and registration of learners at ordinary public schools, s. 6

7	<p>The school will not charge fees such as a registration fee, a deposit, re-admission or pre-admission fees or any other fee at the time of application.</p> <p>The school will charge school fees only after the learner has been informed in writing of his or her acceptance for admission to the school.</p> <p>Parents will be informed about the fee policy of the school at the time of registration.</p> <p>Parents who cannot meet the fee requirements will be informed of the payment options and of the procedures for exemptions.</p>	<p>WCED policy for the management of admission and registration of learners at ordinary public schools, s. 6</p> <p>WCED policy for the management of admission and registration of learners at ordinary public schools, s. 10</p> <p>Regulations for the exemption of parents from payment of school fees terms of SASA S29(4) and Government Gazette 2931, as amended, dated 18 October 2006</p>
8	<p>No learner will be refused admission to the school on the grounds that his or her parent:</p> <p>(a) is unable to pay or has not paid the school fees determined by the governing body;</p> <p>b) does not subscribe to the mission statement of the school; or</p> <p>(c) 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.</p>	<p>South African Schools Act s.5(2)</p> <p>Admission Policy for Ordinary Public Schools, s. 10</p> <p>WCED policy for the management of admission and registration of learners at ordinary public schools, s. 6.</p>
9	<p>Any learner admitted to the school is admitted to the total school programme, and will not be suspended from classes, denied access to cultural, sporting or social activities of the formal school programme on the grounds of an inability by his/her parents to meet the required school fees.</p>	<p>South African Schools Act s.5(2)</p> <p>Admission Policy for Ordinary Public Schools, s. 10</p>
10	<p>The school has adopted a Language Policy which is separately available and has taken into account the legal requirements for such a policy.</p> <p>Currently the language of learning and teaching is English.</p>	<p>South African Schools Act, s.6(2).</p> <p>Norms and Standards for Language Policy in Schools, 1997</p>
11	<p>Change in marital status does not prevent a learner from continuing to attend the school.</p>	<p>WCED policy for the management of admission and registration of learners at ordinary public schools, s. 5</p>
12	<p>If a learner becomes pregnant, the learner has the choice of remaining at the school, and the school will make the necessary arrangements regarding temporary absence and tuition.</p>	<p>WCED Policy on Managing Learner Pregnancy in Public Schools</p>
13	<p>The school will not request personal information about prospective learners and their parents for the purposes of admission which is not in line with Chapter 2, paragraph 5, of SASA.</p>	<p>WCED Circular 0059/2021, s. 8.1</p>
14	<p>The following documents are required for admission:</p> <ol style="list-style-type: none"> 1. WCED online registration form; 2. Supporting documents required by the WCED online admission system <p>If a learner is not in possession of a South African birth certificate/foreign passport/asylum seeker's permit/refugee permit/study permit, the learner shall nevertheless be admitted and the parents informed of their obligation to apply for the necessary documents at the Department of Home Affairs.</p> <p>Parents are also required to provide proof that the learner has been immunised against the following communicable diseases: polio,</p>	<p>WCED Circular 0038/2020</p> <p>WCED Circular 0053/2021</p> <p>Admission Policy for Ordinary Public Schools, s. 16</p>

	<p>measles, tuberculosis, diphtheria, tetanus and hepatitis B. If the parent is unable or refuses to provide this proof, the parent will be informed that they must write to the Head of Education (WCED) and request formal permission for exemption and provide reasons therefore.</p> <p>The timeframes followed shall be as set out each year by the WCED in a circular.</p>	
15	<p>It is the responsibility of parents to cause every learner for whom they are responsible to attend school from the first school day of the year in which the learner reaches the age of seven until the last school day of the year in which the learner reaches the age of fifteen years or the ninth grade, whichever occurs first.</p> <p>An applicant whose age varies by two years or more relative to the statistical age norm of the grade cohort will not <i>normally</i> be accepted into the school. (Statistical age norm = grade to which admission is sought + 6: e.g. statistical age norm for grade 8 = 8 + 6 = 14: applicant aged 16 may therefore not be admitted to Grade 8.)</p> <p>Permission from the Circuit Manager will be sought in such cases if the school wishes to admit the learner.</p>	<p>South African Schools Act, s. 4(a)</p> <p>WCED Circular 0046/2004</p> <p>South African Schools Act, s.2(1)</p> <p>WCED Circular -0240/2003</p>
16	<p>The school acknowledges that the WCED has not determined feeder zones of public schools in the province. This means that the school is not bound by the preferences that must be given to learners in terms of zoning.</p> <p>It does, however, take cognisance of the fact that Western Cape Schools Education Act states that 'Every learner shall be entitled to ordinary education at his or her nearest ordinary public school, insofar as it is reasonably practicable'.</p> <p>Taking the above into account, the school uses the following criteria for selection:</p> <ol style="list-style-type: none"> 1. The number of places available in a particular grade will be determined each year by the school's planned enrolment, which takes into account the number and size of classrooms, the width of the corridors, bathrooms, and available space in other facilities; 2. Occupational health and safety regulations which determine the number of people the building and facilities can safely accommodate; 3. The balancing of genders in the intake; 4. The successful promotion of the applicant from the grade immediately below the grade in which admission is sought; 5. Learners who apply to the school need to be sufficiently proficient in English so as not to prejudice their ability, or the ability of fellow learners, to progress academically; 6. Closer proximity of the parents'/guardians' permanent residence to the school than to any other high school. 	<p>Admission Policy for Ordinary Public Schools, s.34</p> <p>Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), s. 3(1)(a)</p> <p>WCED Circular 0059/2021 Promotion Of Administrative Justice Act</p>

	<p>7. If an applicant has siblings at the school, or direct family members as alumni, this will be taken into consideration during the admission process, but does not guarantee a place in the school;</p> <p>8. Enrolment at a school in the Pinelands/ Thornton area does not guarantee a place in the school;</p> <p>9. Late applications will be processed, but will only be considered after those that were received within the stated deadline;</p> <p>10. A learner who has been removed from the roll and who subsequently applies for re-admission, will be subjected to this admission policy;</p> <p>Parents and guardians whose children are not accepted for admission will be provided with feedback via the WCED's admissions appeals platform</p>	
17	If the WCED decides that the school must admit more learners than it has initially accepted or overturns an admission decision of the school, this has to be exercised reasonably, in a procedurally fair manner and by means of meaningful engagement.	Constitutional Court ruling in the case of Rivonia Primary vs Gauteng Department of Education, 3 October 2013
18	This policy will be made available to parents and prospective parents.	Promotion of Administration of Justice Act

This Admissions Policy for Pinelands High School was adopted by the Governing Body of Pinelands High School at a meeting held at the school on

SIGNED: 


CHAIRPERSON OF THE GOVERNING BODY

DATE: 10 March 2025

SIGNED: 

SECRETARY OF THE GOVERNING BODY

DATE: 10/03/25

SIGNED: 

PRINCIPAL

DATE: 10/03/2025

